MINUTES OF THE HAVEN TOWN BOARD MEETING
November 21, 2022

CALL TO ORDER
The Haven Town Board met at the Haven Town Hall on Monday, November 21, 2022. The meeting was called to order at 7:00 p.m. by Chairperson Kathi Sims-Kosloski. Members present: Supervisor Kathi Sims-Kosloski, Supervisor Eric Meyer, Supervisor Randy Linn, Supervisor Michael Pesch, Deputy Treasurer Roger Johnson (via Zoom) and Deputy Clerk Tammy Schefers. There were around 9 people who attended the meeting in person and 3 virtual attendees.

SHERBURNE COUNTY SHERIFF REPORT
Sergeant Geoff Dowty reported that there were 84 incidents for the month of October. He also talked about the County Road 65 / 45th Avenue SE interchange with Hwy 10.

OPEN FORUM
Dennis Guadarrama lives on 65th Avenue SE and was wondering what the time frame is for completing this road. He has concerns with it being gravel and not tar. He is in the health profession and needs to have a good road to access in case of emergency. He asked the board if the road could be completed in the spring. The board made the comment that time ran out for the contractor to finish our roads this season, but they will connect with the contractor in January/February to get on the schedule for spring completion.

APPROVAL OF AGENDA
Supervisor Michael Pesch made a motion to accept and approve the agenda. Supervisor Randy Linn seconded the motion. Role Call was taken; Supervisor Kathi Sims-Kosloski – Aye; Supervisor Eric Meyer – Aye; Supervisor Randy Linn - Aye; Supervisor Michael Pesch – Aye; the motion carried.

READING OF THE MINUTES
Supervisor Eric Meyer made a motion to approve the October 17, 2022 board meeting minutes. Supervisor Randy Linn seconded the motion. Role Call was taken; Supervisor Kathi Sims-Kosloski – Aye; Supervisor Eric Meyer – Aye; Supervisor Randy Linn - Aye; Supervisor Michael Pesch – Aye; the motion carried.

BUILDING PERMITS
Just for reference; Sherburne County sends an e-mail report of building permits each month to the Clerk for all the Townships. There were nine building permits for Haven Township this month.

LIST OF CLAIMS
Supervisor Eric Meyer made a motion to accept and approve the claims 2022281 thru 2022307 totaling $154,344.40 as presented. Supervisor Randy Linn seconded the motion. Role Call was taken; Supervisor Kathi Sims-Kosloski – Aye; Supervisor Eric Meyer – Aye; Supervisor Randy Linn - Aye; Supervisor Michael Pesch – Aye; the motion carried.

OLD BUSINESS

Teders 31st Street SE – Supervisor Kathi Sims-Kosloski made the comment that the road on 31st Street SE is completed. It is a beautiful road and the owners acted in good faith and completed their obligations. She talked about the escrow funds that were left in the account. After discussion on this, Supervisor Kathi Sims-Kosloski made a motion to return the amount of $6,090.00 on the November claims to the Polacek Family Limited Partnership, LLLP for the developer agreement on the completion of 31st Street SE road. Supervisor Eric Meyer seconded the motion. Role Call was taken; Supervisor Kathi Sims-Kosloski – Aye; Supervisor Eric Meyer – Aye; Supervisor Randy Linn - Aye; Supervisor Michael Pesch – Aye; the motion carried.

County Road 65 - 45th Avenue – Hwy 10 Realignment – Supervisor Eric Meyer talked about how the committee had an open house for this project at our township hall. They are narrowing down the options for this project, but it is still in discussion. He had maps placed in the township hall for everyone to look at. He made the comment that he will stay after the board meeting to answer any questions people may have and to explain the maps.

Wet Hydrants – Supervisor Eric Meyer is still working on this project.

Hammer - Water Holding in Field – Supervisor Eric Meyer made the comment that the farmer has been working with his field. Once again, Supervisor Kathi Sims-Kosloski made the comment that she definitely wants the board to be very careful with this consideration of holding ponds and drainage ditches due to the board does not want to step back into the MS4 permit process.

Job Descriptions of Officers – Supervisor Kathi Sims-Kosloski and Deputy Clerk Tammy Schefers will work on updating these for a file to be placed on the iPad.

Township Sign Replacement – Supervisor Eric Meyer has been working with this and will have more information in January/February. He took inventory and sorted the signs in the shed to see if any of them were usable. He also is checking into a recycling program for used signs. He also received the new 911 signs that he ordered and will have Jeff Rhodes put them up within the next couple of weeks.

Guard Training at Knife River Request – Supervisor Eric Meyer has not heard from them, so he asked to please remove them from the Old Business.

Railway Paperwork for Closing Crossings – Deputy Clerk, Tammy Schefers made the comment she will try to look for the paperwork on this.

Motion to Revert Planning & Zoning to Sherburne County – The board has been discussing reverting Planning & Zoning back to Sherburne County, they will discuss this next month.

Transition Process for Supervisors Michael Pesch & Kathi Sims-Kosloski – Supervisor Eric Meyer asked Supervisor Michael Pesch and Supervisor Kathi Sims-

Kosloski if they would be willing to update and share all the contact information and resources that they have gotten throughout their time of service with the board. Such as names of people, phone numbers, committee information, etc. If they could place it into the iPads for the new Supervisors who take the place of them in January, that would be appreciated.

AED Smart Monitored Cabinet Features – Supervisor Eric Meyer asked to keep this on for next month agenda.

2023 Road Certification with Sherburne County Road Report – Supervisor Eric Meyer worked with Wesley Davis on this report. They used the PAVER program to compare results. Supervisor Eric Meyer submitted the township report to Sherburne County.

NEW BUSINESS

Election Results- Ratify One More Election Judge to the List – Head Election Judge Penny Weihrauch gave the results of the November 8, 2022 election. The winners of the three Supervisor seats were; Supervisor Seat C – Joseph Then; Supervisor Seat D – Bruce Hentges; Supervisor Seat E – Randy Linn. There were several write-in votes for others as well. The two township questions both passed with yes votes. Penny mentioned that they added a new judge this year. After discussion on this, Supervisor Kathi Sims-Kosloski made a motion to ratify Lorene Hennick to become a member on the list of election judges for Haven Township. Supervisor Michael Pesch seconded the motion. Role Call was taken; Supervisor Kathi Sims-Kosloski – Aye; Supervisor Eric Meyer – Aye; Supervisor Randy Linn - Aye; Supervisor Michael Pesch – Aye; the motion carried.

Penny Weihrauch also mentioned that she is retiring this year. She has been an election judge for over 45 years in Haven Township. Her new Head Judge will be Lynn Schneider and Deputy Clerk Tammy Schefers will co-work with Lynn.

Haven Township Review Ballots - At a random system process, Haven Township Precinct 2 was chosen for a hand recount at Sherburne County on Tuesday, November 22, 2022. This will be the first year that there will be a hand count done in Sherburne County for Haven Township. Four of the judges will go there to hand recount the top four election races. Sherburne County will reimburse and pay these four judges to attend.

Board of Canvass - The board of canvass met on November 16, 2022 to certify the November 8, 2022 election results.

KDV Audit Preparation – The question came up if the township still needs to continue to have an audit done this year being the questions one and two on the ballots for separating the clerk and treasurer positions passed as yes votes at the November 8, 2022 election. Supervisor Kathi Sims-Kosloski spoke with Minnesota Association of Townships and they said that Haven Township must sill have an audit completed for this year, 2022 being the positions are still joint clerk/treasurer positions. However, these positions will be split effective January 1, 2023. Supervisor Kathi Sims-Kosloski will reach out to Janel Bitzan at BerganKDV to confirm the date and time for the audit.

Consider Purchasing a Cell Phone for the Clerk-Acting Clerk – Supervisor Eric Meyer made the comment that he would like to see a cell phone purchased for the clerk-acting clerk. It would be helpful to keep phone calls separate, record keeping easier, legal standpoints, segregating township business from personal. After discussion on this, Supervisor Michael Pesch made a motion to purchase a cell phone for the clerk-acting clerk but not to exceed $1,000.00 on this. Supervisor Eric Meyer seconded the motion. Role Call was taken; Supervisor Kathi Sims-Kosloski – Aye; Supervisor Eric Meyer – Aye; Supervisor Randy Linn - Aye; Supervisor Michael Pesch – Aye; the motion carried.

Assessment Agreement Services – The board members reviewed the assessment services agreement with Sherburne County. This is where the County shall perform the 2025, 2026, 2027 property assessments for the Township in accordance with the property assessment procedures and practices established and observed by the County, the validity and reasonableness of which are hereby acknowledged and approved by the Township. After discussion on this, Supervisor Randy Linn made a motion to approve and accept the Assessment Services Agreement with Sherburne County for the years 2025, 2026, 2027. Supervisor Michael Pesch seconded the motion. Role Call was taken; Supervisor Kathi Sims-Kosloski – Aye; Supervisor Eric Meyer – Aye; Supervisor Randy Linn - Aye; Supervisor Michael Pesch – Aye; the motion carried.

BUSINESS FROM THE SUPERVISORS

Supervisor (Chairperson) Kathi Sims-Kosloski –

Sherburne County Planning Commission Update: She talked about how Mitch Glines from Sherburne County appreciated the process, feedback and input that was given at our last meeting regarding the Higgins gravel mine pit.

Supervisor Mark Knowles – Was not present at the meeting, however Supervisor Eric Meyer made the comment that the snow fencing was placed in the fields on 35th Avenue SE and in the Sherwood Shores West area. The 911 signs that were ordered will also be put up within the next couple of weeks.

Supervisor Eric Meyer – He talked about the Area Planning Organization (APO) and how they are still working on the bridge crossing plans that will connect somewhere within Haven Township. He placed a report on the iPads for the board members to review and stay updated with the process.

Supervisor Randy Linn – He currently is working on signature cards and is in the process of almost having everything ready to transfer some funds into West Bank.

Supervisor Michael Pesch – No New Updates

TREASURER UPDATE

Deputy Treasurer Roger Johnson made the comment that he is in Arizona now. He needs to make sure everyone turns in their time sheets and mileage/reimbursement claims for December for the end of the year payments. He will be ordering checks for West Bank so that hopefully by the New Year we can use West Bank vs. US Bank for most of our transactions.

CLERK UPDATE
Monthly Pay-Out Claims - Payroll and Mileage/Reimbursements Need to be turned into the Deputy Treasurer or Deputy Clerk by **the Tuesday before the Monthly Board Meeting Date by 6:00 p.m. in order to get paid for the month.**

COMMUNICATIONS
MN Association of Townships – Online Training / Newsletter Updates / Meetings
Sherburne County Planning & Zoning – Public Hearings
Sherburne County Association of Township Meeting Agenda
Charter Communications

OPEN FORUM
None

ADJOURN
It was moved by Supervisor Kathi Sims-Kosloski seconded by Supervisor Michael Pesch to adjourn the meeting. Role Call was taken; Supervisor Kathi Sims-Kosloski – Aye; Supervisor Eric Meyer – Aye; Supervisor Randy Linn - Aye; Supervisor Michael Pesch – Aye; the motion carried, and the meeting was adjourned at 8:20 p.m.

Kathi Sims Kosloski
Chairperson

12/19/2022
Date

Tammy Schafers
Deputy Clerk-Acting Clerk

12.19.2022
Date