

**POKEGAMA TOWNSHIP
APPROVED REGULAR MEETING MINUTES
NOVEMBER 9TH, 2023**

Chairman Terry Peterson called the meeting to order at 7:04 pm and the Pledge Allegiance was said. Supervisors present were Dave Deutschlander, Wayne Whited, Jason Zastera. Also, present were Administrative Clerk Christy Belsheim, Treasurer Darla Hall, Zoning Administrator Gordy Johnson, Attorney Mike Couri, not present Supervisor Darrin Freetly

AGENDA

Terry Peterson **motioned** Dave Deutschlander seconded to accept the agenda as written. All in favor motion carried.

APPROVE MINUTES

- A. Wayne Whited **motioned** Dave Deutschlander seconded to approve the October 12th, 2023 regular meeting minutes as written. All in favor motion carried.
- B. Terry Peterson **motioned** Dave Deutschlander seconded to approve the October 12th, 2023 special meeting minutes as written. All in favor motion carried.
- C. Terry Peterson **motioned** Wayne Whited seconded to approve the November 2nd, 2023 public hearing minutes as written. All in favor motion carried.

PAYROLL

Dave Deutschlander **motioned** Terry Peterson seconded to approve check #14266 through check #14273 and check # 14289 through check #14300, includes PERA, IRS, MN REV for a total of \$14,654.69. All in favor motion carried.

SEWER

Jason Zastera **motioned** Terry Peterson seconded to approve check # 3555 through check # 3558 and check #3560 through check # 3563 & ECE EFT \$1,352.11 & Void Check # 3564 for a total of \$16,983.16. All in favor motion carried. Jason Zastera **motioned** Wayne Whited seconded to approve check # 3559 for a total of \$14,128.53. Jason Zastera yes, Wayne Whited yes, Dave Deutschlander yes, Terry Peterson abstains due to conflict of interest. Motion carried

TOWNSHIP

Terry Peterson **motioned** Dave Deutschlander seconded to approve check # 14274 through check #14287 & EFT Viastat \$175.74 and EFT Verizon \$164.91 and check # 14301 & check #14302 for a total of \$18,475.38. All in favor motion carried. Wayne Whited **motioned** Dave Deutschlander seconded to approve check # 14288 for \$1,700. Jason Zastera yes, Dave Deutschlander yes, Wayne Whited yes, Terry Peterson abstains due to conflict of interest. Motion carried.

TREASURER

Treasurer Darla Hall read off the ending balances in each account for a total ending balance of \$336,103.83. She stated that we received money from the East Central Cable Commission and local government aid. We should receive in December our second half of this year's levy check. Terry Peterson

motioned and Dave Deutschlander seconded to accept the treasurer report as given. All in favor motion carried.

BUILDING

Dave Deutschlander stated we now have a plan with a material list for contractors to bid on. Administrative Clerk Christy Belsheim mentioned the sink in the kitchen on the right side is leaking.

CLERK

Administrative Clerk Christy Belsheim will be on vacation November 27-December 1. The Clerk and Treasurer Hall will be organizing the closets and will be following the record retention schedule resolution 2006-6. Lastly, there is a town hall rental on Thanksgiving Day.

ROADS

- A. Road Supervisor Wayne Whited mentioned the ditches have been mowed, but they could use some more brushing and a second pass. Whited talked with Brad Rootkie and he has time to do extra mowing and brushing for \$145 hour. A comment was made the road and bridge fund is getting very low heading into winter, the second half of the levy will come in December. Terry Peterson **motioned** Jason Zastera seconded to approve Brad Rootkie to do 60 hours of brushing/mowing in the ditches. All in favor motion carried.
- B. Chairman Terry Peterson mentioned Hopkins crushed a few extra 10,000-ton gravel piles and the cost is under \$5.00 a ton. The gravel has been tested and the results are good. Jason Zastera asked if there could be more testing done to be sure that is okay, other concerns were trucking, how would contractors feel about hauling someone else's gravel? Last, do we need to pay for it all upfront? No decision was made.
- C. FEMA - Still in process.

FIRE

Fire district is still in the process of filling out grant application. There are two meetings on Wednesday November 15th, 2023, Fire Committee meeting, is at City of Pine City Fire Hall at 5:30 and the Fire District meeting is at Pine City Township town hall at 7:00 pm.

SEWER

- A. Sewer Committee Member- The sewer committee made a recommendation to the Town Board to appoint Kathy Nielson to replace Ron Williams. Kathy was present and explained she was a town clerk in Scott County they had a sewer project and she has helped with the process of building sewer systems and has experience in setting up SAC and WAC charges. Terry Peterson **motioned** Dave Deutschlander seconded to appoint Kathy Nielson to the sewer committee. All in favor motioned carried.
- B. Sewer Supervisor - Terry Peterson **motioned** Wayne Whited seconded to appoint Jason Zastera as sewer supervisor to replace Dean Swenson.
- C. Pokegama Lake MHC/RV Parks – Attorney Mike Couri explained we have come up with a 5-year agreement with Pokegama Lake MHC/RV Parks it states we will charge them a flat rate of \$6,317.50 using REU's instead of using meters. The meters will still be read. The agreement will be effective December 1st, 2023. However, we had to change the existing sewer ordinance to go

- along with the 5-year settlement agreement. Couri went over in detail the changes in the Sewer Use Ordinance his recommendation to the town board is to adopt the changes to the ordinance. Terry Peterson **motioned** Jason Zastera seconded to adopt the changes made to the sewer use ordinance 2023-3. All in favor motion carried. Next, Attorney Couri explained the changes to the ordinance need to be published in the newspaper. A summary may be published with the town board's approval. Jason Zastera **motioned** Terry Peterson seconded to approve the summary as sufficiently informing the public of the new sewer ordinance 2023-3. All in favor motion carried. Attorney Couri went over in detail the 5-year settlement agreement it will be renewed for 1-year periods after the initial 5-year term. The Township after the 5-year term will receive notice from the Parks each year by June 25 to renew. The township and the parks agreed the township is to pay the parks \$55,242.00 for over payment while using the meters within 30 days of the effective date. The parks will pay all their sewer user fees for September, October, November in full by the effective date of December 1st, 2023. Couri explained the total number of Reu's were counted and verified by both parties and will need to be verified every year on June 25th by both parties. He then explained in detail on how the REUs were determined as far as full time/part time units. Couri explained in detail the entire settlement agreement. Dave Deutschlander **motioned** Jason Zastera seconded to approve Resolution 2023-12 Approving the Settlement Agreement contingent upon the Parks paying in full their sewer bills for sewer use incurred in September, October, and November, 2023. All in favor motion carried. Lastly, Attorney Couri explained we need to approve the 30-day settlement agreement, because the 60-day agreement will end prior to December 1st, 2023. Terry Peterson **motioned** Wayne Whited seconded to approve the 30-day agreement with Pokegama Lake MHC/RV Parks. All in favor motion carried.
- D. Pokegama Shores RV Park – Clerk Belsheim explained the owner of Pokegama Shores wrote a letter to the town board. The letter shows how many part-time and full-time units they have currently. The Shores part-time leases are for 5 months May 1st-Sept 30th, and some are all year. The township has been charging for 6 months and since his part-time leases are only for 5 months, he would like to be charged for 5 months. The town board stated they have always charged for 6 months and they are not changing it now. The letter also states he has disagreed with the resolution passed in October 2022 regarding sewer user fees and would like to come to an agreement with the usage fees and the ultimate goal is to settle out of court. Also, he would like to change his billing structure because 7 months out of the year the seasonals are gone. He feels it is fair to supply the township twice a year on how many full time/part time units and billed accordingly. Goal number 1 is to settle on the outstanding sewer user fees, and put together an agreement and acknowledgement letter. Goal two to establish a new billing structure moving forward. Clerk Belsheim mentioned she will be meeting with the owner next week to go over user fees. The town board decided to wait to see what the clerk and owner come up with and discuss it at the sewer committee meeting in December. This issue needs to be resolved by the regular board meeting in December.
- E. Woods Farm – Treasurer Darla Hall explained there was one property that is on Linden Tree Road. The sac charge was in escrow and we received a check from the title company. She asked if she could deposit it. There was a discussion and the town board determined the property was not a part of the Woods Farm. Terry Peterson **motioned** Jason Zastera seconded to deposit the check from the title company for the Linden Tree property. All in favor motion carried. Next, Clerk Belsheim asked what the sewer access charge will be in the Woods Farm Development

\$4,100 or \$8,400. She explained the decision needs to be made at the December regular board meeting. The town board decided it should be discussed at the sewer committee meeting in December.

NEW BUSINESS

- A. Clerk Belsheim mentioned the Viastat rate is going up from \$175.74 to \$289.99. However, for the first 12 months we will receive a \$65.00 discount. She suggested to look into ECE Fiber when it is available.
- B. Board of Appeal and Equalization meeting is on April 23, 2024 at 9:00 am
- C. We received an email from East Central Energy asking the townships for a letter of support for the MN Border to Border Round 9 grant, and a financial commitment would be appreciated. ECE and the State of MN has an equitable formula they use. \$100 per percentage point. The percentage point for Pokegama Township coverage in this grant is 1%. Terry Peterson **motioned** Wayne Whited seconded to accept Resolution 2023-11 in support of East Central Energy's Broadband project in Pokegama Township and to send a letter of support with a financial commitment of \$100. All in favor motion carried. Terry Peterson **motioned** Jason Zastera seconded to approve check #14303 for \$100 to East Central Energy. All in favor motion carried.

OLD BUSINESS

AGENDA REQUEST

PUBLIC COMMENT

CORRESPONDENCE


REMINDERS

- A. Planning Commission Meeting November 20th, 2023 at 7:00 pm
- B. Fire Committee Meeting November 15, 2023 at 5:30 pm Pine City Fire Hall
- C. Fire District Meeting November 15th, 2023 at 7:00 pm Pine City Township Town Hall
- D. Sewer Committee Meeting December 6th, 2023 at 7:00 pm
- E. Regular Board Meeting December 14th, 2023 at 7:00 pm

JUNK MAIL

ADJOURN

Terry Peterson **motioned** Dave Deutschlander seconded to adjourn the November 9th, 2023 Regular Board Meeting. All in favor motion carried. Meeting adjourned at 9:25 pm



Christy Belsheim
Administrative Clerk



Terry Peterson
Chairman