

MINUTES OF THE HAVEN TOWN BOARD MEETING
January 15, 2024

CALL TO ORDER

The Haven Town Board met at the Haven Town Hall on Monday, January 15, 2024. The meeting was called to order at 7:05 p.m. by Chairperson Eric Meyer. Members present: Supervisor Eric Meyer, Supervisor Randy Linn, Supervisor Mark Knowles, Supervisor Joseph Then, Supervisor Joseph Sexton and Clerk Tammy Schefers. There were no people who attend on zoom and no people who attended the meeting in person except Sergeant Geoff Dowty to give his Sheriffs Report.

PLEDGE OF ALLIGIANCE

All present stood and recited the Pledge of Allegiance.

SHERBURNE COUNTY SHERIFF REPORT

Sergeant Geoff Dowty sent out an e-mail report that stated there were 90 incidents for the month of December. He reviewed the report with the board members. There was discussion on dumping garbage; no parking areas; a street sign down in Prairie Woods Estates and a fire call.

ELECTION OF OFFICERS

Supervisor Mark Knowles made a motion to appoint and keep Supervisor Eric Meyer as the Chairperson for the year 2024. Supervisor Joseph Sexton seconded the motion. Role Call was taken; Supervisor Eric Meyer – Aye; Supervisor Randy Linn – Aye; Supervisor Mark Knowles – Aye; Supervisor Joseph Then - Aye; Supervisor Joseph Sexton – Aye; the motion carried.

Supervisor Mark Knowles made a motion to appoint and keep Supervisor Randy Linn as the Vice Chairperson for the year 2024. Supervisor Joseph Sexton seconded the motion. Role Call was taken; Supervisor Eric Meyer – Aye; Supervisor Randy Linn – Aye; Supervisor Mark Knowles – Aye; Supervisor Joseph Then - Aye; Supervisor Joseph Sexton – Aye; the motion carried.

OPEN FORUM (Time for Residents to Ask the Board Questions)

Krueger Fire Call – Keith Krueger e-mailed the board members a letter that stated:
To the Haven Township Board:

I would like to appeal the invoice I received from the Township for emergency fire service for \$465.00. On October 15, 2023, the Sauk Rapids Fire Department was called to our address for a MEDICAL emergency. I placed a 911 call for medical help that day. The Sheriff's Department arrived with 1 or 2 responders, as well as an ambulance department with 2 responders. We were told by neighbors that there may have been a fire truck here, but that help was not needed or requested. While we appreciate that many came to help, there certainly was no expectation that an invoice would be generated.

Thank you,

Keith Krueger

1301 47th Street SE, St. Cloud, MN 56304

The board discussed this call and after discussion on this, the board gave Supervisor Joseph Sexton the authority to follow up with the Krueger's and talk to them about it and have the Krueger's try to submit it to their insurance company for payment.

APPROVAL OF AGENDA

Supervisor Randy Linn made a motion to accept and approve the agenda. Supervisor Joseph Then seconded the motion. Role Call was taken; Supervisor Eric Meyer – Aye; Supervisor Randy Linn – Aye; Supervisor Mark Knowles – Aye; Supervisor Joseph Then – Aye; Supervisor Joseph Sexton – Aye; the motion carried.

READING OF THE MINUTES

Supervisor Randy Linn made a motion to approve the December 18, 2023 Board Meeting Minutes and the rest of the consent agenda. Supervisor Joseph Then seconded the motion. Role Call was taken; Supervisor Eric Meyer – Aye; Supervisor Randy Linn – Aye; Supervisor Mark Knowles – Aye; Supervisor Joseph Then – Aye; Supervisor Joseph Sexton – 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 6 building permits for Haven Township this month.

PUBLIC HEARING (Communication that the Board Notified Residents)

None

OLD BUSINESS

Cemstone Gravel Pit IUP Amendment – No New Update

Hwy 10 Study Funding – There is a 44 page Scope of Work (Preliminary Design) of the Highway 10 Corridor & Interchange on the iPad for the board to review for next month discussion.

Wet Hydrants – Supervisor Eric Meyer and Supervisor Joseph Sexton will work on this for next month.

Township Sign Replacement – Supervisor Joseph Then reported that this is an ongoing process. He is looking into a sign that was snapped off in Prairie Woods Estates on the corner of 45th Street SE / 15th Avenue SE. Supervisor Randy Linn will check on this and see if any of the neighbors know what happened. Supervisor Joseph Then will work on a proposed budget for signs that will need to be replaced this year (2024) so it can be worked into the budget that will be discussed next month.

AED (Automated External Defibrillators) – Supervisor Eric Meyer made the comment that we have four AED Machines at the township hall waiting to be placed out this spring/summer. Two will go in Prairie Woods Addition. Supervisor Randy Linn will get a neighborhood meeting together to discuss this with the residents in that area. Another

area that the board will consider is Elk River Estates. Someone from the board will ask Kathi Sims-Kosloski if she would have interest in leading a neighborhood meeting for this site. Deer Haven and/or somewhere on the east of the township was talked about for another location for a machine. Supervisor Joseph Then made the comment that the Boy Scouts may have community service hours that they need and could possibly go door to door to place or hand-out flyers to residents in these areas.

Road Planning / Bonding Options – Supervisor Randy Linn has completed and filled out the grant funding applications for the State & Local Fiscal Recovery Funds (SLFRF). He should know the results by the end of March, 2024 if the board has been approved for the funding request. The board discussed Haven Township Roads and the conditions of them. They also talked about getting bids for these road projects now instead of later in the year. Supervisor Joseph Then made the comment that there are some roads that need to be completed and some that are in worse shape than others. After discussion on this, Supervisor Joseph Sexton made a motion to approve and have Supervisor Joseph Then start the process for getting spec's / bids now for the overlay and wear courses that he feels are needed for this years projects. Supervisor Eric Meyer seconded the motion. Role Call was taken; Supervisor Eric Meyer – Aye; Supervisor Randy Linn – Aye; Supervisor Mark Knowles – Aye; Supervisor Joseph Then - Aye; Supervisor Joseph Sexton – Aye; the motion carried.

Supervisor Randy Linn and Supervisor Joseph Then will get together to discuss the road budget and get tighter numbers for next months budget meeting.

Explore Next Door Property – The board discussed this again and decided that the best option for Haven Township would be if they want to expand they should keep the property that they are currently on and own to build and/or remodel at the current site they are at. There is no more need to explore the next door property location. The board also talked about the mayo ambulance being stationed at the township hall. Supervisor Joseph Sexton will reach out to the mayo people to talk about how this location is working for them and to see if they need anything else from Haven Township.

6338 45th Avenue SE – Driveway Permit & Culvert Update – Supervisor Eric Meyer made the comment that this is going to be a spring project. However, Supervisor Eric Meyer will work with Supervisor Joseph Sexton and connect with the property owner for a permit request.

NEW BUSINESS

Current Supervisor Assignments 2024

Supervisor Mark Knowles made a motion to accept and approve the following Supervisor Assignments below for the year 2024. Supervisor Joseph Sexton seconded the motion. Role Call was taken; Supervisor Eric Meyer – Aye; Supervisor Randy Linn – Aye; Supervisor Mark Knowles – Aye; Supervisor Joseph Then - Aye; Supervisor Joseph Sexton – Aye; the motion carried.

The 2024 Supervisor Positions are as follows:

Chairperson **Eric Meyer**
Vice Chairperson **Randy Linn**

Budget - Randy Linn / Joseph Sexton / Treasurer

Audit; Budget & Accounting; Franchise Agreements; Bonding; Banking Accounts; Fiber Pipe; Treasurer Compliance; Expense Reports; Income from Taxes; Sauk Rapids Fire Service Contracts & Billing

Technology - Eric Meyer / Joseph Sexton / Clerk

Website; Zoom; Community Outreach; Records Retention; E-File Storage; Safety Director; Township Association Training

Agriculture - Mark Knowles / Joseph Then

Sherburne County Soil & Water; Haven Township Weed Inspector; Haven Township Clean-Up Day; St. Cloud Regional Airport Updates

Transportation - Joseph Then / Eric Meyer

Area Planning Organization (APO); Haven Township Roads; Fiber Plan; Right-of-Way / Driveway Permits; Highway 10 TAC Planning; Contractor Supervisor

Zoning - Eric Meyer / Mark Knowles

Mining / Mining Restoration Plan; Sherburne County Planning Commission; Wild & Scenic River; 33rd Street Bridge Updates (APO); Haven Township Planning Commission

All Board of Supervisors

Sherburne County Association of Townships (SCAT)
Haven Township Zoning Board of Adjustment
Haven Township Animal Control Warden
Haven Township Zoning/Platting Administration

Supervisor Mark Knowles made a motion to accept and approve the Board Meeting Dates for the upcoming 2024 year. They will be on the 3rd Monday of every month at 7:00 p.m. The February meeting will start at 5:30 p.m. for the Budget Meeting followed by the Board of Audit Meeting at 6:00 p.m. March 12, 2024 will be the Annual Township Meeting. November 5, 2024 will be Election Day. Supervisor Joseph Sexton seconded the motion. Role Call was taken; Supervisor Eric Meyer – Aye; Supervisor Randy Linn – Aye; Supervisor Mark Knowles – Aye; Supervisor Joseph Then - Aye; Supervisor Joseph Sexton – Aye; the motion carried.

Supervisor Mark Knowles made a motion to accept and approve to designate the Official Depositories; West Bank – Checking Account & West Bank – Money Market Account and to approve electronic payments if needed for vendor payments and payroll from the checking account. Supervisor Joseph Sexton seconded the motion. Role Call was taken; Supervisor Eric Meyer – Aye; Supervisor Randy Linn – Aye; Supervisor Mark Knowles

– Aye; Supervisor Joseph Then - Aye; Supervisor Joseph Sexton – Aye; the motion carried.

Supervisor Mark Knowles made a motion to accept and approve to designate the two Official Publication Posting Locations for Legal Notices: (1) Haven Township Website: www.haventwp.org and (2) The one Posting Board Outside of the Haven Township Hall. Supervisor Joseph Sexton seconded the motion. Role Call was taken; Supervisor Eric Meyer – Aye; Supervisor Randy Linn – Aye; Supervisor Mark Knowles – Aye; Supervisor Joseph Then - Aye; Supervisor Joseph Sexton – Aye; the motion carried.

Supervisor Mark Knowles made the motion to accept and approve the rates of compensation for Haven Township (2024) as follows:

Supervisors: \$100.00 per Meeting
\$150.00 Meeting Cap Maximum for two or more meetings per day
\$ 30.00 per hour for Official Non-Meeting Business of the Township
Mileage Paid

Clerk: \$100.00 per Meeting
\$150.00 Meeting Cap Maximum for two or more meetings per day
\$ 30.00 per hour for Official Non-Meeting Business of the Township
Mileage Paid

Treasurer: \$100.00 per Meeting
\$150.00 Meeting Cap Maximum for two or more meetings per day
\$ 30.00 per hour for Official Non-Meeting Business of the Township
Mileage Paid

Election Judge (Head Judge):	\$30.00 per hour Yes Mileage Paid
Election Judge (Regular):	\$30.00 per hour No Mileage Paid
Election Judge (Junior):	\$20.00 per hour No Mileage Paid
Hall Maintenance Employee:	\$25.00 per hour No Mileage Paid
Miscellaneous Temporary Employee:	\$25.00 per hour No Mileage Paid
Mileage – IRS Standards for Current Year: (2024)	

Supervisor Mark Knowles made a motion to accept and approve the Election Judge List for the 2024 Elections. The Judges are as follows; Tammy Schefers; Lynn Schneider; Diane Reed; Lorene Hennick; Laura Ludwig; Bonnie Skillrud; Kathleen Johannes; Dale Johannes; Kim Koepp; Keith Olson; Janice Olson; Jonathan Schmidt; Clara Schefers; Barbara Isaacson; Jan Bensen; Ken Eich; Penny Weihrauch and Kate Rolstad (pending training). Supervisor Joseph Sexton seconded the motion. Role Call was taken; Supervisor Eric Meyer – Aye; Supervisor Randy Linn – Aye; Supervisor Mark Knowles – Aye; Supervisor Joseph Then - Aye; Supervisor Joseph Sexton – Aye; the motion carried.

Supervisor Mark Knowles made a motion to accept the Board of Appeal & Equalization date set for Thursday, April 11, 2024 at 1:00 p.m. at the Haven Township Hall.

Supervisor Joseph Sexton seconded the motion. Role Call was taken; Supervisor Eric Meyer – Aye; Supervisor Randy Linn – Aye; Supervisor Mark Knowles – Aye; Supervisor Joseph Then - Aye; Supervisor Joseph Sexton – Aye; the motion carried.

Supervisor Mark Knowles made a motion to accept the Annual Haven Township Clean-Up Day as Saturday, May 4, 2024 from 8:00 a.m.-noon at the Haven Township Hall.

Supervisor Joseph Sexton seconded the motion. Role Call was taken; Supervisor Eric Meyer – Aye; Supervisor Randy Linn – Aye; Supervisor Mark Knowles – Aye; Supervisor Joseph Then - Aye; Supervisor Joseph Sexton – Aye; the motion carried.

New Town Hall / Ambulance Station – The board discussed that the building is being used more and the septic system is in need of an upgrade. The board will look into pricing and budget for this. The board also discussed the options of building a new township hall or adding onto the existing township hall for the mayo ambulances needs. The board mentioned that this should be an item that is brought up at an Annual Township Meeting in March for the residents to discuss if the board wishes proceed with this idea.

Cloudnet Legal Review – The board has been using Cloudnet for their e-mail hosting company. Cloudnet had experienced a system failure. Haven Township was out of service with them for several weeks. Cloudnet finally has things on their end restored. The township is working to recover data information and backup history that had been lost.

Tech Check – Supervisor Eric Meyer has been working with Tech Check to restore our lost data from Cloudnet. The township will continue to work with Tech Check for recovery issues and get a plan with them so this does not happen again. Tech Check will be working on Zoom Cameras; Computer Back-Up; Hardened System / iPads; Historical Back-Up; Passwords and Cameras. The township is also working with Town Web for all of the township website needs.

Neighborhood Meetings – The board discussed having neighborhood meetings to discuss issues such as AED Machines; Fiber Optic; Annexation and one Garbage Hauler for designated areas. A board member will try to lead each neighborhood or that board member will try to find someone in the area who would be a great lead person for that specific area. The neighborhood meetings could be held at the Haven Township Hall or at a resident's home. This will be done throughout 2024. Supervisor Joseph Then has started with Valley View Addition. Supervisor Randy Linn will start with Prairie Woods Addition. Other areas that were discussed were Kilian Addition; River Haven; Deer Haven and Elk River Estates.

BUSINESS FROM THE SUPERVISORS

Supervisor (Chairperson) Eric Meyer

Supervisor Eric Meyer has no new updates with the Orderly Annexation with the City of St. Cloud. He would like to start the process of the neighborhoods visiting about what they would like to see within the orderly annexation agreement with the City of St. Cloud.

Supervisor Randy Linn – Supervisor Randy Linn made the comment that he will work on the proposed budget for the February Meeting. He will also connect with Supervisor Joseph Then to discuss the road budget.

Supervisor Mark Knowles – Supervisor Mark Knowles asked about solar moratoriums within the township.

Supervisor Joseph Then – Supervisor Joseph Then reported that there had been some issues in the mailbox post moving across the road on 45th Avenue SE however it will be taken care of. Pot holes have been fixed. He also suggested in the spring something needs to be done on highway 10 (frontage road). He will look into classes for training for the Local Board of Appeal & Equalization.

Supervisor Joseph Sexton – Supervisor Joseph Sexton talked about the fire bills and how he is trying to keep up with them when they arrive and how he is making progress. He also mentioned he called a collection agency to see how they would work in case these fire bills are not paid. He also would like to be in the loop of the neighborhood meetings so they can all give the same presentation to the residents.

TREASURER UPDATE

The clerk reviewed the December Cash Control Statement; Receipt Register and Disbursement Register with the Supervisors.

CLAIMS LIST FOR APPROVAL

Supervisor Mark Knowles made a motion to accept and approve the claims 24001-24017 totaling \$18,690.96 as presented for the month of January. This motion will also include adding the banking service fees for the end of the month when the statements arrive. Supervisor Joseph Sexton seconded the motion. Role Call was taken; Supervisor Eric Meyer – Aye; Supervisor Randy Linn – Aye; Supervisor Mark Knowles – Aye; Supervisor Joseph Then – Aye; Supervisor Joseph Sexton – Aye; the motion carried.

The board is still waiting to see the credit card arrive at the Post Office Box.

*Note: Monthly Pay-Out Claims - Payroll and Mileage/Reimbursements Need to be turned into the Treasurer, 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.***

CLERK UPDATE

Haven Local Board of Appeal & Equalization – Thursday, April 11, 2024 @ 1:00 p.m.

COMMUNICATIONS

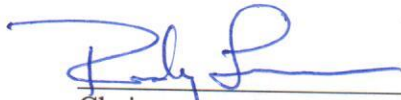
MN Association of Townships – Online Training / Newsletter Updates / Meetings
Sherburne County Planning & Zoning – Public Hearings
Sherburne County Association of Township Meeting Agenda
Sherburne County Comprehensive Plan Land Use Plan Steering Committee
Sherburne County Connect Agenda
Sherburne County – 2024 Road Construction
State & Local Fiscal Recovery Funds (SLFRF) Newsletter
Voice Mails
E-mails from Residents

OPEN FORUM (Time for Residents to Ask the Board Questions)

None

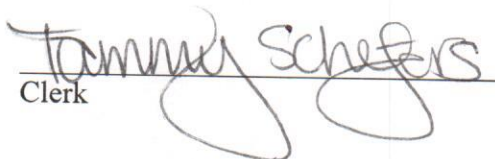
ADJOURN

It was moved by Supervisor Mark Knowles seconded by Supervisor Joseph Then to adjourn the meeting. Role Call was taken; Supervisor Eric Meyer – Aye; Supervisor Randy Linn – Aye; Supervisor Mark Knowles – Aye; Supervisor Joseph Then – Aye; Supervisor Joseph Sexton – Aye; the motion carried and the meeting was adjourned at 9:02 p.m.



Chairperson

2-19-2024
Date



Clerk

2.19.2024
Date