

MINUTES

[APPROVED 11.27.2023]

Present: Chair Mike Klingelhutz, Vice-chair Cathy Nielsen, Supervisor Pete Parris, Clerk/Treasurer Leanne Kunze, Public Works Technician James Schilling

1. **Work Session** called to order at 1:00pm
Klingelhutz requested discussion of COVID policy to be added to Work Session.
2. **Roads**
 - a. 2023 Road Taskings Update
 - i. The only remaining task is Parley Lake ditch
 - b. Tree Trimming
 - i. staff had 2 days with bucket truck
 - ii. will wait with oaks until a hard freeze
 - iii. staff directed to leave stumps less than 4"
 - iv. staff directed to spray to prevent basswood and aspen regrowth
 - v. staff directed to budget 4 days with bucket truck in future
 - c. Ditch mowing
 - i. staff to complete
 - d. Salt/sander calibration
 - i. staff will seek assistance from City of Waconia
3. **Equipment**
 - a. F550 Tires
 - i. staff presented quotes for tires and alignment – only one provides alignment
 - b. Dump Truck Tires
 - i. staff presented quotes
4. **Sewer**
 - a. Pump truck
 - i. brought to International in Glencoe to check shaking and small leak
 - b. Sump pump inspections
 - i. first phase completed – no surcharges for non-compliance
 - ii. next phase will include Rhoj Av & Shady Oak; letters will go out to resident
 - c. 9385 Janview manhole
 - i. additional manhole discovered while investigating water intrusion
5. **Miscellaneous**
 - a. COVID policy
 - i. discussed COVID policy for return to work
 - ii. follow CDC guidelines for testing and isolation

- iii. employee testing positive for COVID must report in writing to employer
- iv. work days missed due to COVID are paid via accrued leave
- v. if paid leave days have been exhausted, employee may request LWoP

6. Adjourned Work Session at 3:04p

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

Guests: Tim Held, Eric Held, Dan Kane

1. Regular Meeting called to order at 3:05p

2. Adopted Meeting Agenda as amended.

Add: Consider quotes for tires for F550 and Dump truck under New Business

Motion by Klingelhutz to adopt the agenda as amended.

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 the comments to 5 minutes. The Chair may limit the number of speakers discussing the same issue. The Town board will take to official action on items discussed at the Open Forum that are not on the agenda. Items discussed at the Open Forum may be referred to staff for possible consideration at a future meeting.

4. Minutes

- a. Approved Minutes from Regular Meeting 10.23.2023

Motion by Parris to approve Minutes from Regular Meeting 10.23.2023 as presented.

Second by Nielsen

Motion carried (3-0)

- b. Approved Minutes from Sewer TaskForce Meeting 10.25.2023

Motion by Parris to approve Minutes/Notes from Sewer TaskForce Meeting 10.25.2023 as presented.

Second by Nielsen

Motion carried (3-0)

5. Financials

- a. Approved Payment of Claims #14046-14073 totaling \$24,615.36

Motion by Nielsen to approve payment of claims #14046-14073 totaling \$24,615.36

Second by Klingelhutz

Motion carried (3-0)

- b. Accepted Schedule 1 Treasurer's Report

Motion by Nielsen to accept Schedule 1 Treasurer's Report

Second by Klingelhutz

Motion carried (3-0)

- c. Reviewed Receipts Register totaling \$101,282.15
 - i. Klingelhutz noted receipt and review of Receipts Register
- d. Reviewed Bank to CTAS balancing for month ending October 31, 2023
 - i. Reviewed and noted we are working with OSA to locate the \$190.91 amount to our favor that has resulted from investment records corrections made to previous/closed accounting years.

6. Unfinished Business

- a. Discussed status of Variance Request (Smothers)
 - i. Smothers withdrew request per notice received from Carver County
 - ii. Unknown status of neighboring property concern for fill brought in

7. New Business

- a. Discussed Abbywood Carpentry's application with Carver County re: demo/rebuild/new septic at 6855 Abbywood Lane (Mooty)

Motion by Klingelhutz to recommend approval as we do not count a basement as a bedroom.

Failed for lack of Second

Motion by Parris to approve plan subject to review by engineer to confirm capacity, per Sewer Ordinance, as a result of Carver County classifying an unfinished basement equal to adding a bedroom.

Second by Nielsen **Motion carried** (2-1)

- b. Considered Dan Blake's application for an Access Permit for 8850 Island View Rd (Erhart)

Motion by Klingelhutz to approve Access Permit for Erhart to allow field access due to planting of trees along existing residential access, to include culvert and consult with public works staff for location.

Second by Parris **Motion carried** (3-0)

- c. Considered MVEC's application for 2023-07R ROW Permit at 9790 Lakewood Circle

Motion by Parris to approve MVEC's application for ROW Permit at 9790 Lakewood Circle.

Second by Klingelhutz

Motion carried (3-0)

d. Considered Statement of Work for 2024 audit by CliftonLarsonAllen (CLA)

Motion by Nielsen to approve Statement of Work for 2024 audit by CLA.

Second by Parris

Motion carried (3-0)

e. Considered registration and lodging for 2023 MAT Conference December 7-9, 2023

Motion by Nielsen to register Clerk/Treasurer Kunze to attend the 2023 MAT Conference in St. Cloud on Friday, December 8th to include the banquet and reimburse overnight lodging to stay and attend the MAT Annual Meeting on Saturday 9th.

Second by Parris

Motion carried (3-0)

- f. Discussed MCWD/Carver County erosion control permitting and notification
- i. Klingelhutz shared receiving a complaint from a resident about erosion concerns due to new construction at 9525 Laketown Road, and subsequently having Clerk/Treasurer Kunze report the concern to the MCWD.
 - ii. Kunze reported response from MCWD investigation of the matter has resulted in retroactive permitting and knowledge of MCWD discussion permitting and notification with Carver County.
 - iii. MCWD also informed Kunze that the neighboring property was already in compliance with permitting with both Carver County and MCWD.

g. Reviewed notice from WSB informing us of their rate increase for 2024 – noted

h. Approved quotes for tire replacement

Motion by Klingelhutz to approve quote from Sam's Tires to purchase 2 Firestone tires and front-end alignment for F550 at \$1053.16

Second by Parris

Motion carried (3-0)

Motion by Klingelhutz to approve quote from Sam's Tires to purchase 4 Firestone tires for rear dump truck for \$2,422.09

Second by Parris

Motion carried (3-0)

8. Board Reports

- a. Chair Klingelhutz shared information about water quality data collected on lakes.
- b. Vice-chair Nielsen shared contact information for MPCA grant reimbursement assistance.

- c. Supervisor Parris shared update on conversations with County Commissioners regarding our bonding request with the State, grateful for political support. Recommends board consideration of making a formal request for investment from Carver County towards the 201 Improvement Project to demonstrate partnership. Request for talking points to accompany the request, noting water quality, investment in other communities, etc.
- d. Clerk/Treasurer Kunze is gathering final costs for 2023 Spring and Fall Compost events, and gathering costs to date for reimbursement from Carver County CDC grants for 201 sewer feasibility study conducted by Bolton & Menk.

9. FYI / Correspondence reviewed

- a. Reviewed October 2023 Building Permits issued by Carver County
- b. Reviewed LRIP tips from MAT article
- c. Reviewed Notice of change to parcels (Klingelhutz)
- d. Reviewed Notice of change to parcel (Loehrs)

10. Adjourned meeting at 4:27p

Respectfully submitted,

Leanne Kunze
 Clerk/Treasurer

BOARD APPROVED ON 11.27.2023
 (DATE)

ATTEST:

Mike Klingelhutz
 _____ CHAIR

Leanne Kunze
 _____ CLERK/TREASURER

