

Meeting Minutes

**Attendees:** Town Board members: Chairman, Pete Parris; Vice-Chair, Mike Klingelhutz; Supervisor, Cathy Nielsen; Clerk/Treasurer, Jean Moore; Administrative Assistant, Jan Held; Brian Lawrence and James Schilling. Guests: Seth Peterson, Bolton & Menk Senior Principal Environmental Engineer

**Public Work Session**

The meeting was called to order at 1:00 pm

- Seth Peterson of Bolton & Menk identified we have received the rank and score for the 2023 Clean Water Project Priority List (PPL). Two are well within the traditional fundable range. There will be three separate projects studied and a detailed facilities plan provided. The study will take about three to four months. Annually projects need to submit facilities plans by March in order to qualify for the proceeding Intended Use Plan for low interest loan funding by the end of the fiscal year.
- Vice Chair Klingelhutz asked for any suggestion in securing possible funds for these projects.
- Peterson advised to call your legislature for special appropriations funding and bonding. Assessments and usage fees can be used to pay back the loans. Most of Laketown's systems do not meet the standards of area city sanitation standards.
- Supervisor Nielsen asked what is different about the study done previously and the new proposed study
- Peterson responded this study will be a facilities plan including an evaluation of different options including connecting to area sanitation systems. This is the last report you need with the next step being the design and bidding the project. Costs will be broken out by area/project.
- Laketown passed the Waste Water Compliance Evaluation Inspection with only minor changes recommended. Chair Parris requested James keep the Board updated on any significant variances.
- Nine household sewer drain inspections remain in the current project area. Jean will followup with these residents to schedule the inspection. The next project area for sewer inspections is the Lake Bavaria area.
- James compiled a 201-project list in order of priority. The list includes pipe inspections, eleven air releases, and thirty-one lift stations.
- Brian has updated the Road Policy. The parking and snow removal ordinances have been removed from the road policy.
- Chair Parris inquired if a hard copy of our road policy and all ordinances are available as a resource.

- Jean will make an electronic folder and hard copy that will be kept in a central location for a reference.
- Chair Parris recommended the Board review all the ordinances and update them as needed with the understanding that the updated ordinances will be included as an addendum to our road policy.
- Brian did the last of the culvert inspections. He will continue to enter the information in a data base including locations and labels. This will provide a complete comprehensive list for future reference.

### **3:00 p.m. Call to order Regular Town Board Meeting**

#### **Adopt Regular Agenda**

ACTION: Motion by Chair Parris to adopt the regular agenda with the following additions: under New Business: Add 2022-O7R MetroNet ROW and under Financial - review investment of three CDs

Second by Supervisor Nielsen

RESULTS: Motion carried unanimously. None opposed

#### **Minutes**

##### **August 22, 2022 Regular Meeting Minutes**

ACTION: Motion by Chair Parris to adopt the Regular Meeting Minutes with the following addition under New Business: Chuck Mooty stated they are not adding any additional bedrooms

Second by Vice Chair Klingelutz

RESULTS: Motion carried unanimously. None opposed

##### **Special Meeting Minutes**

##### **August 3, 2022 Special Meeting Minutes**

ACTION: Motion by Vice Chair Klingelutz to approve the Special Meeting Minutes with the following addition: Supervisor Nielsen was in attendance.

Second by Supervisor Nielsen

RESULTS: Motion carried unanimously. None opposed

#### **New Business**

- Supervisor Nielsen shared the Township can apply for the Carver County CDA Pre-Development Grant once per year for the 201 Sewer Feasibility Study and Resolution 2022-15. (Never Submitted) They have a matching component. Supervisor Nielsen will continue to gather more information and research incorporating Chaska, Waconia and Victoria.

ACTION: Motion by Vice Chair Klingelhutz to approve Resolution 2022-15 with the understanding that we will try to incorporate Chaska, Waconia and Victoria.

Second by Chair Parris

RESULTS: Motion carried unanimously. None opposed

ACTION: Motion by Vice Chair Klingelhutz to approve the updated Road Policy subject to reviewing all the road ordinances which will be included as an introduction or addendum.

Second by Chair Parris

*Resolution 2022-17*

RESULTS: Motion carried unanimously. None opposed

ACTION: Motion by Supervisor Nielsen to approve the 2022-16 Board of Adjustments Township Representation Resolution with the change of at least five members.

Second Chair Parris

RESULTS: Motion carried unanimously. None opposed

- Jean will send the resolution to the nine area townships for consideration.
- Chair Parris met with the City of Victoria and Three River Park Reserve regarding their annexation to Victoria.

ACTION: Motion by Chair Parris to approve the UFC pre pay propane pricing for 700 gallons

Second Vice Chair Klingelhutz

RESULTS: Motion carried unanimously. None opposed

ACTION: Motion by Vice Chair Klingelhutz to approve the 2022-07R MetroNet ROW on Parley Lake Road

Second Chair Parris

RESULTS: Motion carried unanimously. None opposed

## Financials

Payment of Claims: #13245-13282 and claim #13283

ACTION: Motion by Chair Parris to approve payment of claims #13245-13282 and claim #13283

Second by Vice Chair Klingelhutz

RESULTS: Motion carried unanimously. None opposed

## Schedule 1 Treasurer Report

ACTION: Motion by Supervisor Nielsen to approve \$75,000 from the Long-Range Fund to be invested in a Security Bank CD for one year at 2% or better.

Second by Vice Chair Klingelhutz

RESULTS: Motion carried unanimously. None opposed

ACTION: Motion by Chair Parris to reinvest \$68,823 from the General Fund and \$102,475 from the Airport Road Fund to be invested in a Security Bank CD for one year at 2% or better.

Second by Vice Chair Klingelhutz

RESULTS: Motion carried unanimously. None opposed

- Jean will confirm there are sufficient funds available for future 2023 debt service payments.

ACTION: Motion by Chair Parris to approve Receipts Register of \$10,763.05

Second by Vice Chair Klingelhutz

RESULTS: Motion carried unanimously. None opposed

### Board Member Reports

- James will install two ring cameras; one for the front door and one for the parking lot.
- As a practice going forward, we will make sure two people leave the building together after evening meetings.
- Jean will continue to secure quotes from other companies for township audits.
- Chair Parris attended the Board of Adjustments meeting reviewing Parley Lake Road easement.
- Vice Chair Klingelhutz attended a Waconia Planning Commission meeting regarding neighboring subdivision public hearing.
- Cathy continues to research the CDA Pre-Development Grant.

### Upcoming Meetings

September 26, 2022 6:00 pm Regular Township Board Meeting

October 10, 2022 Closed for Columbus Day

**October 11, 2022 1:00 pm Public Works- Work Session (Please note this is Tuesday)**

October 24, 2022 3:00 pm Regular Township Board Meeting

November 8, 2022 7:00 am-8:00 pm General Election

November 11, 2022 Closed, Veterans Day

November 14, 2022 1:00 pm Public Works Work Session

November 14, 2022 3:00 pm Regular Township Board Meeting

November 24, 2022 Closed, Thanksgiving Day

November 28, 2022 6:00 pm Regular Township Board Meeting

December 12, 2022 1:00 pm Public Works Work Session

December 12, 2022 3:00 pm Regular Township Board meeting

December 23, 2022 Closed ½ Day Christmas Eve

December 26, 2022 Closed Christmas Day

December 27, 2022 Regular Town Board Meeting – Sign Checks Only

**Adjournment**

ACTION: Motion by Chair Parris to adjourn the meeting at 4:40 p.m.

Second by Vice Chair Klingelhutz

RESULTS: Motion carried unanimously. None opposed

Submitted by: Jean M Accepted  
by: [Signature]

Jean Moore

Clerk, Carver County, Minnesota

Notarial Officer (ex-officio notary public)

My term is indeterminate.

Date: 9-26-22