

# Record of Proceedings

## February 6, 2020 – Regular Monthly Board Meeting

The Louisville Township Board met this date to conduct the regular monthly board meeting. The meeting was held at the Scott County Government Center, 200 Fourth Avenue West, Shakopee, Minnesota in SCGC Board Room. Chair John Weckman, Supervisors Bob Pieper and Kevin Theis, Clerk Cheryl Doucette and Treasurer David Hagen were present.

### Call to Order

Chair Weckman called the Regular Board Meeting to order at 7:00PM

### BOARD ADMINISTRIVIA

#### Incident Review Analysis

The Incident Review Analysis Report for the month of January 2020 was received from the Scott County Sheriff's Office prior to the meeting. A hard copy was available for public review at the meeting, a Deputy was available for questions.

#### Minutes Review/Approval

Motion moved by Supervisor Pieper and seconded by Supervisor Theis to approve the minutes for January 2020 as typed. All Ayes. No Nays. Motion carried.

#### Public Comment

#### Agenda Review/Approval

Motion moved by Supervisor Pieper and Seconded by Supervisor Theis to approve the Agenda as typed and under New Business - Mail Boxes. All Ayes, No Nays. Motion carried.

### FINANCIAL UPDATE

#### Treasurer Reconciliation Report for Month Ending December 31, 2019

<i>Month Ending December 31, 2019</i>		<i>as of</i>
Beginning balance	\$8,204,850.55	12/01/2019
Adjustment to Beginning Balance		
Receipts	152,497.89	12/01/2019 – 12/31/2019
Disbursements	(19,792.49)	12/01/2019 – 12/31/2019
Investment Interest/Dividends	30,982.73	12/01/2019 – 12/31/2019
Adjustments for Paychex	178.75	Adj for EE PERA Contributions
Ending Balance	\$8,368,717.43	12/31/2019

Motion moved by Supervisor Pieper and seconded by Supervisor Theis to accept the Treasurer's Financial Report ending December 31, 2019. All Ayes, No Nays. Motion carried.

#### Investment Update

Treasure Hagen updated the Board on the investments.

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## Claims Review and Approval

Motion moved by Supervisor Pieper and seconded by Supervisor Theis to approve claim #10826 thru #10840 and claim #12863 thru #12866 in the amount of \$19,353.47 to pay with Township checks #10826 thru #10840. All Ayes, No Nays. Motion carried.

## CONSENT AGENDA

### Resolution 2020-01 - Support Granting On-Sale Intoxicating Liquor License

Motion move by Supervisor Theis and seconded by Supervisor Pieper to support the granting of an Intoxicating Liquor License by Scott County to Castle Kitchen Corporation DBA Minnesota Renaissance Festival. Supervisors Weckman, Pieper and Theis voted aye. No nays. Motion carried.

## OLD BUSINESS

### Engelhaven Notice - Drain Tile on Tyrol Drive

Township Attorney, Bob Ruppe, had sent a Letter to the Engelhaven Utilities Association dated January 16, 2020 regarding the Damage on Tyrol Drive. The Township has repaired the damage to the Tyrol Drive drain tile at a total cost of \$8,419.81. The notice indicates they have 30 days of receipt of the notice letter to pay the amount due to avoid further legal action.

Supervisor Weckman indicated he has not heard from anyone from Sam Wolfe or anyone from the Association regarding this matter. Supervisor Theis indicated that Bohn Well Drilling is also trying to contact Sam Wolfe from the Association on this matter.

## NEW BUSINESS

### Township Park Mowing 2020

Clerk Doucette received an Estimate for Park Mowing Services from A&J Outdoor Services. A&J Services has mowed the Township Parks for the past years two years, for season total of \$4,650.00. A&J Services proposes the same services to the mow the parks again for two seasons, April 1, 2020 through October 31, 2022, for a season total of \$5,450.00. The Board discussed the increase for services and Supervisor Weckman indicated that there will be a little more area to mow in the small area being mowed off of Dem-Con Drive.

Motion moved by Supervisor Theis and seconded by Supervisor Pieper to accept the Mowing services for two years at a cost of \$5,450.00 per season. All Ayes. No Nays. Motion carried.

### Culvert on 160<sup>TH</sup> Street

The Board discussed the culvert on 160<sup>th</sup> Street. The culvert is higher on the North side, but is not causing any back-up problems at this time. Supervisor will check periodically for any changes.

### Mail Boxes

Supervisor Weckman informed the Board of a few mail boxes that have been hit during plowing. Mail boxes should be 42" from ground up and not all are at this height. The Township has an Ordinance that indicates the Township will pay up to \$50.00 for damage done during

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plowing. One of the Residents wants the township to replace a mailbox that would cost the upwards of three hundred dollars. Supervisor Weckman will have copies of the Ordinance available for the Contractor, Mom's Landscape Design, for residents who may be affected by any unfortunate damage.

### **ROUNDTABLE**

#### **Code Enforcement**

Supervisor Weckman informed the Board that Dan Ekholm, code enforcement, has resigned from the Scott County Environmental Department.

### **Other Business Updates**

#### **Presidential Nomination Primary (PNP) Election**

Clerk Doucette informed the Board that the Election Judges all received the additional training needed to serve for the PNP Election. Clerk Doucette informed the Board that there will be a need to find additional Judges for the elections in the Fall. The Board reviewed the wages being paid for election judges now and Clerk Doucette informed them that the Election Judges receive \$12.00 an hour plus mileage and the Head Election Judge receives \$15.00 an hour plus mileage. The Board discussed the need to increase the pay rate for Election Judges and suggested this topic for the Annual Town Meeting. The Board moved to increase the wages for the PNP Election on March 3, 2020 as follows: Head Election Judge wage \$20.00 per hour plus mileage, Election Judges \$15.00 an hour plus mileage.

Motion moved by Supervisor Weckman and seconded by Supervisor Pieper to increase the Election Judge pay rates for the Presidential Nomination Primary Election.  
All Ayes. No Nays. Motion carried.

#### **Schedule Board of Audit**

The Board of Audit will be held on February 27, 2020 at 7:00 PM, Scott County Government Center. Clerk Doucette will reserve a room and inform the Board and post.

#### **Schedule Local Board of Appeal and Equalization**

The Board will be available on either April 21, 2020 or April 23, 2020 at 7:00PM for the 2020 Local Board of Appeal and Equalization. Clerk Doucette will let Scott County Assessor's office know of these dates available.

#### **Annual Town Hall Meeting – agenda items**

Clerk Doucette ask the Board if there were any topics that they would like on the Agenda for the Annual Town Hall Meeting on March 10, 2020. Clerk Doucette informed the Board that the Township will be participating in the 2020 Clean-Up Day, April 25, 2020. Supervisors suggested an increase in election judge wages be on the agenda for discussion. Increase Levy?

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### **MAT Spring Short Course**

MAT Short Course will be March 25<sup>th</sup> at Hutchinson  
Clerk Doucette will make a claim for five Board Members to attend.

### **Ordinance No. 31 Public Health Nuisances – Scott County Code of Ordinance – Draft**

The Board received the email from Lezlie Vermillion with an update on the Public Health Nuisance Ordinance. The public hearing will be held at the County Board meeting on April 7, 2020 starting at 9:00am. Supervisor Weckman informed the Board that the Ordinance will be on the agenda for discussion at the Scott County Township Association Meeting being held on March 18, 2020.

### **Hwy 169 Corridor Coalition**

Clerk Doucette informed the Board that an invoice was received from 169 Corridor Coalition Coordinator, for the 2020 Membership Dues. Clerk Doucette explained to the Board that the dues for 2020 were paid in 2019 because the membership dues were reduced from \$250.00 to \$125.00 and the claim for \$250.00 had been approved. Clerk Doucette reminded the Board that instead of being refunded the \$125.00 the Board approved to apply the \$125.00 to the 2020 membership dues. Clerk Doucette has called Nathan Abney to get the credit applied.

### **Driveway at 13985 Tracy Ave**

Supervisor Weckman informed the Board that Andrew, Bolton & Menk, Inc., was informed that the driveway that was put in as a temporary construction driveway and the permitted driveway will be built when the construction work is done.

## **CALENDAR**

**February 12, 2020** SCWEP Meeting, Jordan Office, 9:00AM

**February 14, 2020** SCALE, LINK Event Center, Prior Lake, 7:30AM-9:00AM

**February 25, 2020** Scott County Public Meeting Marriam Junction Sands, Draft EIS 4:00 -6:00PM

**February 27, 2020** Board of Audit, SCGC, County Board Room, 7:00PM

**March 3, 2020** Presidential Nomination Primary Election, Polls open 7:00AM – 8:00PM

**March 5, 2020** Regular Monthly Meeting, SCGC, County Board Room, 7:00PM

**March 10, 2020** Annual Town Hall Meeting, Marystown Parish Hall, 7:00PM

## **Adjourn**

Motion moved to adjourn meeting by Supervisor Theis and seconded by Supervisor Pieper.  
All Ayes, No Nays. Motion carried.

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## February 27, 2020 - Annual Board of Audit and Budget Planning

The Louisville Township Board met this date to conduct the 2019 Year-End Annual Board of Audit and to prepare the 2020 Budget. The meeting was held at the Scott County Government Center, 200 Fourth Avenue West, Shakopee, Minnesota in the County Board Room. Chair John Weckman, Supervisors Kevin Theis and Bob Pieper, Clerk Cheryl Doucette and Treasurer Dave Hagen were present.

Chair Weckman opened the meeting at 7:00 PM

### 2020 Board of Audit

The Board of Audit was conducted by the Board of Supervisors. The supervisors reviewed both the Treasurers and Clerks records, including sampling the claims against the disbursements ledger and checking receipts against the receipts register and deposits in the checking account. Reconciliation of Statements for checking, Money Market and Investments were reviewed and ledger entries verified for both Receipts and Disbursements, and Cash Control Statement was reviewed and verified in both CTAS systems. No discrepancies were noted and the Treasurer and Clerks Records match to the penny.

### 2020 Budget Planning

The Board developed a draft budget plan for 2020

Motion moved by Supervisor Theis and seconded by Supervisor Pieper to accept the Board of Audit for year- end 2019. All Ayes, no nays, Motion carried.

### Adjourn

Motion moved by supervisor Pieper and seconded by Supervisor Theis to adjourn the meeting. All Ayes. No Nays. Motion Carried.

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Cheryl Doucette, Township Clerk

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John Weckman, Township Chair

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Date

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Date