

MINUTES

[Approved 10.23.23]

Present: Chair Mike Klingelhutz, Vice-chair Cathy Nielsen, Supervisor Pete Parris, Clerk/Treasurer Leanne Kunze
Public Works Technicians Brian Lawrence and James Schilling, Road Engineer Ron Bray

1:00p 1. Public Works Work Session Called to Order at 1:00p

2. Roads

a. Discussed Augusta Road (Special Meeting recap & LRIP application process) with Ron Bray, Engineer

- Reviewed 2022 estimates for cost to reclaim and pave Augusta Road; Bray recommends the specifications for updated estimates to include grinding blacktop into gravel, add 2" of gravel, and then 4" of asphalt; Bray noted the performance of this road over the past 40 years justifies the departure from ideal (cutting down 16" to lay new fabric and rebuild.)
- Bray accepts the task of taking the lead on the process of applying for LRIP funds on behalf of Laketown Township, and Dahlgren Township has already agreed for Laketown Township to take the lead. Estimate for Bray's work will not exceed \$5,000.00 and staff will gather updated bids for the work described. Bray noted safety, congestion, and connectivity as the main consideration points for grant reviewers, and it will be written to LRIP standards – any exceptions would be addressed if they arise.
- Discussed reasonable amount to request through LRIP application is \$150,000.00 in order to be feasible to proceed with this asphalt project. This amount demonstrates a reasonable cost share between the property owners, the townships, and grant funds.

b. Noted receipt of updates on Road Tour Task List

c. Discussed trees in ROW

- A recent example was shared where a tree was downed in a storm and staff removed it when it fell in the ROW; discussed concern for other trees along ROW at risk of falling in ROW, and some encroaching ROW.
- Will be working on tree trimming along with contractor later this month. Discussed sending a letter to the following neighborhoods due to number of trees that need to be addressed in ROW: Bavaria, Rolling Meadows, and Lakewood Circle.

3. Equipment – nothing on this agenda to allow adequate time with road engineer and other items

4. Sewer

- Discussed status of this cycle's septic tank pumping
 - Only discovered 2 cracked tanks out of the 63 pumped thus far; 2023 pump cycle completed; will be flushing lift stations and repairing manhole covers (e.g., adding rings)
 - Discussed status of remaining sump pump inspections (5) and subsequent surcharge looming
 - Reviewed the Met Sewer MH inspection log
- d. Reviewed Q3 YTD 201 Fund/budget - Board wants to get a better understanding of impacts on 2024 budget in consideration of 2023 actual costs and the Met Council rate increase taking effect January 1, 2024; draft for 201 and Met sewer impacts in 2024 will be shared at next PW work session.
- e. Discussed setting a date for the Sewer Committee to meet – propose 6p on Tues 10/24 or Wed 10/25

5. Miscellaneous

- a. Noted that postcards were sent to all residents re: Fall Composting Dates

6. Adjourned Work Session at 3:05p

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

3:00p 1. Regular Meeting Called to Order at 3:07p

2. Adopted Meeting Agenda

Motion by Klingelhutz to adopt the agenda along with the following additions: Consider letter to Dahlgren Township relating to LRIP grant funding for Augusta Road; and Consider letter to inform residents of upcoming tree-trimming in certain neighborhoods.

Second by Parris

Motion carried (3-0)

3. Open Forum was kept open until 3:25p – no participants

4. Minutes

- a. Approved Minutes from Regular Meeting 09.25.2023

Motion by Nielsen to approve the Minutes from the Regular Meeting on 09.25.2023

Second by Parris

Motion carried (3-0)

b. Approved Minutes from Special Meeting 09.27.2023

Motion by Klingelhutz to approve the Minutes from the Special Meeting with Dahlgren Township on 09.27.23, noting these Minutes are also subject to the approval of the Dahlgren Township Board.

Second by Parris

Motion carried (3-0)

5. Financials

- Approved Payment of Claims #13999-14024 = \$23,776.76

Motion by Klingelhutz to approve payment of Claims #13999-14024 totaling \$23,776.76

Second by Parris

Motion carried (3-0)

- Accepted Schedule 1 Treasurer's Report

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

Second by Klingelhutz

Motion carried (3-0)

c. Reviewed Receipts Register = \$14,272.17

Klingelhutz noted the Receipts Register has been received and reviewed.

d. Discussed CD8005368 value at maturity 9/22/23 was \$70,270.13

- \$ 2,270.13 deposited into checking & assigned to General Fund
- \$68,000.00 purchased new 6mo CD (General Fund)

e. CD8007337 value at maturity 9/22/23 was \$104,630.03

- \$ 4,630.03 deposited into checking & assigned to Airport Rd Debt Fund
- \$100,000.00 purchased new 6mo CD (Airport Rd Dept Fund)
- Klingelhutz noted the status of these CDs reflects the Board's directive 09.11.2023

f. Reviewed Bank Balancing for month ending September 30, 2023

- Klingelhutz noted September bank balancing has been received and reviewed.

g. Reviewed Q3 YTD ledgers & reports

- Klingelhutz noted the Q3 YTD budget reports have been received and reviewed.

Board decided to take 7. New Business item (a.) out of order for the convenience of resident in attendance:

a. Considered recommendation re: Smothers Request for Variance Application filed with Carver County

Reviewed application requesting a variance to allow reduced setback on property line by 5' to allow for an additional garage using existing access and uniform sightlines with existing home setting. Board members stated concern for the amount of fill observed on and over the eastern property line, and concern regarding erosion control for

neighboring property. Resident has not discussed this with property owner - no one residing there – but agreed to reach out to the daughter of the property owner who resides outside of MN and get it in writing. The Board ultimately decided to table the matter to the 10.23.2023 meeting where the resident will bring written confirmation that neighboring property is in agreement with the requested variance and subsequent impacts to their property, resident’s plan to stabilize the bank and present erosion control plan.

Motion by Klingelhutz

Second by Parris

Motion carried (3-0)

6. Unfinished Business

a. Jean Moore be sworn in as Deputy Clerk/Treasurer (discussed at 09.25.2023 meeting)

b. Considered next steps on LRIP application

Motion by Parris to approve the following cost-share for the LRIP application, subject to Dahlgren Township approval:

\$122,000 resident cost share (assessment of \$8000 x 14.125* property owners)
\$ 26,000 Dahlgren Township cost share
\$ 62,000 Laketown Township cost share
\$150,000 LRIP grant funds
= \$350,000 total project cost

Second by Klingelhutz

Motion carried (3-0)

Motion by Klingelhutz to authorize our Township Engineer, Ron Bray, WSB, to prepare and submit the LRIP grant application on behalf of Laketown Township at a cost not to exceed \$5,000.00 and request Dahlgren Township split this cost subject to Dahlgren Township approval.

Second by

Motion carried (3-0)

NOTE: Clerk/Treasurer Kunze to send both of the above motions in addition to the conditionally-approved Minutes from 09.27.2023 to Dahlgren Township at the end of this meeting in hopes it will be considered at Dahlgren Township’s Board meeting later the same date. *[clerk sent email & text to Dahlgren’s clerk]*

- Discussed setting the date for the Sewer Committee to meet

NOTE: Clerk/Treasurer Kunze will send notice to existing members of Sewer Committee seeing preference between Tues 10/24 or Wednesday 10/25 at 6:00p and post meeting accordingly.

d. Consider letter to Dahlgren Township relating to the LRIP grant application

- Klingelhutz noted that this has already been addressed in item b. under this section.

7. New Business

a. Addressed out of order – **see above** (after 5. Financials & before 6. Unfinished Business)

b. Considered sending a notice to residents that the Township will be trimming trees in the ROW

Motion by Klingelhutz to send a letter to each resident in the 3 neighborhoods in need of tree trimming in the ROW (Rolling Meadow, Lakewood Circle, Bavaria), and extra copies to be printed for staff to carry with them when performing the work.

Second by Parris

Motion carried (3-0)

8. Reports

a. Reviewed *Pending Business List*

- Kunze to send written communication to Bolton & Menk that stresses the level of frustration with the delay (3 months so far) in receiving the final copy of the study and the invoice specific to sewer connections around Lake Pierson subject to the MPCA grant reimbursement.
- Kunze to check in with State Senator Coleman on writing the bonding request for \$11million towards the 201 sewer infrastructure project; Parris will continue to work with Carver County regarding Resolution of support for the bonding request and subsequent request for \$1m contribution by Carver County; Kunze to reach out to Waconia, Chaska, and Victoria City Administrators with a template Resolution in support of our bonding request.

b. Chair Klingelhutz – noted dirt work along Co 43 and Co Rd 10 - county reports this will be a berm

c. Vice-chair Nielsen – nothing to add

d. Supervisor Parris – received a call from Carver County Land Mgmt staff asking if we had been approached about amending the zoning ordinance relating to signs, noting a business owner in another township is seeking a variance and plans to poll townships about support for amending to allow a sign off of their property – with permission – to point towards their business.

- We have not received any contact from this business owner.

e. Clerk/Treasurer Kunze – reported receipt of the annexation fees for the former Bovey property for City of Victoria to proceed with annexation process

9. FYI / Correspondence

a. Minnehaha Creek Watershed District letter

10. Adjourned meeting at 4:55p

Motion by Nielsen to adjourn the meeting.

Second by Parris

Motion carried (3-0)

Respectfully submitted by
Leanne Kunze, Clerk/Treasurer

Board approved on 10-23-23 (date)


Mike Klingelhutz, Board Chair

ATTEST:

