

MINUTES

[Approved 10.09.23]

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

6:00p 1. Regular Meeting Called to Order at 6:00pm

2. Adopted Regular Meeting Agenda

Motion by Klingelhutz to adopt the agenda as presented

Second by Parris

Motion carried (3-0)

3. **Open Forum** 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.

Opportunity held open until 6:15p – none in attendance.

4. Minutes

Approved Minutes from Public Works Work Session and Regular Meeting – September 11, 2023

Motion by Klingelhutz to approve Minutes from September 11, 2023

Second by Nielsen

Motion carried (3-0)

5. Financials

- Approved Payment of Claims #13986-13998 totaling \$29,165.47

Motion by Klingelhutz to approve Claims #13986-13998 totaling \$29,165.47

Second by Parris

Motion carried (3-0)

- Void live check #27588 - Claim is for EFT 23-90 to Security Bank

Motion by Klingelhutz to void check #27588 as a live check isn't needed for this approved EFT

Second by Parris

Motion carried (3-0)

- Accept Schedule 1 Treasurer's Report

Motion by Parris to accept Schedule 1 Treasurer's Report with note that Clerk Kunze is working with a representative at OSA regarding the investment account balance for LRF

Second by Klingelhutz

Motion carried (3-0)

- Reviewed Receipts Register: \$2,434.79

Klingelhutz noted for the record that the Receipts Register has been received and reviewed

- Obtained signatures for new CD issued by Security Bank

Kunze collected updated signatures

6. Unfinished Business

- Reviewed invoices/payments to Bolton & Menk for Sewer Feasibility Study/Plan

Board is content with response and okay to release the check approved and held 09.11.2023

- Discussed eligibility for funds administered by Carver County Environmental Services for residents with failed/failing septic tank
New program administered by Carver County via grant will cover residents connected to our system if they need to replace a failing/failed septic tank. The application is being created. Assistance is on a sliding fee scale. Refer residents to email Jake at Carver County to receive application for consideration.
- Discussed City of Chaska Utility billing for metered sewer
Kunze confirmed the same administrative fee of \$8.25/mo is assessed to all billed; no extra fee for us
- Discuss leased propane tank as part of contract with UFC
Kunze confirmed the propane tank is leased as part of the pre-pay propane contract with UFC and annual billing is expected in next month
- Discussed parameters for selling snow blower
Public Works staff to obtain quotes from Lano Shakopee, Lano Norwood, and the Municipal sales site; pictures and quotes to be provided to Kunze for posting for sale on cyber marketplace.
- Discussed SSTS Financial Assistance
Reviewed potential for grant assistance through MPCA. PFA interested in meeting with us. Pete to attend zoom.
- Discussed LRIP funding
Core samples expected soon; Township Engineer Ron Bray to lead project and assist with LRIP application; may want to ask if residential roads are eligible for LRIP or solely focus on through roads like Augusta Rd; staff to reach out to Carver County to request/secure sponsorship for LRIP

7. New Business

- Consider request from City of St Bonifacius to support an increase in the annual Fire Relief fee
Motion by Parris to support this increase and note strong recommendation for proceeds from sales of Fire Dept assets to go into the Capital Fund and not the city's General Fund.
Second by Nielsen
Motion carried (3-0)
- Discussed notice of rate increase from Couri & Ruppe, PLLP
noted
- Consider Melissa Lano's request to serve in a consultant capacity to the Clerk/Treasurer as needed, and recommends Clerk/Treasurer Kunze consider Jean Moore (current Administrative Assistant) to serve as Deputy Clerk/Treasurer.
Board recognizes Lano's request and Kunze's prerogative to appoint a Deputy with Board setting compensation.
Motion by Klingelutz to retain Melissa Lano on a consulting basis to the Clerk/Treasurer at a rate of \$35.00/hour when initiated by the Clerk/Treasurer and no other compensation; and to keep Jean Moore's hourly rate of pay the same as current Administrative Assistant wage and add monthly phone allowance of \$20.00 effective payperiod beginning 10.02.2023 and no other compensation.
Second by Parris
Motion carried (3-0)
- Review Permit for contractor to exceed weight limits on Hidden Bay Lane
Reviewed, noting Road Technician (Brian) approved
- Review draft agenda for 9/27/23 meeting with Dahlgren Township
Reviewed

8. Reports

- Reviewed *Pending Business List*
- Chair Klingelhutz shared chickens not allowed in Chaska city limits/zoning ordinance; allowed in Waconia Shared that he learned of Waconia’s Public Works Director leaving and sorry to see him go. Other board members agreed he had been good to work with and sorry to see him leave.
- Vice Chair Nielsen confirmed that staff sent the fine notice to those identified to have prohibited materials when septic tank pumped. Shared a builder resource that was used by City of Watertown for their treatment facility.
- Supervisor Parris reported on his meeting with State Rep Reams regarding our request for consideration for state investment in our 201 infrastructure needs. Also spoke with County Commissioner Lynch to seek formal letter of support from Carver County regarding our request for state and federal funding; Paul Moline will be preparing a resolution for County Board consideration.
- Clerk/Treasurer Kunze reminded Board of the deadline for Q3 expenses to be submitted.

9. FYI / Correspondence

- Copy of St. Boni Fire Call
- Invitation from Security Bank & Trust Co for Customer Appreciation Event
- Invitation to no-cost Technology Event/Workshops by Coordinated Business Systems

10. Adjournment at 8:25pm

Motion by Parris to adjourn the meeting

Second by Klingelhutz

Motion carried (3-0)

Respectfully submitted,
Leanne Kunze, Clerk/Treasurer

Board approved on 10.09.2023 (date)

Chair *Mike Klingelhutz* (signature)

Clerk: *Leanne Kunze* (signature)



UPCOMING MEETINGS

- Wednesday, September 27, 2023 Joint Board Meeting – Laketown & Dahlgren @ Laketown Twp Hall 6:00 PM
- Monday, September 25, 2023 Regular Town Board Meeting 6:00 PM
- Monday, October 09, 2023 Public Works Work Session 1:00 PM, Regular Town Board Meeting 3:00 PM
- Monday, October 23, 2023 Regular Town Board Meeting 6:00 PM
- Friday, November 10, 2023 Closed - Observe Veterans Day