

MINUTES

[Approved 01.08.2024]

1. Regular Meeting called to order at 2:00pm

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

2. Meeting Agenda

Motion by Klingelhutz, **Second** by Nielsen to adopt agenda with the addition of item “d. Roads discussion” under Unfinished Business.

Motion carried (3-0)

3. Open Forum opportunity remained open until 2:20p – no participants

4. Minutes

Motion by Parris, **Second** by Nielsen to approve Minutes from Special Meeting, Staff Work Session, and Regular Meeting 12.11.2023

Motion carried (3-0)

5. Financials

Motion by Klingelhutz, **Second** by Parris to void check #27669 in the amount of \$200.00 made payable to “MN Assn of Townships Agency” and replace with a new check (included in pending claims list) in the same amount payable to “Minnesota Association of Townships” per their request.

Motion carried (3-0)

Motion by Nielsen, **Second** by Klingelhutz to void check #27684 in the amount of \$53,248.30 made payable to “MN Assn of Townships Agency” and replace with a new check (added to pending claims list) in the same amount payable to “Minnesota Association of Townships Attn: MATIT” for annual Workers Compensation coverage.

Motion carried (3-0)

Motion by Nielsen, **Second** by Klingelhutz to void check #27698 in the amount of \$402.28 made payable to Leanne P Kunze as she revoked her claim for reimbursement after the check was prepared. The item purchased – tabletop folding machine – does not meet expectations and will be returned.

Motion carried (3-0)

Motion by Nielsen, **Second** by Klingelhutz to approve payment of claims #14125-14160, excluding #14135 and 14150, totaling \$52,846.02

Motion carried (3-0)

Klingelhutz stated for the record that the board has received/reviewed Receipts Register = \$4,560.42

Motion by Klingelhutz, **Second** by Parris to accept Schedule 1 Treasurer's Report dated 12.27.2023

Motion carried (3-0)

6. Unfinished Business

a. Reviewed cost associated with removal of the unauthorized berm on township property.

Discussion: Resident caused the problem; legal counsel directed removal at resident cost in letter dated Thursday and picked up by resident on Saturday; Klingelhutz spoke with resident who agreed to have it removed by township, inquired whether he needed to retain an attorney, didn't have the equipment, and would be unable to secure a contractor within the timeframe provided by legal counsel, and resident said township can keep the dirt. Concerned that resident likely inferred this conversation to mean the township would remove – rather than hiring a contractor and billing him for cost of removal. Public Works staff was available and able to remove the berm prior to the deadline provided by legal counsel. However, rather than it only taking a couple hours, it took 6 hours and use of multiple pieces of equipment to remove the frozen berm and haul the dirt away.

Motion by Parris, **Second** by Nielsen to send a letter to the resident to inform him of the cost to remove the unauthorized berm on township property.

Motion carried (2-1) Klingelhutz opposed

b. Considered 2024 employee compensation proposal for Deputy Clerk/Treasurer Jean Moore.

Discussion: Kunze recommends extending the same 3.75% wage increase to Moore, as approved for other employees. Kunze provided options for township compliance with new MN Earned Sick and Safe Time (ESST) legislation going into effect 01.01.2024 that requires minimum benefit criteria for employees working 30 or more hours in a calendar year.

Motion by Parris, **Second** by Nielsen to approve 3.75% wage increase effective 01.01.2024 and for Moore to accrue 1 hour of paid leave (ESST) for every 30 hours worked, accrual may not exceed 48 hours in any calendar year and may carryover unused balance annually, capped at 80 hours total.

Motion carried (3-0)

c. Discussed feedback from 1:1 meetings held with employees relating to performance, compensation and benefits.

Motion by Klingelhutz, **Second** by Parris to modify the cell phone reimbursement policy to reflect 50% reimbursement to the employee - upon submission of expense report and itemized receipt, not to exceed \$500.00 every 2 years.

Motion carried (3-0)

Motion by Klingelhutz, **Second** by Parris to increase the annual limit to \$300.00 for purchase of work boots, considering insulated boots are purchased every other year.

Motion carried (3-0)

d. Discussion of asphalt road management plan

Discussion: Parris will be meeting with staff in preparation for upcoming meeting with Township Engineer, Ron Bray, WSB. Cost estimates obtained last year are projected to increase based on 2025 project timeline. Parris noted the core samples indicate the need for some rebuilds and some just mill/overlay. We may need to consider additional funding via levy to cover township portion of costs.

Motion by Parris, **Second** by Klingelhutz to **recess meeting at 2:54pm** and reconvene following the adjournment of Special Meeting scheduled for 3:00pm

Motion carried (3-0)

Special Meeting called to order at 3:00p

Present: Chair Mike Klingelhutz, Vice-chair Cathy Nielsen, Supervisor Pete Parris, Clerk/Treasurer Leanne Kunze, Public Works Technician James Schilling, Met Council Representatives Raya Esmaeili, MacKenzie Young-Walters, and John Chlebeck, Assistant Manager of the Wastewater Team at Met Council.

Introductions of those present, noting we would wait a few minutes for invitees who were not yet present (a representative from Bolton & Menk, and a representative from City of Waconia). After approximately 10 minutes, all present agreed we would strike agenda items 3, 4, and 5, as those items pertained to invitees who were not in attendance.

Status of support and funding requests for the Facility Plan:

Draft legislation has been prepared by the Office of the Revisor of Statutes per Senator Coleman's request (with support from Representative Nash and Representative Rehm in the MN House) for our state bonding request for \$11m to replace the existing outdated 201 Community Sewer System with sanitary sewer that would eventually connect to adjoining cities who are parties to Orderly Annexation Agreement.

The state investment is critical to the project's success as the cost to the township and breakdown of special assessments to the residents would otherwise be unreasonable. This would increase the risks and costs of maintaining the outdated system in hopes that it does not fail. Failure could result in catastrophic environmental and public health emergencies, and the increases the risk of such an event creating greater costs and crises for the neighboring cities to inherit. We continue to engage in collaborative discussions with Chaska, Victoria and Waconia to solidify support and planning as parties to OAA.

Resolutions in support of our state bonding request have been passed and provided by Carver County, City of Chaska, and City of Victoria. We await a letter of support from the City of Waconia – some delays and hiccups relating to staffing changes and concerns relating to capacity. City of Waconia will be discussing this topic after their Council meeting on Tuesday, January 2, 2024, to include their engineer from Bolton & Menk.

Board members further explained the sewer connections that would become part of the City of Waconia in the future: This encompasses the 2 systems near Reitz Lake, referring to the southern system as “Schmittville” where there are 30 connections to the 201 Community Sewer System that get pumped through submerged pipes under the water of Reitz Lake, and then combines with the northern system at the Reitz Lake Lift Station and pushed out to the Scandia Rd and Hwy 5 Lift Station that connects the Met Line. With a large parcel south of Co Rd 10 (south of “Schmittville” slated for major development in the next year, it is hopeful that the annexation into the City of Waconia could provide an opportunity for connection to the Met Line near Co Rd 10 to eliminate the line going through Reitz Lake.) These are the types of discussions that were had with each City and their input was incorporated into the Facility Plan conducted by Bolton & Menk this past year.

Coordination and next steps:

Met Council assured there is regional capacity and this would be part of required planning for growth of the cities via orderly annexation. They offered their assistance in coordinating discussions involving the City of Waconia, including sharing examples of Community Service Agreements (similar to how we currently pay the City of Chaska for metered sanitary sewer connection of the township neighborhoods near Lake Bavaria) to alleviate concerns about how much capacity they “rent out.”

Board members – and clerk to take notes – will attend the January 2, 2024, City of Waconia Council work session with their staff and contracted engineer. The purpose of attendance is to continue to demonstrate our desire to keep lines of communication open, to answer questions they may have about the study, and to stress the importance of their letter of support before the legislative session begins. It was also noted that we need to show the unified support in order for US Senator Smith and Congressman Emmer’s MN staff to proceed with our requests for investment at the federal level.

Adjourned Special Meeting at 3:48p

Regular Meeting Reconvened at 3:57pm

7. New Business

a. Considered updates to contracted fire protection services with Waconia Fire

Motion by Parris, **Second** by Klingelutz to sign updated 5-yr contract effective 01-01-2023.

Motion carried (3-0)

b. Considered assigning the excess \$190.91 balance to a specific fund/account

(This was the result of data entry corrections going back several years, with the assistance of OSA Staff a few months ago, and shown in subsequent bank balancing reports.)

Motion by Parris, **Second** by Klingelutz to assign the \$190.91 (bank) to the General Fund (CTAS)

Motion carried (3-0)

c. Reviewed St. Boni notice of Fire Protection costs for 2024

Kunze to confirm accuracy of the map of fire areas for St. Boni and Victoria following this past year’s annexation of a large portion of the Carver County Park Reserve via Three Rivers Park District to the City

of Victoria, request additional information regarding the location of fire services provided in November, and request reevaluation of our % of costs.

8. Reports

Klingelhutz: annual employee performance reviews went well; shared disappointment in Bolton & Menk representative failing to show up for the 3:00p Special Meeting

Motion by Nielsen, **Second** by Klingelhutz to have Kunze send an email to Seth at Bolton & Menk to express disappointment and reiterate the need for support and coordination for Facility Plan to move forward.

Motion carried (3-0)

Nielsen: attended the Lake Bavaria Water Management stakeholder meeting; reminded officers of the next meeting of the Carver County Township Association to be held at Vandy's Grille at Island View on Tuesday, January 23, 2024, at 7:00pm (*Kunze to post notice as 2 or more board members may be present*)

Parris: attended the public hearing (Carver County) for consideration of Schram Vineyards' application for modifications to their CUP

Kunze: will also post meeting notice for potential attendance of 2 or more board members at the City of Waconia City Council meeting and work session on Tuesday, January 2, 2024

9. Adjourned meeting at 4:25pm

Motion by Parris, **Second** by Klingelhutz to adjourn the meeting.

Motion carried (3-0)

Respectfully submitted,

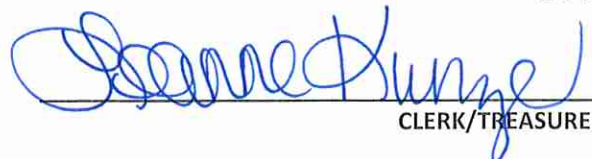
Leanne Kunze
Clerk/Treasurer

BOARD APPROVED ON 01.08.2024
(DATE)

ATTEST:



CHAIR



CLERK/TREASURER