

MEETING MINUTES

Attendees:

Board: Chair Mike Klingelhutz; Vice-chair Cathy Nielsen; Supervisor Pete Parris

Staff: Jean Moore, Leanne Kunze, James Schilling (for Public Works Work Session only)

Public Works Work Session was called to order at 1:01p by Chair Klingelhutz

Roads:

- Gravel quotes
 - Reviewed gravel quotes from WM Mueller & Sons and Bryan Rock. Staff recommends Bryan Rock.
 - Board agreed re: red rock. Discussion whether two-quote requirement has been met for Class 5. Staff will confirm and report back for February 27, 2023 meeting.
 - Discussion regarding budgeting for gravel to ensure same amount of gravel at any increased costs.

- Culvert inventory
 - Board commends the work of staff on creating comprehensive culvert inventory.
 - Board notes that future public works work sessions do not require hard copies of the culvert inventory to be printed.
 - Vice-chair Nielson shared bridge safety inspection report received via USPS from Carver County. Inspection was completed in Fall of 2022 and has been submitted to MN-DOT. Township is waiting on county's ditch cleaning project to be completed before beginning any work for which the Township would be responsible.
 - Staff to add Reitz Lake Road culvert repair to project list.
 - Staff to notify Carver County to send correspondence to the Township via Clerk/Treasurer.

Equipment:

- Front End Loader
 - Staff reports approximately 5400 hours on Front End Loader; issues with rust and lack of power. Staff recommends CAT come on site to examine and recommend next steps (repair or trade-in toward purchase of replacement).
 - Board requested staff to obtain an estimate from CAT for on-site examination and possible tune-up. Written estimate to be provided to Clerk/Treasurer for distribution to the Board.

- 550 Truck
 - Concern 1 of 2: Engine and tool light on, and gets stuck in 5th gear at times where putting it in Park is the only remedy. Staff concern regarding safety and reports this issue tends to occur when used in high moisture situations such as slush. Service appointment scheduled at Wolf Motors on Thursday, February 16, 2023, after lack of response from Ford in Waconia.
 - Concern 2 of 2: Loss of a tire and needed to replace all 4 rear tires. Staff reports approximately 32,000 miles on the bad tire. Quotes attempted even though it was emergent need. MidCounty recommended Coopers but did not have them available, their quote was around \$2200 for Continentals. Youngstedts was a little more expensive, but had the Cooper tires. Youngstedts hoist was not adequate for truck size, so staff transported the tires and changed brake pads while installing the new tires.

Sewers:

- Mt Olivet Group Homes Maintenance Concerns
 - Discussed ongoing concern relating to impacts of substantial use and finding a significant amount of inappropriate materials flushed down septic system. Staff recommends annual pumping and inspection to prevent damage to the 201 sewer system. Staff confirmed this usage level and

amount of inappropriate materials is not being found during pumping/inspection of other properties on the 201 system.

- Vice-chair Nielsen shared email correspondence to Carver County seeking occupancy and use data relating to specific licensed group homes located in our township.
- Board requested Clerk to draft a letter to the township attorney to inquire if and how we may recoup the additional cost to the township.
- MVEC Notifications/Alerts re: Daily Use thresholds
 - Discussed the ability to set up an email alert through MVEC based on unique usage thresholds we would be able to set and adjust as needed. Staff will test this notification system with a few locations where we have had recent issues.
- Review 2023 201 Budget
 - Reviewed and discussed preliminary budget for 201 Sewer System CTAS Fund 601.
 - Staff to add column on the right hand showing account codes.
 - Staff to create separate line for ARPA funds.
 - Staff to create separate line(s) for grant(s).
 - Discussed the reason for significant increase in “Motor Fuels” budget is to cover the cost of fuel for the new sewer pumping truck – noting that the fuel and power of the vehicle is used to power the pumping process.
 - Staff to add “/disposal” to both lines relating to pumping and phase out use of term “pumping” in the future.
 - Board suggests budgeting \$1,500.00 for “Emergency Pumping.”
 - Board suggests budgeting \$70,000.00 for “Engineering” due to anticipated costs of the feasibility study underway with Bolten & Menk.
 - Staff to add separate line to track payments to the Long Range Fund, noting the purpose. (e.g., Payments to Long Range Fund – Septic Truck)
 - Reviewed terms for payback of Long Range Fund for septic truck: \$33,000.00 over 3 years; annual payment to include 1% interest.
- Discuss 2023 201 Project/Repairs List
 - Board reviewed 201 Projects/Repairs List

Regular Town Board Meeting was called to order at 3:07pm by Chair Klingelhutz

Adopt Regular Agenda

ACTION: Motion by Chair Klingelhutz with flexibility re: order of items listed under New Business.

Second by Supervisor Parris

RESULTS: None opposed. Motion carried.

Open Forum – Chair Klingelhutz to extend opportunity for Open Forum to 3:15p. No further discussion.

Approve Regular Meeting Minutes for January 23, 2023

ACTION: Motion by Chair Klingelhutz to approve with amendment reflecting corrected dollar amount of \$74,550.00 (Treasurer’s Report.)

Second by Supervisor Parris

RESULTS: None opposed. Motion carried.

Approve Special Meeting Minutes for January 18, 2023

ACTION: Motion by Chair Klingelhutz to approve as submitted.

Second by Supervisor Parris

RESULTS: None opposed. Motion carried.

Approve Special Meeting Minutes for January 31, 2023

ACTION: Motion by Vice-chair Nielsen to approve as submitted.
Second by Chair Klingelhutz

RESULTS: None opposed. Motion carried.

Treasurer's Report

»Payment of Claims

ACTION: Motion by Chair Klingelhutz to approve payment of claims #13541 through 13586 = \$46,882.05
Second by Vice Chair Cathy Nielsen.

RESULTS: None opposed. Motion carried.

»Schedule 1 Treasurer's Report as of February 13, 2023

ACTION: Motion by Chair Klingelhutz to accept Treasurer's Report dated 02/13/2023.
Second by Supervisor Parris.

RESULTS: None opposed. Motion carried.

»Review Receipts Register in the amount of \$63,048.50

- Chair Klingelhutz noted for the record that the Receipts Registered as been reviewed and looks good.

»Review January Bank Balancing Statement

ACTION: Motion by Chair Klingelhutz to accept statement.
Second by Supervisor Parris.

RESULTS: None opposed. Motion carried.

- Staff to include statement in packet moving forward.

New Business

»Consider board appointment of new Clerk/Treasurer

ACTION: Motion by Vice-chair Nielsen to appoint Leanne Kunze to the position of Clerk/Treasurer per offer letter and acceptance dated January 24, 2023 with a start date of February 8, 2023.
Second by Chair Klingelhutz

RESULTS: None opposed. Motion carried.

- Leanne Kunze sworn in as Clerk/Treasurer.
- Oath of Office signed by Chair and Clerk/Treasurer.

»Consider board acceptance of staff resignation.

ACTION: Motion by Chair Klingelhutz to accept the resignation of Jean Moore as Clerk/Treasurer effective February 13, 2023.
Second by Supervisor Parris

RESULTS: None opposed. Motion carried.

»Consider hiring Administrative Assistant to the Clerk/Treasurer

ACTION: Motion by Chair Klingelhutz to hire Jean Moore as Administrative Assistant starting February 13, 2023, per the following terms: The wage will be \$25.00 per hour, scheduled hours as required, but not to exceed a combined amount of 30 hours weekly between the Deputy Clerk/Treasurer and Administrative Assistant. This position is not eligible for paid holidays, nor eligible for PTO.
Second by Vice-Chair Nielsen

RESULTS: 2 votes in favor + 1 vote in opposition. Motion carried.

- Staff will update employment file and payroll.

»Consider letter drafted by legal counsel re: 9360 Pierson Lake Road (easement encroachment)

ACTION: Motion by Chair Klingelhutz to send the draft letter to the property owners and copy the property owners to each side.

Second by Supervisor Parris

RESULTS: None opposed. Motion carried.

»Consider letter drafted by Legal Counsel re: 8735 Reitz Lake Road (past assessments to additional parcel)

ACTION: Motion by Chair Klingelhutz to send the draft letter to the property owners.

RESULTS: None opposed. Motion carried.

»Consider renewal or redemption of Savings Certificate #98570 maturing February 15, 2023

ACTION: Motion by Supervisor Parris to renew Certificate #98570 valued at \$72,337.01 for the 15 month term offered by Security Bank at the rate of 4.15%.

Second by Chair Klingelhutz

RESULTS: None opposed. Motion carried.

»Review Event Permit Form

ACTION: Motion to approve as amended (removing "Special" in reference to events and adding space for applicant to explain event parking plan when applicable).

Second by Supervisor Parris

RESULTS: None opposed. Motion carried.

»Discuss potential amendment to 201 Sewer ordinance to address properties with significantly higher usage

- Staff to draft letter to legal counsel requesting advice on this matter.

»Discuss status of 201 Sewer Feasibility Study

- Bolten & Menk (contractor) is ready to meet with the cities of Chaska, Victoria and Waconia. Dates and availability of board members will be coordinated through Clerk/Treasurer, and will be properly posted if more than one board member plans to be in attendance.
- Review reimbursement status relating to the Carver County CDA grant.
- City of Chaska has been approved for 2022 CDA funds.
- Laketown will apply for 2023 Carver County CDA Pre-development plan grant. Vice-chair Nielsen assigned.
- City of Waconia has offered to apply for CDA funds on our behalf for 2023.

»Consider Annual Township Meeting Agenda for March 14, 2023

ACTION: Motion by Chair Klingelhutz to approve draft agenda as discussed, to be included in public notice to be sent via postcard.

Second by Supervisor Parris

RESULTS: None opposed. Motion carried.

- Staff to invite County Commissioner to attend Annual Meeting.
- Staff to run 2022 ARPA fund report for Vice-chair Nielsen to reference at Annual Meeting.

»Discuss Annual Audit

- Staff shared feedback from the annual audit conducted by Clifton Larsen on-site February 8, 2023
- Staff shared there will likely be a finding for lack of collecting IC-134 on 1 or 2 occasions. More information and advice has been requested from the MN Association of Townships.
- Board praised staff for a good job on the audit.

Unfinished Business - none

Board Member Reports

»Chair Mike Klingelhutz

- Reviewed Pending Business List – Vice-chair Nielsen requested to add the MN WARN program to the list and determine next steps
- Schedule work session for one hour prior to the regular meeting on February 27, 2023.

»Vice Chair Cathy Nielsen

- Nothing further to report that hadn't be discussed previous to this point of the agenda.

»Supervisor Pete Parris:

- County Board of Adjustment and Planning Commission rejected resolution submitted by the Carver County Township Association (re: requesting minimum of 5/7 both reside in and be appointed from townships)

»Clerk/Treasurer:

- Will post notice of the 5:00p budget work session prior to the regular meeting February 27, 2023.
- Attending training by MAT for new Clerk/Treasurers on February 14, 2023, in St. Michael.

Correspondence – reviewed

Adjournment

Motion by Supervisor Parris to adjourn the meeting.

Second by Chair Klingelhutz

Meeting adjourned at 5:24pm

Submitted by:

Leanne Kunze


Clerk/Treasurer of Laketown Township

Carver County, Minnesota

Notarial Officer (ex-officio notary public)

My term is indeterminate.

Accepted by:



Date:

2/27/2023