

MINUTES
(approved 06.12.2023)

Present:

Vice-chair Cathy Nielsen, Supervisor Pete Supervisor Parris, Clerk/Treasurer Leanne Kunze

Absent:

Chair Mike Klingelhutz

Regular Meeting was called to order by Vice-chair Nielsen at **6:00pm**

Regular Meeting Agenda was adopted as amended.

- **Add:** Consider updated quote from Bryan Rock to reflect use of belly dumps.
- **Add:** Consider updated indemnification language proposed by Carver County in the Airport Road Chip Sealing JPA.

Motion by Supervisor Parris to adopt the agenda as amended.

Second by Vice-chair Nielsen

Motion carried

Open Forum (left open until 6:15p) is an opportunity for citizens to discuss issues with the Board on items not on the agenda. Individuals are asked to limit their comments to 5 minutes. The Chairman may limit the number of speakers discussing the same issue. The Town Board will take no official action on items discussed at the Open Forum. Items discussed at the Open Forum may be referred to staff for possible consideration at a future meeting.

There were no residents/visitors in attendance.

Minutes

- Regular Meeting Minutes – May 8, 2023

Motion by Supervisor Parris to approve the Public Works Work Session & Regular Meeting Minutes from May 8, 2023.

Second by Vice-chair Nielsen

Motion carried

Financials

- Payment of Claims: #13736-13762 totaling \$124,050.76

Motion by Vice-chair Nielsen to approve payment of Claims #13736-13762 totaling \$124,050.76

Second by Supervisor Parris

Motion carried

- Schedule 1 Treasurer's Report

Motion by Vice-chair Nielsen to accept the Schedule 1 Treasurer's Report

Second by Supervisor Parris

Motion carried

- Receipts Register: \$2,227.00

Vice-chair Nielsen noted the Receipts Register has been received and reviewed.

Unfinished Business

- Discussed Carver County response to Application for Access off of Lakewood Circle.

Action: Staff to schedule a meeting at the property to include landowner, township PW staff, Supervisor Supervisor Parris, Carver County PW representative. **Objective:** To gain a clear understanding of options and educated decision(s) whether to grant the original location that meets the 660' zoning requirement with safety concern, or

if property owner decides to proceed with a request for a variance from Carver County that would address the safety concern noted by the road authority by granting access 550' from Co Rd.

- Reviewed draft letter from the Board to the property owners at 9385 Jan View Ln (Christopher).
 - No edits needed – staff to proceed with sending along with copy of ordinance
- Considered updated quote from Bryan Rock to reflect use of belly dumps for approx. 45 loads.
Motion by Vice-chair Nielsen to accept the updated quote reflecting use of belly dumps, estimating an additional \$2,400.00 in cost over original quote.
Second by Supervisor Parris
Motion carried
- Considered updated indemnification language proposed by Carver County for the JPA for Airport Road Chip Sealing project.
Motion by Vice-chair Nielsen to accept the indemnification language change and authorize updated signatures from Chair and Clerk.
Second by Supervisor Parris
Motion carried

New Business

- Considered ROW Permit 2023-04R Application from Metrofibernet, LLC for Weber Drive.
Motion by Supervisor Parris to approve ROW Permit 2023-04R as presented.
Second by Vice-chair Nielsen
Motion carried
- Considered offer of temporary employment (Summer Help) to Logan Lawrence.
Motion by Supervisor Parris to approve temporary employment offer letter to Logan Lawrence, as presented.
Discussion: Position was posted as directed. There were initially 2 interested parties and one withdrew. Board is the Employer/Supervisor with day-to-day management to be coordinated among PW staff, James Schilling and Brian Lawrence, and timecards to be submitted to Clerk/Treasurer.
Second by Vice-chair Nielsen
Motion carried

Board Member Reports

Vice-chair Cathy Nielsen:

- Reviewed the *Pending Business List*
 - (Rosin) Supervisor Parris spoke with Rosin about easement matter, confirmed that property owner met with PW staff to confirm understanding of requirements, and projected to be completed by mid to end of June.
 - (Annexation of TRP/CPR) Supervisor Parris attended City of Victoria meeting 5/8 and witnessed the vote pass to approve annexation of the Three Rivers Park/Carver Park Reserve parcels from Laketown Township to the City of Victoria, noting only 1 “no” vote.
 - (Augusta Rd) Clerk/Treasurer Kunze confirmed there has been no communication received from residents in response to the letter sent informing them of plans to return to gravel in 2024 unless residents accept assessment for asphalt. Supervisor Parris spoke with a Board Member from Dahlgren Twp about the entrance to Little Av off of the intersection with Co Rd 140 (location where 4 townships come together) and will connect with a representative from Benton Twp re: possible cost share (~\$9,000) for the repair work recommended by engineer.

- (Unauthorized contents in 201 Sewer) Clerk/Treasurer will consult with Deputy Lano for process to follow if a public hearing is required in addition to publishing requirements relating to proposed ordinance to amend existing 201 Sewer Ordinance.
- Question raised regarding \$250,000 limit for FDIC and whether Laketown Township's funds were protected.
 - Clerk/Treasurer provided information related to the annual collateral statement we obtain from Security Bank to ensure all funds are protected. Noted this is also a part of the annual audit to ensure we have this statement from our bank.

Supervisor Pete Supervisor Parris:

- PW staff and representative from Carver County went to look at 9530 Lakewood Circle and noted how the property owner made changes to the contour of the landscape contributing to the drainage concerns raised by the property owner.
- Attended St. Boni Fire Advisory Meeting - they are ordering a new truck * two years out (approx. \$1m)

Clerk/Treasurer Kunze:

- Spring Composting went well. Steady flow on Tuesday and Thursday, and staff reports Saturday quite busy.
- Will reach out to Bolton & Menk for status update on the Sewer Feasibility Study and preliminary presentation to the Board.

Reviewed items listed under FYI/Correspondence

It was noted that the Ford redesign and repair notice happens to acknowledge and address the steering issue PW staff had recently reported impacting the F550.

Adjourned at 6:40pm

Motion by Vice-chair Nielsen to adjourn the meeting.

Second by Supervisor Parris

Motion carried

Respectfully submitted by:

Leanne Kunze

Clerk/Treasurer

Board approved on 06.12.2023
(date)

Leanne Kunze

Attest: Leanne Kunze

Clerk/Treasurer



Mike Klingelhutz

Mike Klingelhutz
Chair

Upcoming Meetings

Monday, May 29, 2023	Closed - Memorial Day	
Monday, June 12, 2023	Public Works Work Session	1:00 PM
	Regular Town Board Meeting	3:00 PM
Monday, June 26, 2023	Regular Town Board Meeting	6:00 PM
Tuesday, July 4, 2023	Closed – Independence Day	