

MINUTES

[Approved 08.14.2023]

Present:

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

Regular Meeting was called to order at 6:00pm

Regular Meeting Agenda was adopted as amended.

- **Add:** Consider approval of 8/1/2023 payments due (Airport Debt Service Interest \$11,303.30; and sewer disposal City of Watertown \$1515.00)

Motion by Klingelhutz to adopt the agenda as amended.

Second by Parris

Motion carried (3-0)

Open Forum (left open until 6:20p) 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

- Approved Minutes from Public Works Work Session and Regular Meeting – July 10, 2023
Amended sentence under Parris' Board Report to clarify impact to township/levied amount, not residents.

Motion by Parris to approve Public Works Work Session & Regular Meeting Minutes, as amended

Second by Klingelhutz

Motion carried (3-0)

Financials

- Approve Payment of Claims: #13856-18866 and #13868-13881 totaling \$24,933.50

Motion by Nielsen to approve payment of Claims #13856-18866 and #13868-13881 totaling \$24,933.50

Second by Klingelhutz

Motion carried (3-0)

- Approved voided check #27479 dated 07/10/2023 in the amount of \$1825.02 payable to Mid-County Coop, and approved Payment of Claim #13867 in the amount of \$1825.02 payable to Mid-County Fabrication (Corrected error sending payment to wrong vendor)

Motion by Klingelhutz to approve voided check #27479 dated 07/10/2023 in the amount of \$1825.02 payable to Mid-County Coop, and approve Payment of Claim #13867 in the amount of \$1825.02 payable to Mid-County Fabrication

Second by Parris

Motion carried (3-0)

- Accepted Schedule 1 Treasurer's Report

Motion by Klingelhutz to accept the Schedule 1 Treasurer's Report

Second by Parris

Motion carried (3-0)

- Receipts Register: \$22,178.70

Klingelhutz noted the Receipts Register has been received and reviewed.

- Approved 8/1/2023 payments due before next board meeting
(Airport Debt Service Interest \$11,303.30; and sewer disposal City of Watertown \$1515.00)
Motion by Parris to approve interest payment on Airport Road Debt Service to Security Bank in the amount of \$11,303.30 on August 1, 2023, and sewer disposal payment to City of Watertown in the amount of \$1515.00 on August 1, 2023.

Second by Nielson

Motion carried (3-0)

Unfinished Business

- Reviewed Q2/YTD financial reports (January 1, 2023 – June 30, 2023) for General Fund and 201 Fund
- Discussed preparing for impacts of potential annexation of part of Airport Road in regard to levied amounts for the township portion of debt. Legal counsel, Mike Couri, to share approach with the board before reaching out to City of Waconia to negotiate in advance.
- Discussed follow-up to July 10, 2023, discussion of next steps on the 201 Sewer Feasibility presentation by Bolton & Menk
 - Clerk Kunze provided the 3 points Deputy Clerk Lano received from legal counsel on July 11, 2023: (1) an assessment to connected residents in the amount of \$40k would not be considered reasonable for the 429 process; (2) could use Rule 444 process that has the costs factored into the utility payment/billing (unpaid utilities are subject to assessment) but this approach is not advised politically speaking; and (3) costs incurred for improving the 201-Community Sewer System should be assessed as a Community System, not by neighborhood.
 - Board members stated disappointment in the presentation and lack of a draft copy being provided well in advance of the meeting, noting a draft was emailed the Friday before the meeting and it was a rare occasion for the Office of the Clerk to be staff on Friday to at least get it sent out for Board members to attempt to review over the weekend.
 - Reviewed the report estimating cost of \$13.6m which translates to \$66k per connected property. Further discussed the need for support and investment from the State Legislature for additional funding support as a low-interest loan will not be enough.
 - Next step is determining the level of support from local legislators for partial investment via State Bond to buy down the cost of necessary improvement to help make it affordable for the township and connected residents to afford the 201-sewer infrastructure improvement project. Clerk to schedule a Special Meeting with local representatives before the August 14, 2023, Board meeting. After this meeting, next steps would be to take it to the Township's ad hoc 201-Sewer Committee.

New Business

- Considered ROW Permit 2023-05R – Xcel Energy (8130 Wildwood Ln)
 - **Motion** by Nielsen to approve ROW Permit 2023-05R with notation of requirement to be 36" underground added as #7 under Section I.
 - **Second** by Klingelhutz
 - **Motion carried (3-0)**
- Considered ROW Permit 2023-06R – Metrofibernet LLC (Lynn Wood Rd)
 - **Motion** by Klingelhutz to approve ROW Permit 2023-06R for Lynn Wood Rd.
 - **Second** by Nielsen
 - **Motion carried (3-0)**
- Considered Event Permit 2023-02E – Freshwater Community Church Outdoor Service
 - **Motion** by Nielsen to approve Event Permit 2023-02E

- **Second** by Parris
- **Motion carried (3-0)**
- Considered Resolution 2023-09R – Septic Drainfield Transfer Agreement (Hoggarth)
 - **Motion** by Nielsen to adopt Resolution 2023-09R and authorize Chair and Clerk to sign final copy.
 - Discussion: *Parris reported speaking with Carver County regarding legal description and okay to proceed. A draft of this document had been presented and accepted in late 2021, so the only updates are Clerk name and date(s). Clerk to schedule signing of document after Hoggarth final review.*
 - **Second** by Parris
 - **Motion carried (3-0)**
- Discussed electronic payment platform for sewer utilities available through Paya/Nuvei/BMO Harris
 - Kunze shared information received regarding new option available through Paya/Nuvei for electronic payment option for municipalities to offer to customers in Banyan utility platform. Convenience fee model has end user paying the 2.75% fee when using credit/debit card or \$1.10 fee for ACH transfer from banking account. Cost to township would be \$9.95 per month for platform and allows more than just utility billing – can send mass communication to those on the 201 system re: new bill, unpaid bill, updates, and could also be expanded to collect electronic fees for permits, etc.
 - More information is needed regarding \$195 annual service fee as it appears to be waived with a 3-year commitment. Kunze also wants to see a demonstration of successful upload and update to Banyan. Payments made by 9pm are posted by 9am the following day.
- Tabled discussion on MN Rural Water Association (MNRWA)
 - Requested by Nielsen to consider membership in MNRWA
 - Tabled to the August Public Works Work Session to allow James to review and provide feedback
- Discussed Advanced Wastewater Treatment AquaTechSystems Decentralized Wastewater Systems
 - Board quickly determined our location and existing connections to the met sewer line would likely rule out this service being allowed or appropriate
 - Nielsen stressed the importance of due diligence in case the 201-Community Sewer System improvement project is not feasible and neighborhoods may need to consider other options
 - Nielsen offered to continue researching options. Kunze requested clarity from the Board for any authorized work that could be submitted for hourly pay. Kunze asked for additional clarity for hours submitted by any Board member outside of regular meetings or meetings approved in advance. Nielsen was advised to contact our regional Met Council representative regarding parameters impacting wastewater options before spending time researching alternatives. Nielsen indicated she would also like to reach out to other municipalities operating a 201-sewer system.
 - **Motion** by Klingelhutz to authorize up to 3 hours of pay for work on behalf of the township relating to communication with Met Council and other municipalities operating 201 systems and report back to the Board on findings.
 - **Second** by Parris
 - **Motion carried (3-0)**

Board Member Reports

- Chair Klingelhutz
 - reviewed the *Pending Business List*

- Pierson Lake Drive Easement & Encroachment: Retaining wall (Rosin) is completed. Only item left on this matter is the Agreement addressed under New Business. Chair Klingelhutz and Clerk Kunze are authorized to sign the final documents transferring easement.
 - Intersection of Little Av & Co Rd 141: Parris will reach out again.
 - Augusta Rd: nothing to report – waiting until September to confirm no residents have come forward with support for asphalt rather than current plan to turn to gravel
 - Outstanding 201 Sewer issues: no update
 - MPCA Grant status: Kunze provided breakdown of costs from Bolton & Menk through June 26, 2023, all of Pierson Lake is factored in for MPCA grant (not just Abbywood Mounds) and invoices for that area is currently at \$15,304.18
 - CDA Grant status: we have been approved for 2023 for \$7500
 - Ordinance Clean up: ongoing
 - reports air release valves are being replaced at various lift stations
- Vice Chair Cathy Nielsen
 - Continues to look for additional funds to help pay for improvements to sewer infrastructure
 - Reported highlights from Carver County Township Association that will be in Minutes forthcoming
 - Reimbursing each township \$1k from the \$10k retainage from initial fiberoptic ring
 - Lowering dues next year
- Supervisor Pete Parris – no report
- Clerk/Treasurer Kunze
 - We have been officially granted the domain name [LaketownMN.gov]
 - will begin with migration/redirection of website to new domain
 - shared options for township administered email through SystemHouse
 - will discuss naming conventions for emails at future meeting

Reviewed FYI and Correspondence

- June 2023 Permits issued by Carver County in Laketown Township
- Notice of Public Hearing – Appeal for a Variance – Lakewood Circle Access
- MN Association of Townships District 4 Meeting notice
- PERA Employer Newsletter Q2

Adjourned at 8:09pm

Motion by Parris to adjourn the meeting.

Second by Klingelhutz

Motion carried (3-0)

Respectfully submitted by

Leanne Kunze, Clerk/Treasurer

Board approved 8/14/2023 (date)

ATTEST:

Mike Klingelhutz Chair
Leanne Kunze Clerk

