

MINUTES

[Approved 09.25.2023]

Present:

Board members: Chair Mike Klingelhutz, Vice-chair Cathy Nielsen, Supervisor Pete Parris

Staff: Administrative Assistant Jean Moore, Road Technician Brian Lawrence, Sewer Technician James Schilling

Public Works Work Session was called to order at 1:00pm

Roads

- The Townships total mileage is 27.20 of GIS road miles. The certification will be sent into Carver County Public Works as requested.
- The board was in favor of filling out the DNR Tree Grant. Cathy suggested we apply for \$20,000 in grant monies. Brian will follow up on how much per year for tree trimming and removal for the township.
- LRIP Road Repair funding will be further looked into when it is up on MATIT website, Brian and Leanne to follow up. The board asked that Leanne forward this info onto Dahlgren Township to be discussed at the upcoming meeting (to be schedule by the end of September 2023).
- 2023 Road Tour Tasking updates:
 - 9365 Pierson Lake Drive, clean swale to lake and place 3-6 inch rip rap along/check wall to slow and filter drainage water - STATUS: complete
 - Parley Lake Road – Clean out ditch, place erosion control. Gopher One submitted. STATUS: open/awaiting schedule
 - Little Ave south of 102nd intersection – Clean out ditch, remove trees and vegetation, place erosion control. STATUS: open/awaiting schedule, waiting for EXCEL Energy for trees in power lines to be removed by their crew
 - 8220 Cardinal Lane drain tile repair – STATUS: scheduled for September
 - Spring Valley Road – Investigate and repair culvert and pavement, clean out sedimentation in ditch – STATUS: open/awaiting schedule
 - Reitz Lake Road, dying tree over power line on Smothers property - STATUS: awaiting response from MVEC and/or homeowner
 - Little Ave at Co Rd 140 – STATUS: will be done in 2024 with Dahlgren splitting cost
 - Augusta Road – STATUS: meeting with Dahlgren Township to be scheduled in September
- Ditch mowing scheduled for fall.

Equipment

- Snow Blower to be sold.

Sewers

- Septic Tank Replacement Grant administered by County - Clerk to update board on resident eligibility
- 9350 Lennis Ave – needs to replace tank. Homeowner is aware of feasibility study and would like to replace it, but doesn't want to invest if the tank will be collapsed within the next 3-5 years if we proceed with project to upgrade 201 system
- 9375 Janview Lane – prohibited materials were found when pumping. The board recommends sending a letter and fining the property owner \$500 in accordance of our Sewer Ordinance. They will also be moved to yearly pumping per Sewer Ordinance with the cost to be charged back to the homeowner.

- Reitz Lake parcel with sewer stub - stub was located and will be allowed to build if all setbacks are met and drainage is not disturbed.
- The 2024 Met Council increase was reviewed and a letter will be sent to Crown College informing them of their new quarterly fee effective January 1, 2024.

Miscellaneous

- The 2024 UFC propane prepay worksheet was reviewed and discussed.
- Fall compost dates are set for October 21, 24, 26 and 28. Postcard will be mailed the end of September.

The Public Works Work session was adjourned at 3:00pm.

Regular Meeting was called to order at 3:00pm

Regular Meeting Agenda was adopted as presented.

Motion by Parris to adopt the agenda as presented.

Second by Klingelhutz

Motion carried (none opposed)

Open Forum (left open until 3:15) 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. **No guests present.**

Minutes

- Regular Meeting Minutes – August 28, 2023

Motion by Klingelhutz to approve the Regular Meeting Minutes from August 28, 2023

Second by Nielsen

Motion carried, (Supervisor Parris Abstained)

Financials

- Approval of Payment of Claims: #13950-13970 totaling \$106,208.72

Motion by Klingelhutz to approve payment of claims as presented & to hold check #27567 payable to Bolton & Menk until further information is received

Second by Parris

Motion carried (none opposed)

- Schedule 1 Treasurer's Report

Report was prepared by Clerk/Treasurer Kunze and presented by Administrative Assistant Moore

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

Second by Klingelhutz

Motion carried (none opposed)

- Receipts Register: \$5,734.87

Klingelhutz noted the Receipts Register has been received and reviewed.

- Klingelhutz noted that the August bank reconciliation has been received and reviewed.

Unfinished Business

- Consider reinvesting of 3 CD's. The Boards recommendations are as follows:

Motion by Parris to renew CD 8005325 (Long Range fund) in the amount of \$75,000 for 15mos at 4.67%

Second by Nielsen

Motion carried (none opposed)

Motion by Parris to renew CD 8005367 (Airport Road fund) in the amount of \$100,000 for 6mos at 4.91% with the remaining value to be allocated back to the Airport Road fund

Second by Klingelhutz

Motion carried (none opposed)

Motion by Klingelhutz to renew CD 8005368 (General fund) in the amount of \$68,000 for 6mos at 4.91% with the remaining value to be allocated back to the General fund

Second by Nielsen

Motion carried (none opposed)

New Business

- Consider annexation request for development of 12.04 acres (former Bovey and Gestach properties)

Motion by Parris to accept the annexation involving PID 070350100 (former Bovey property) and PID 655701250 (former Gestach property) to the City of Victoria with a net 7.72 acres subject to the \$500.00 per acre agreement, totaling \$3,860.00

Second by Nielsen

Motion carried (none opposed)

- Consider quotes for new network firewall

Motion by Nielsen to accept the network firewall software quote from System House in the amount of \$1,348.20 for 3 years, to include installation

Second by Parris

Motion carried (none opposed)

- **Table** Carver County LRIP funding till further information is available. The board asked that we make Dahlgren Township aware of the funding to be discussed at the Special Meeting held in September.

- Consider Resolution 2023-14 Revising Fee for Town Consent for Annual Liquor License.

In response to learning of the 20% statutory limit on fee for Town Consent on annual liquor license renewal applications, it is recommended we amend the existing Fee Schedule stating 25% of the fee charged by Carver County.

Motion by Klingelhutz to adopt Resolution 2023-14

amending the fee to reflect 20% of the fee charged by Carver County and to reimburse Schram Winery \$10.00 due to overpayment as a result of this action

Second by Nielsen

Motion carried (none opposed)

- Consider 2023 Township Road Mileage Certification

Motion by Parris to certify the Mileage of 27.20 in GIS roads as presented by Carver County

Second by Klingelhutz

Motion carried (none opposed)

- Consider 2024 Propane Plan from UFC (September 2023 – August 2024)

Motion by Nielsen to contract with UFC for 2024, prepaying 2700 gallons at the commercial rate of \$1.64/gallon

Second by Klingelhutz

Motion carried (none opposed)

- Consider action in response to prohibited materials found during septic pumping at 9375 Janview Ln

Motion by Nielsen to send a letter to the resident at 9375 Janview lane along with an invoice charging them \$500.00 for prohibited materials, and to set them up for annual pumping to be charged to the resident per Sewer Ordinance

Second by Klingelhutz

Motion carried (none opposed)

- Consider DNR Grant Funding for Tree Services

Motion by Klingelhutz to authorize Brian to look further into the funding and follow up with Leanne

Second by Klingelhutz

Motion carried (none opposed)

Board Member Reports

Chair Mike Klingelhutz: None

- *Pending Business List was reviewed*

Vice Chair Cathy Nielsen: None

Supervisor Pete Parris: None

Administrative Assistant Jean Moore: None

Correspondence was reviewed.

Adjourned at 4:05pm

Motion by Nielsen to adjourn the meeting.

Second by Klingelhutz

Motion carried (none opposed)

Respectfully submitted by:

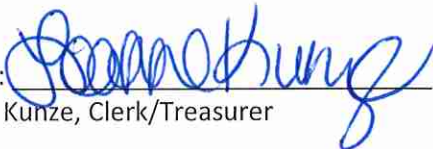
Jean Moore/Administrative Assistant

Board approved on

09-25-23
(date)

ATTEST:

Leanne Kunze, Clerk/Treasurer




Mike Klingelhutz, Board Chair

