

Franconia Township, Minnesota
Town Board of Supervisors Meeting – December 12, 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

Brian Leonhardt
Sarah Sharkshnas
Teresa L. Schulte
Wade Glenna

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. Doug Wallis made a motion to approve the agenda as presented, seconded by Sonny Sparby. Motion carried.

Approval of Previous Minutes

Minutes from the November 14, 2023, Franconia Township Board of Supervisors monthly meeting were reviewed. Doug Wallis made a motion to approve the minutes as presented, seconded by Sonny Sparby. Motion carried.

New Business

Dayspring Development – The supervisors, township engineer Jake Guzik and representatives of Dayspring discussed paving from Snowgoose to Scenic Way. Owen Kuhnly stated that paving up to Snowgoose will go out for bid in the near future and may take place this summer, depending on the bids. There are currently no plans to pave from Snowgoose to Scenic Way. The cost of paving from Snowgoose to Scenic Way could be a separate part of the bid request for paving up to Snowgoose. No commitments were made to the Dayspring developers regarding road construction.

Planning and Zoning Application – Schulte Farm – The supervisors and resident Teresa Schulte discussed the zoning application. The supervisors signed the zoning application

Hometown Internet – Owen Kuhnly reported that Sam at Hometown Internet said they will be ready to do free tests for residents early in the new year and asked the supervisors to get the names and addresses of any township residents interested in Hometown Internet to Chuck Fitzer by the end of the

week. Owen also directed Chuck to post on the township website a request for interested residents to contact him (Chuck) with their name, address, and phone number, to be passed on to Hometown Internet.

Hazelden Land Discussion – The potential sale of land adjacent to Hazelden was discussed, including potential issues with Ogren Trail if construction takes place on the land parcels. Jake Guzik agreed to have answers at the next meeting about potential options related to the road.

Administrative Policy and Public Comment Form – After discussion, it was determined that a public comment form is not needed at this time. The need for an administrative policy was discussed. Doug Wallis made a motion to approve moving forward with developing an administrative policy, seconded by Owen Kuhnly. Motion carried. Chuck Fitzer was directed to prepare a draft of an administrative policy to present at the regular January board meeting.

Engineering Report - Jake Guzik

Updates and Reports – Jake Guzik brought a draft of the next five years of road projects, including 240th, the Osceola Bridge, and the roundabout at Highway 95 and Highway 243. Costs were discussed. Jake Guzik agreed to bring a ten-year township road plan to the January regular board meeting.

Maintenance Report – Lee Cartier

Maintenance Report – Lee reported that he had been grading, brush mowing, sanding and scraping.

Update – Upgrade for shop computer. Lee Cartier reported that the new shop computer was still not set up. He will take it to Bitworks to get it set up.

Clerk Updates – Chuck Fitzer

Permits – Chuck Fitzer was directed to download the monthly building permit report, delete the non-Franconia Township information and send it to the Board.

Election – Chuck Fitzer reported on the progress of activities related to the four election dates in 2024. He has contacted the head judge, Cathy Rochel, who indicate she is interested in continuing as head judge, and he will contact the other election judges to determine their interest in the near future.

MAT Annual Meeting – Chuck Fitzer attended the MAT Annual Meeting. He reported they had good sessions about running meetings and CTAS.

Website – Owen Kuhnly asked township supervisors and staff to send proposed changes to the township website to Chuck Fitzer by December 19, 2023. A meeting will be set up with website administrator Lynn Koalska to update the township website.

February CCATO Meeting – the February CCATO meeting is set for February 28, 2024 at 7:00 p.m. at Franconia Township Hall. The meeting will be held as scheduled.

Treasurer Updates – Karen Anderson

Reports and Claims - Karen Anderson presented for approval to the board claims #2110 through #2125 for a total of \$121,469.93 and payroll checks #13931 through #13957 for a total of \$5,364.10. Karen Anderson went through the Treasurer's Report. Sonny Sparby 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 Doug Wallis. Motion carried.

Earned Safe and Sick Time (ESST) – Karen Anderson reported that the new ESST rules do not apply to any employee whose current sick time meets or exceeds what is required under the new rules. Also, elected officials do not qualify. Karen Anderson and Chuck Fitzer will be covered under the new policy and will need to track their hours in order to get the proper allocation of sick time. Chuck Fitzer will have the ESST resolution and policy ready for review and approval by the regular January board meeting.

Township Audit – Karen Anderson reported that Mike Pofahl, who has performed the annual township audit for the past several years, has retired. Karen Anderson presented a contract from Schutz CPA, Ltd. to conduct the 2023 annual township audit. After a discussion, Owen Kuhnly made a motion to approve engaging Schutz CPA, Ltd. to perform the annual township audit, seconded by Doug Wallis. Motion carried.

Set Time for Karen’s Review – Karen Anderson’s annual review was set for a closed meeting at 6:30 p.m. on January 9, 2024 at the Franconia Township Hall. The meeting will be recorded, per MAT rules. Chuck Fitzer was directed to post the meeting at the town hall at least five days before the meeting. Karen will bring the township’s recording device to the review meeting.

Old Business

None.

Upcoming Meetings and Events

Franconia Township Board Meeting – January 9, 2024 - 7:00 pm
CCATO – January 31, 2024 – 7:00pm – Amador Township

Adjournment

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

Meeting adjourned 8:23 p.m.

Respectfully Submitted,



Chuck Fitzer, Clerk



Owen Kuhnly, Chairman