

MINUTES

[Approved 11.13.23]

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

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

2. Adopted Meeting Agenda with addition

Motion by Klingelhutz to adopt agenda as amended – addition of discussion item regarding Abbywood rebuild.

Second by Nielsen

Motion carried (3-0)

3. Open Forum [left open until 6:15p; no attendees] 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.

4. Minutes

a. Approved Minutes from Public Works Work Session and Regular Meeting 10.09.2023

Motion by Parris to approve the Minutes from the Public Works Session and Regular Meeting 10.09.23

Second by Nielson

Motion carried (3-0)

5. Financials

a. Approved Payment of Claims #14025-14045 = \$16,423.05

Motion by Klingelhutz to approve Claims #14025-14045 totaling \$16,423.05

Second by Nielsen

Motion carried (3-0)

b. 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 = \$38,902.49

Chair Klingelhutz noted for the record the Receipts Register was received and reviewed.

d. Update on Investments – 2 CDs will mature 10.27.2023

Equipment Fund 12mo CD (\$40,432.23) & Metro Sewer Fund 12mo CD (\$25,794.56)

Motion by Klingelhutz to purchase a new CD using \$25,000.00 for a 6-mo term at the rate of 4.91% upon maturity of Equipment Fund CD 10.27.23, with remaining amount to be deposited into the Equipment Fund.

Second Parris

Motion carried (3-0)

Motion by Parris to purchase a new CD using \$40,000.00 for a 6-mo term at the rate of 4.91% upon maturity of Metro Sewer Fund CD 10.27.23, with remaining amount to be deposited into the Metro Sewer Fund.

Second Klingelhutz

Motion carried (3-0)

6. Unfinished Business

a. Considered Smothers Variance Request filed with Carver County (tabled 10.09.2023)

Motion Klingelhutz to recommend the Request for Variance be denied until/unless the following are addressed:

1. Evidence that the fill (already brought in by Smothers) located on the property to the east has been remedied to the adjacent owner's satisfaction. Trustee of the adjacent property wants this project stopped until the fill on their property is addressed, specifically noting trees buried by fill and the future impacts and responsibilities should those trees die.
2. Plan needs to include reliable means to stabilize the fill already brought in for this project.
3. Project needs erosion control plan and address the increased drainage down the ravine as a result of fill brought in.

And note that the Board would like to see the Carver County WMO take a look at the area.

Second by Parris

Discussion: Smothers did not show as had been planned when the matter was tabled at the previous meeting. Klingelhutz had communication with a local resident who is a relative associated with the Trust/owner of the adjacent property to Smothers. Klingelhutz reports VM stated no contact had been made by Smothers to her or her mother out of state, was very concerned about the amount of fill brought in on their property, and wants the project to stop until it is addressed.

Motion carried (3-0)

b. Discussed August Road LRIP application

- Reviewed parcels on each side of the road eligible for assessment.
On the shared portion of the townline road, there are 6 on each side.
Laketown has one additional parcel eligible for assessment on the portion that is only in Laketown Twp.
Confirmed this is a total of 14 parcels to be assessed. Noted 2 of them are in Green Acres status and may be deferred.
- Also confirmed the Board already approved Ron Bray, Town Road Engineer, to proceed with the LRIP grant application process on behalf of Laketown and Dahlgren townships and it is our expectation that Dahlgren will share in the cost up to a total of \$5000.00 for this service.

c. Confirmed employee/contractor status for Melissa Lano

Motion by Parris to confirm Lano will switch from W2 to 1099 status.

Second by Nielsen

Motion carried (3-0)

d. Considered Agenda for Sewer Task Force meeting scheduled for 10.25.2023

- Board members created the draft agenda for 10.25.2023
 1. Introductions
 2. Review Mission Statement and Objectives
 3. Use of ARPA funds for lift station repairs
 4. Sewer Ordinance amendment adopted
 5. Grant funds awarded for 201 Sewer Feasibility Study
 6. Review Facility Plan and Board Direction
 7. Discuss Funding Needs and Progress
 8. Feedback / Questions / Comments
 9. Set Agenda / Date / Time for Next Meeting
 10. Adjourn

7. New Business

a. Discussed additional letters of support for implementation of 201 Sewer Facility Plan

- Carver County Board of Commissioners passed a resolution in support of our request for state bonding funds.
- Copy of sample resolution has been sent to Waconia, Victoria, Chaska, and Minnehaha Creek Watershed District (by request following conversation with Parris at the County Board mtg).
- Parris is meeting with each County Commissioner on behalf of the Town Board to seek investment in the project.

b. Discussed opportunities for increased efficiency and resident experience

- i. Move from Utility Billing to postcards to windowed envelopes beginning Q1 2024

Motion by Parris to proceed moving to regular statement/envelopes in lieu of postcards beginning Q1 billing.

Second by Nielson

Motion carried (3-0)

ii. Purchase a tabletop folding machine for large mailings (billing, notices, updates, etc.)

Motion by Parris to authorize purchase of a folding machine for up to \$250.00 before shipping & use ARPA fund.

Second by Nielsen

Motion carried (3-0)

iii. Consider in-house postage meter

Motion Nielsen to authorize up to \$30.00/month to lease an in-house postage meter.

Second by Parris

Motion carried (3-0)

iv. Consider a secure, waterproof drop box

Motion by Nielsen to authorize purchase of a secure, waterproof drop box.

Second by Klingelhutz

Discussion: Parris volunteered to help install it.

Motion carried (3-0)

v. Consider ordering – or printing in house – a uniform business card with our contact information

Motion by Parris to print in-house with individual name, cell phone and the town clerk email address.

Second Nielsen

Motion carried (3-0)

c. Discussed Minnesota's earned Sick and Safe Leave legislation and compliance

- Noted we already provide this benefit and compliance is part of our Paychex contract.

d. Discussed annual performance review process

- Supervisors will complete individual review forms and discuss at 2nd meeting in November 2023.
- Clerk/Treasurer to provide area comparables and a 2-year history of pay/benefits for existing staff.
- Supervisors will consider compensation increases at the 1st meeting in December 2023.

e. Discussed email re: administrative subdivision of property already approved for annexation to Victoria

- This was already approved as a partial annexation with remainder of parcel remaining in Laketown Township. City of Victoria has already submitted the annexation request to the Office of Administrative Hearings. Noted we have nothing to do with the deed re: subdividing the parcel – Carver County handles that.

f. Discussed CCWMO's Lake Bavaria Management Plan stakeholder group (citizen representatives/township?)

- Discussed Cathy Nielsen has already applied and has been accepted to participate in this group. After some discussion, it was confirmed that Nielsen will participate in her capacity as a citizen resident and will have the ability to share relevant information at Board meetings when applicable.

g. Discussed plans for a tear-down and rebuild of a cabin on Abbywood.

- Klingelhutz received a call from a builder who has been hired to tear down and rebuild an existing cabin on Abbywood. There will not be any additional bedrooms and wanted to know what the township recommends for septic compliance. Klingelhutz had requested staff input and a memo was drafted by James and distributed to the Town Board, mentioning the need for a grinder pump. Further discussion was to refer to Lori at Carver County since there is no formal plan or request from the property owner for the Board to review at this time.

8. Reports

a. Reviewed *Pending Business List*

- Submit the Pierson Lake related invoice from Bolton & Menk for MPCA grant/reimbursement

- Submit request for reimbursement to CC CDA for the 2023 grant funds
- Added topic "Funding of 201 Facility Plan" to the list

b. Chair Klingelhutz – no additional information to report

c. Vice-chair Nielsen – noticed the recent state rep bonding tour; board discussed that we weren't on the list and there really isn't anything to see with our project being underground

d. Supervisor Parris – concerned we haven't seen a draft of the draft bill from Senator Coleman yet; will also follow up with U.S. Senator Tina Smith's office on our request for federal investment

e. Clerk/Treasurer Kunze – 3 notices sent re: November 1 surcharge for failure to have sump pump inspection
- reminded Board to review proposed changes to MAT bylaws

9. Reviewed FYI / Correspondence

a. September 2023 Permits issued by Carver County

b. Notice of Public Hearing 11.01.23 - Carver County Board of Adjustment for (Smothers)

10. Adjournment of meeting at 8:24p

Motion Nielsen to adjourn the meeting.

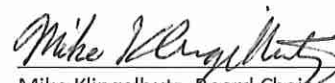
Second by Parris

Motion carried (3-0)

Respectfully submitted by:

Leanne Kunze, Clerk/Treasurer

Board approved on 11.13.23 (date)


Mike Klingelhutz, Board Chair

ATTEST:


Leanne Kunze, Clerk/Treasurer