

Franconia Township, Minnesota  
Town Board of Supervisors Meeting – October 10, 2023  
Franconia Town Hall, 25156 St. Croix Trail N, Shafer, MN 55074

**Town Board Members Present**

Owen Kuhnly – Chair  
Sonny Sparby – Vice Chair  
Doug Wallis – Supervisor  
Jake Guzik – Engineer  
Lee Cartier – Maintenance  
Karen Anderson – Treasurer and Clerk  
Chuck Fitzer – Clerk

**Residents Present**

Kelly Jordan

**Call to Order**

Chairman Owen Kuhnly called the monthly Franconia Township board meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

**Approve Agenda**

The agenda was reviewed. Kelly Jordan was added to the agenda in the New Business section, as the plat for the Carson Lake Overlook needs to be re-signed. Sonny Sparby made a motion to approve the agenda as amended, seconded by Doug Wallis. Motion carried.

**Approval of Previous Minutes**

Minutes from the September 12, 2023, Franconia Township Board of Supervisors monthly meeting were reviewed. Doug Wallis made a motion to approve the minutes as amended, Sonny Sparby seconded. Motion carried.

**Approval of Special Meeting Minutes**

Minutes from the October 4, 2023, Franconia Township Board of Supervisors monthly meeting were reviewed. Doug Wallis made a motion to approve the minutes as amended, Sonny Sparby seconded. Motion carried.

**New Business**

Carson Lake Overlook Plat Re-Signing – Kelly Jordan said that the Carson Lake Overlook plat that was signed last month did not include the county attorney's name. It now includes the county attorney's name and needs to be re-signed. Owen Kuhnly and Chuck Fitzer signed it.

Report on Legal Seminar – Chuck and Sonny reported that it was a good seminar, although Sonny said they didn't talk about roads as much as they had in the past. On the subject of culverts, Sonny followed up by talking to our attorney. The attorney said to compose a letter telling them they need to repair it. If they don't repair it, the township will have it repaired and give them a bill. If they don't pay the bill in 30 days, the township will add it to their taxes. Owen Kuhnly said we will give them until spring to fix it.

We need to compose a letter of some sort. Owen Kuhnly asked Jake Guzik if his firm had a template for a letter like this and Jake said he would email a template to Chuck Fitzer. The letter will include a mention that we have a culvert policy. The addresses of the properties in question are 18635 Franconia Trail and 18616 Franconia Trail.

Report on CTAS Seminar – Chuck Fitzer reported that this was an excellent seminar. He also stated that the clerk's CTAS file has not been updated since 2022 and the CTAS software and clerk's CTAS file need to be brought current. Chuck Fitzer and Karen Anderson will get together before the next meeting to work on this. Karen Anderson asked Chuck Fitzer to bring the September and October claims to the next meeting.

Township email addresses – Karen Anderson discussed the township officers' email address issue with Lynn, and Chuck Fitzer will follow up with Lynn.

Signatures for Bank – Karen Anderson had Chuck Fitzer and the supervisors sign the bank documents.

Hometown Internet payment – Doug Wallis made a motion to authorize Karen Anderson and Owen Kuhnly to make a wire transfer payment of up to \$200,000 to Ceragon once they send us a bill related to Hometown Internet, seconded by Owen Kuhnly. Motion carried.

#### **Engineering Report – Jake Guzik**

Updates and Reports - Gravel Maintenance Project – The bill for \$32,879.34 from Winberg Companies was not initially approved because of damaged culverts that still need to be addressed. Sonny Sparby reported that mailboxes are low due to recent work. The height of mailboxes and installation of swing aways after roadwork was discussed. Owen Kuhnly said that, going forward, we should include adding swing aways on any roadwork projects.

Doug Wallis made a motion for Winberg Companies to be paid the \$32,879.34 once they address the outstanding culvert issues, seconded by Sonny Sparby. Motion carried.

Karen Anderson said that the check for \$32,879.34 is included in this month's claims, but that the check would not be sent to Winberg Companies until authorized by a board member.

Primrose Lane Asphalt Damage – Jake Guzik reported that infrared asphalt repair would likely run \$300 to \$1,000 and might have to wait until spring. Jake Guzik will talk to his construction guys to try to find someone who can do this and will let the board know what he finds out. The homeowner where the road damage occurred is having a new garage put in, and Lee Cartier reported that it was likely that the homeowner's contractor did the damage. However, this is uncertain, so we can not necessarily bill the homeowner for the repair. Owen Kuhnly will talk to the homeowner to try to get this sorted out.

#### **Maintenance Report – Lee Cartier**

Maintenance Report – Lee Cartier reported that he is grading roads the best he can with the dry material he has to work with. He and Jim are removing trees and brush and mowing ditches. For the Quarry Road apron repair, the erosion blanket got installed to that project is completed. On 255<sup>th</sup>, the homeowner had left cement and dirt in the ditch and that got cleaned up. Lee Cartier asked if we were still on pace to send out the postcards in November, and Owen Kuhnly replied affirmatively.

Update - Upgrade for Shop Computer – The board previously approved up to \$500 to buy a computer. Karen Anderson has a new computer that she will sell to the township for what she paid for it, about \$300. Lee Cartier will buy the computer from Karen Anderson and Lee Cartier, Chuck Fitzer and Doug Wallis will work to get it set up.

Grading – The frequency of road grading was discussed. Lee Cartier reported that he checks roads for the need for grading regularly. Sonny Sparby reported that a homeowner on Pheasant Run had complained about his road not being graded. Lee Cartier reported that Pheasant Run would be graded within two weeks.

**Clerk Updates – Chuck Fitzer**

Training – Election – Chuck Fitzer will attend election training session at the County next week. Cathy Rochel is the head judge. Karen will forward to me the emails she sent to the election judges in June. Karen told Chuck Fitzer to go out to the MAT site to get information he needs to know for the elections, including postings and notifications.

Permits – Chuck

Maintenance messages – none

**Treasurer Updates – Karen Anderson**

Blacktopping Maintenance Fund Update – Karen Anderson reported that since there was not enough money to move from the Road and Bridge (MWO) Fund to get the negative balance in the Blacktopping Maintenance Fund back to zero, as was approved at the last meeting, she moved the money from the General Fund to the Blacktopping Maintenance Fund instead.

Reports and Claims - Karen Anderson presented for approval to the board claims #2059 through #2080 for a total of \$58,215.34 and payroll checks #13909 through #13915 for a total of \$8,095.61. Karen Anderson went through the Treasurer's Report. Doug Wallis made a motion to approve all claims and payroll checks as presented and to approve this month's Treasurer's Report as presented, seconded by Sonny Sparby. Motion carried.

**Old Business**

Cement by Town Hall – Lee Cartier said that Steve said he would get here before winter and get it done.

**Upcoming Meetings and Events**

Presidential Nominating Primary Preparation - Clerk's Meeting – October 18, 2023 – Chisago County Government Center

CCATO – October 25<sup>th</sup>, 2023 – 7:00pm – Fish Lake Township

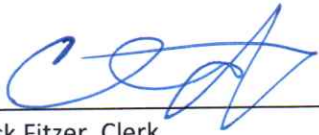
Franconia Township Board Meeting – November 14, 2023 - 7:00 pm

**Adjournment**

A motion to adjourn the August regular Board Meeting was made by Doug Wallis and seconded by Owen Kuhnly. Motion carried.

Meeting adjourned 8:17 p.m.

Respectfully Submitted,



Chuck Fitzer, Clerk



Owen Kuhnly, Chairman

Approved November 14, 2023