

**POKEGAMA TOWNSHIP  
APPROVED REGULAR BOARD  
MEETING MINUTES AUGUST 10<sup>TH</sup>, 2023**

Chairman Terry Peterson called the meeting to order at 7:00 pm and the Pledge Allegiance was said. Members who were present was Dave Deutschlander, Dean Swenson, Wayne Whited and Jason Zastera. Also, who were present was Administrative Clerk Christy Belsheim, Zoning Administrator Gordy Johnson, Luke Jones from MSA, Emily from Pokegama Lake Resort MHC/RV was on speaker phone. Not present Treasurer Darla Hall.

AGENDA

Administrative Clerk Christy Belsheim requested to move sewer access charge up to after the minutes are approved and to add website under Clerk, Linds Lane under Roads. Terry Peterson **motioned** Dave Deutschlander seconded to approve the agenda with the requested changes. All in favor motion carried.

APPROVE MINUTES

Dave Deutschlander **motioned** and Dean Swenson seconded to approve the July 13<sup>th</sup>, 2023 Regular Board Meeting Minutes as written. All in favor motion carried.

Sewer Access Charge

Luke Jones of MSA, introduced himself stating he has been with MSA for 17 years, and he is here tonight to go over sewer access charges study requested by the town board. Mr. Jones also stated that he presented the information at the sewer committee meeting last night. The numbers will be slightly different from last night's presentation because he corrected the total number of REU's from 600 to 806. He stated he will go over two different options for the sewer access charges. He started with explaining what sewer user fees and sewer access charges are to be used for. Sewer user fees are to be used for prorated portion of incurred expenses, debt services, and for operation of expenses. They exclude system upgrades. Sewer access charges are to be used for allocation of system capacity, equitable cost share, and intended system upgrades. The SAC charge is a one-time upfront charge. He explained in detail our existing system, and the different scenarios. The different scenarios are the full build out method and additional 400 REUs. The summaries are as follows.

SAC Summary: Full Build Out, per REU

Collection System: \$9,380,870 /1230 REU = \$7,630

Treatment System: \$2,546,100/1230 REU= \$2,070

Total: \$9,700

SAC Summary: Additional 400 REUs, per REU

Collection System: \$5,454,640 /400 REU = \$13,640

Treatment System: None

Total \$13,640

PAYROLL

Terry Peterson **motioned** Dave Deutschlander seconded to approve check #14134 through check #14156 include PERA, IRS, MN Dept of Rev. for a total of \$14,739.85. All in favor motion carried.

### SEWER

Dave Deutschlander **motioned** Terry Peterson seconded to approve check #3529 through Check #3531 and check #3533 through check #3535 and check #3537 and ECE EFT \$1,519.67. For a total of \$10,338.51. All in favor motion carried. Dave Deutschlander **motioned** Dean Swenson seconded to approve check #3532 And check #3536 for a total of \$47,753.70. Dave Deutschlander yes, Jason Zastera yes, Wayne Whited yes, Dean Swenson yes, Terry Peterson abstains due to conflict of interest. Motion carried.

### TOWNSHIP

Terry Peterson **motioned** Dave Deutschlander seconded to approve check #14157 through check#14171 and EFT Viastat \$175.74 and Verizon EFT \$162.84 for a total of \$35,119.52. All in favor motion carried. Jason Zastera **motioned** Dean Swenson seconded to approve check #14173 for a total of \$1,120.00. Jason Zastera yes, Dave Deutschlander yes, Wayne Whited yes, Dean Swenson yes, Terry Peterson abstains due to conflict of interest. Motion carried.

### TREASURER

Treasurer Darla Hall was not present Administrative Clerk Christy Belsheim read off the ending balances in each account with a total ending balance of \$579,910.10 Dave Deutschlander **motioned** Terry Peterson seconded to accept the Treasurers report as given. All in favor motion carried.

### BUILDING DEPARTMENT

Still waiting on specs

### CLERK

Administrative Clerk Christy Belsheim explained our website is through GovOffice which they have switched to Catalis. She received an email from Catalis for a docu sign and contract for \$2,995.00. She contacted Catalis and they lowered it to \$1,995.00. She told them due to the huge increase she will have to put it on the Agenda for the August Regular Board Meeting. A few days later received a bill via email from GovOffice for \$699.60, which is what we normally pay. It was difficult to speak with Catalis directly other than email. With the confusion Clerk Belsheim contacted Pine City Townships Clerk, and they experienced kind of the same situation with the price increase. They are in the process of switching over to using MAT's communication team Rosendahl Public Affairs. Clerk Belsheim contacted Rosendahl and received some information. The startup cost is \$1,500.00 to set up the website, we can use ARPA funds. They will design a new website using the information off of our current website. Terry Peterson **motioned** Wayne Whited seconded to switch to Rosendahl Affairs using ARPA funds for our website. All in favor motion carried. Clerk Belsheim asked to void check #14172 written to Catails for \$699.60. Terry Peterson **motioned** Jason Zastera seconded to void check #14172 to Catalis for \$699.60.

### ZONING

- A. Conditional Use Permit for Cole Newman - Zoning Administrator Gordy Johnson explained Cole Newman applied for a vacation home rental conditional use permit for the house on the island in Pokegama Lake. It was approved by the Planning Commission. Dave Deutschlander **motioned** and

Terry Peterson seconded to approve the vacation home rental conditional use permit for the house on the island in Pokegama Lake. All in favor motion carried.

- B. Private Road – Zoning Administrator Gordy Johnson explained in our minor subdivision ordinance it does not allow for private roads. There was someone here tonight, but has left already. Wants to subdivide with a private road. The Planning Commission would like comments, concerns or guidance from the Board. The only way to have a private road in a minor subdivision is to change our ordinance. After a short discussion the Board of Supervisors are not interested in changing the ordinance.

#### ROADS

- A. Island Resort Road SSD Update- Administrative Clerk Christy Belsheim stated she had talked to Leslie LeCuyer regarding the SSD and she is not here tonight. One of her concerns, is the Township going to help with maintenance costs for what they would normally pay to maintain the road if it was gravel? Jason Zastera stated that was our intention was to pay for what it costs to maintain 1 mile of a gravel road. The Board of Supervisors are willing to do that. Next step is for the property owners to submit the petition.
- B. FEMA Update – Clerk Belsheim stated the Spring Flooding disaster has been declared and she attended a meeting in Hinckley last week. Next step they will come here and help with the process.
- C. Linds Lane – Road supervisor Wayne Whited explained there was a complaint on 14901 Linds Lane with drainage issue. There was a discussion that there is not anything we can do about it.
- D. Lake Access Signs – Gene Baum asked the Board if they could put up some lake access signs on Maple Knoll and Branch. People get confused and are not sure where to go and some have difficulty to turn around with trailers. The Board of Supervisors will see what they can do.

#### FIRE

Clerk Belsheim explained she had talked to the clerk at Pine City Township and they are ok with the fire contract as long as Pokegama and Chegwatana are. The Board of Supervisors looked over the revisions in the contract with the termination of the contract if a fire district is formed. Terry Peterson **motioned** Dean Swenson seconded to approve the fire contract for 2024-2032. All in favor motion carried.

#### SEWER

- A. Capital Improvement Plan – The Board of Supervisors looked over the Capital Improvement Plan for the sewer. It was also presented at a previous Regular Board Meeting. The Sewer Committee made a recommendation to the Board of Supervisors to approve the Capital Improvement Plan 2023-2027. Dean Swenson **motioned** Dave Deutschlander seconded to approve the Capital Improvement Plan 2023-2027. Dean Swenson yes, Wayne Whited, yes, Dave Deutschlander yes, Jason Zastera yes, Terry Peterson abstains due to conflict of interest. Motion carried.
- B. Sewer Usage Fees – The Sewer Committee made a recommendation to the Board of Supervisors to increase the sewer usage fees from \$35/month to \$45.00/month effective Jan 1<sup>st</sup>, 2024. Last time the rate was increased was in July 2014 and January 2015. Treasurer Darla Hall used the Minnesota Rural Water Association spreadsheet on their website and the audited financial reports from 2019-2022. Treasurer Hall was not in attendance at the meeting tonight but wanted to double check her numbers before the Board of Supervisors approves raising the sewer usages fees. Zoning Administrator Gordy Johnson stated that it does not need to be exact and he feels we

should raise them. Dave Deutschlander **motioned** Jason Zastera seconded to table raising the sewer user fees until next meeting. All in favor motion carried. Emily from Pokegama Lake Resort MHC/RV Park was on the phone and explained. They would like to go to a set REU rate similar to Pokegama Shores. They do not want to continue using the meters. They submitted a resolution with a settlement agreement regarding their sewer usage fees. The Township attorney Mike Couri was present and looked over the resolution/settlement agreement and advised the Board of Supervisors to not sign it until he looks at it more in detail. Emily stated they do not need to sign the settlement at this time just the resolution. Attorney Mike Couri said he had to take the time to look over both and advises the Board not to pass just the resolution or settlement. There was discussion on the meters and the sewer committee recommends to keep them and have them calibrated. Emily explained the RV park is only open May-October and the meter readings at times were unusually high when the park is closed. Dave Deutschlander **motioned** and Dean Swenson seconded to table for now and have the meters calibrated. All in favor motion carried

- C. There was a comment on Audrey Gayle on when the sewer extension will be going in. Terry Peterson stated before winter.
- D. Sewer Access Charge – There was a moderate discussion on the sewer access charge presentation. Jason Zastera **motioned** Dave Deutschlander seconded to set the sewer access charge at \$8,400 based on the fact and findings of the presentation by MSA Engineering, and the sewer committee's recommendation, with a 4% annual increase with the increase starting January 1<sup>st</sup>, 2024. All in favor motion carried.

#### NEW BUSINESS

There was an inquiry from a property owner of putting in a junk yard they would like permission to be able to have overflow on their property. Chairman Terry Peterson stated that will have to go through the Planning Commission first.

#### OLD BUSINESS

Administrative Clerk Belsheim explained that the Floppie Crappie has contacted her regarding their liquor license denial. They have paid their past due amount at Pine County and she has received a check from them for this year's license. The Board had a discussion and would like the check to clear the bank before we issue the liquor license. Terry Peterson **motioned** Dave Deutschlander seconded to approve the Floppie Crappie liquor license as long as the check clears the bank. All in favor motioned carried.

#### AGENDA REQUEST – None

PUBLIC COMMENT – Gene Baum stated he noticed at Pokegama Shores RV Park. They are doing some excavating and do not have a silt fence in place. ZA Gordy Johnson said he will look at it.

#### CORRESPONDENCE – None

#### REMINDERS

- A. Planning Commission Monday, August 21<sup>st</sup>, 2023 at 7:00 pm
- B. Fire District - City of Pine City Wednesday August 16<sup>th</sup>, 2023 at 5:30 pm, Pine City Township, Wednesday, August 16<sup>th</sup>, 2023 at 7:00pm

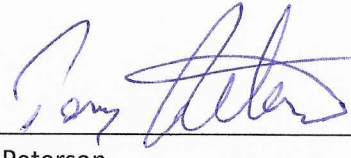
C. Regular Board Meeting Thursday, September 14<sup>th</sup>, 2023 at 7:00 pm

ADJOURN

Terry Peterson **motioned** Jason Zastera seconded to adjourn the August 10<sup>th</sup>, 2023 Regular Board Meeting. All in favor motion carried. Meeting adjourned at 9:21 pm.



Christy Belsheim  
Administrative Clerk



Terry Peterson  
Chairman