

MINUTES

[Approved 12.11.23]

**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 Meeting Agenda

**Motion** by Parris to adopt the agenda as presented.

**Second** by Klingelhutz

**Motion carried (3-0)**

3. Open Forum (held open until 6:20p) 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 participants.**

4. Minutes

Approve Minutes from Public Works Work Session and Regular Meeting 11.13.2023

**Motion** by Parris to approve the Minutes from the Work Session and Regular Meeting 11.13.2023

**Second** by Nielsen

**Motion carried (3-0)**

5. Financials

a. Consider stop-payment and VOIDING CK27569 in the amount of \$25.69 mailed to Gopher State One Call 09.12.2023 that has not posted AND issue a replacement check.

**Motion** by Nielsen to void check #27569 and stop payment on the check for \$25.69 to Gopher State One Call and issue a replacement check.

**Second** by Parris

*Discussion of replacement check already included for consideration during Payment of Claims.*

**Motion carried (3-0)**

b. Approve Payment of Claims #14074-14096 totaling \$36,867.91

**Motion** by Klingelhutz to approve payment of Claims #14074-14096 totaling \$36,867.91

**Second** by Nielsen

**Motion carried (3-0)**

c. Accept Schedule 1 Treasurer's Report

**Motion** by Nielsen to accept the Schedule 1 Treasurer's Report as presented.

**Second** by Klingelhutz

**Motion carried (3-0)**

d. Review Receipts Register = \$8,153.18

*Klingelhutz noted receipt and review for the record.*

6. Unfinished Business

a. Discuss letters of support requested and/or received in support of bonding request for 201 improvements

Received: Carver County, City of Chaska, City of Victoria

Requested/Pending: City of Waconia

Consider adding requests from: Met Council, MPCA, CCWMO, MCWD

b. Discuss letters of support requested in support of joint application with Dahlgren for LRIP grant

Received: Carver County

Requested/Pending: Dahlgren's Resolution, Laketown's Resolution (on agenda), Senator Coleman, Representative Nash Parris will reach out to Dahlgren Township's Board Chair and Kunze will reach out to legislators.

c. Discuss new information from county regarding septic tank review for remodel on Abbywood Rd

Kunze explained Carver County's follow-up email regarding the teardown/rebuild plans adding a basement – noting they will not count the finished basement as an additional bedroom requiring board approval for sewer capacity. They had previously counted the unfinished basement as an additional bedroom for septic purposes.

## 7. New Business

a. Discuss sewer ordinance relating to remodels that trigger capacity review

**Motion** by Klingelhutz to table this matter to the Work Session scheduled for 1:00pm 12.11.2023

**Second** by Parris

**Motion carried (3-0)**

b. Consider revision to existing CUP for Schram Vineyards

**Motion** by Parris to support Schram Vineyards' revised CUP application with the following recommendations: annual review of traffic counts while the business entrance remains within the township's road authority; business hours to close by 6:00pm on Sundays from April 1<sup>st</sup> to October 31<sup>st</sup> of each year; and restrictions on outdoor music to end amplified music by 8:00pm and no outdoor music after 10:00pm.

**Second** by Nielsen

*Discussion included presentation by Ashley & Aaron Schram going through cover letter and schematics included in their application for updating their CUP. Schrams were receptive to the recommendations made by board. It was noted that special events that do not fall within the parameters of the CUP may be addressed through an Event Permit application with the township. Also noted that the township has not received complaints, and several neighbors have already expressed support for this expanded use for Schram Vineyards.* **Motion carried (3-0)**

c. Discuss berm discovered on township property interrupting established drainage near Kalkes & sand filters

**Motion** by Klingelhutz to have legal counsel send letter directing removal of berm in established drainage and sewer easement within 30 days or the township will have it removed and billed back at cost. Letter to be copied to Board, Carver County Land Management, and MCWD.

**Second** by Parris

**Motion carried (3-0)**

d. Consider Resolution 2023-15 Certifying Special Assessments to Carver County 2024 Property Taxes

**Motion** by Nielsen to approve Resolution 2023-15 Certifying Special Assessments to Carver County 2024 Property Taxes

**Second** by Klingelhutz

**Motion carried (3-0)**

e. Consider 2024 contract with Carver County for Assessment services

**Motion** by Klingelhutz to approve Resolution 2023-16 Contract with Carver County for 2024 Assessment Services

**Second** by Parris

**Motion carried (3-0)**

f. Consider recertification of Airport Road debt balance as a result of retired parcel (Klingelhutz)

**Motion** by Parris to approve Resolution 2023-17 Recertifying Remaining Airport Rd Debt for newly-combined parcels.

**Second** by Nielsen

**Motion carried (2-0) Klingelhutz abstained**

g. Review proposed changes to St Boni fire contract as presented by Minnetrista to committee

**Motion** by Klingelhutz to send proposed changes to legal counsel for review and comment.

**Second** by Parris

**Motion carried (3-0)**

h. Consider Resolution 2023-18 in support of LRIP Grant Application

**Motion** by Nielsen to approve Resolution 2023-18 Letter of Support for LRIP Application



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

i. Consider proposed amendments to MAT bylaws to be voted on at December 9<sup>th</sup> Annual MAT Meeting  
Nielsen requested Kunze to carry her proxy vote for the MAT Annual Meeting in St. Cloud. Kunze obliged.  
Klingelhutz and Parris also prepared their proxy votes for Kunze to carry for the MAT Annual Meeting.

j. Discussion of annual employee performance in preparation for 1:1 with staff  
Performance evaluation forms distributed for supervisors to complete on 3 employees (Kunze, Lawrence, Schilling), and 1 to Clerk/Treasurer for 1 employee (Moore). Klingelhutz will schedule the 1:1 meetings with employees. Any compensation changes/recommendations will be considered at the 12.27.23 meeting or the first meeting in January 2024.

### 8. Reports

a. Review *Pending Business List*

- projects with Dahlgren Township already discussed
- excess flow (Jan View) and discovery of another manhole to be discussed at 12.11.23 Work Session, then remove
- MPCA grant status – Kunze working with Drew at MPCA – copy of final Facility Plan provided – awaiting feedback and approval to submit reimbursement
- CDA grant status – Chaska \$7500 remainder billed by B&M; once final bill received, we should reach threshold for our \$7500 grant. Depending on final numbers, we may or may not meet the “need” for the 2023 grant criteria.
- Bonding request for 201 improvements – support letters discussed under *Unfinished Business*; Kunze to reach out to Senator Coleman’s office to get an update on bill language and readiness for 2024 Session; Nielsen to reach out to City of Waconia regarding their letter of support for our bonding request

b. Chair Klingelhutz – wondered if we had received complaints about the field mud stuck on Airport Road – its been mentioned, but no complaints; will be abated with snow removal.

c. Vice-chair Nielsen- noted items at auction from City of Waconia and wondered if we should consider fireproof filing cabinets

d. Supervisor Parris- attended the St. Boni Fire meeting where there appears to be support for updating Fire Contracts next round to have each jurisdiction using same language and including proceeds from sale of assets to be deposited into fire account, not general fund.

e. Clerk/Treasurer Kunze- nothing to report

### 9. FYI / Correspondence

a. Proposed postage increases for 2024

b. MnWARN meeting notice

Board requested Kunze to request Minutes if Parris does not attend; Board approves Parris to attend.

c. Carver County Opt Outside Opportunities

### 10. Adjourned meeting at 8:34pm

**Motion** by Nielsen to adjourn the meeting.

**Second** by Klingelhutz

**Motion carried (3-0)**

Respectfully submitted,  
Leanne Kunze, Clerk/Treasurer

ATTEST: \_\_\_\_\_

Board approved 12/11/2023 (date)

 \_\_\_\_\_ Chair