

**Franconia Township, Minnesota  
Town Board of Supervisors Meeting – March 26, 2024  
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  
Chuck Fitzer – Clerk

**Residents Present**

Kathleen Jesse  
Starsha Froberg  
Karen Linde  
Brian Leonhardt  
Josh Leonhardt

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

**Swear In Supervisor**

Clerk Chuck Fitzer presented the election certificate to Owen Kuhnly and swore him in as a Supervisor for a three-year term.

**Approval of Previous Minutes**

Minutes from the January 9, 2024, 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.

**Board of Canvass Minutes**

Minutes from the March 12, 2024, Franconia Township Board of Canvass were reviewed. Doug Wallis made a motion to approve the minutes as presented, seconded by Sonny Sparby. Motion carried.

**Appoint Board Chair**

Sonny Sparby nominated Owen Kuhnly to be Town Board Chair. No other nominations were presented. Doug Wallis seconded the nomination. Motion carried.

### **Appoint Board Vice Chair**

Owen Kuhnly nominated Sonny Sparby to be Town Board Vice Chair. No other nominations were presented. Doug Wallis seconded the nomination. Motion carried.

### **2024 Reorganization**

The Board discussed the 2024 township reorganization and the following items were discussed and presented for approval:

- Date and time for regular board meetings: The second Tuesday of each month at 7:00pm.
- Designate an official town newspaper: The Chisago County Press
- Set compensation for Board Members and Reimbursement policy for all township officers: Compensation for Board Members will remain at \$150.00 per month. Reimbursement for meeting attendance for all township officers will be increased to \$70 per meeting.
- Designate Supervisors to fill duties and positions created by the town board:
  - Joint Powers Committee members: Owen Kuhnly and Sonny Sparby
  - Maintenance Supervisor: Sonny Sparby
  - Clerk and Treasurer Supervisor: Doug Wallis
  - Website Supervisor: Owen Kuhnly
  - Policies: Owen Kuhnly
- Designate one or more polling places in the Township: The Franconia Town Hall, 25156 St. Croix Trail, Shafer, MN 55074
- Designate a bank as the Township depository: Two Banks were designated: MidWestOne Bank and Security State Bank of Marine
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- Designate the signers on the bank accounts: All five officers on all bank accounts
- Confirm with the Treasurer that the Town Financial Reporting Form will be completed and filed with the state Auditor's Office by the March 31 deadline: Already done.
- Identify upcoming training opportunities: Several options discussed
- Identify policy when approval is needed for attending meetings other than the following: Board, CCATO, Joint Powers, Legal training, CTAS training, MAT training, MAT annual meeting: approval by board for any other meeting presented
- Confirm that the list of officers will be completed by the Clerk and sent to MAT within a week after the reorganization meeting: Confirmed
- Confirm that the Treasurer will send the Levy Report to the County within a week after the board meeting: Confirmed
- Mileage reimbursement: Will be at the current IRS rate

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

### **New Business**

Mailbox Damage – Resident Kathleen Jesse brought to the attention of the Board damage to several mailboxes from the town snowplow after the recent snow storm. She also asserted that a portion of 272<sup>nd</sup> Street, including the portion in front of her house, had not been plowed after the same storm. A discussion ensued, with no resolution.

### **Engineering Report - Jake Guzik**

285<sup>th</sup> Street Improvements – The low bid for the project to pave 285<sup>th</sup> street from Highway 95 to Snowgoose was from Knife River Corporation. The developers of the Dayspring development and the Board members discussed the possibility of also paving 285<sup>th</sup> from Snowgoose to Dayspring Hills. The cost of doing that project, as well, would put the township well over its annual road construction budget of \$350,000. Sonny Sparby made a motion to approve the Base Bid from Knife River Corporation of

\$224,959.80 to pave 285<sup>th</sup> Street from Highway 95 to Snowgoose, seconded by Doug Wallis. Motion carried.

Future Town Hall Layout Update – Jake Guzik presented a site plan for the new town hall and maintenance building, which can now be presented to the Township’s town hall committee. Jake Guzik presented a quote from Braun Intertec for necessary soil borings at the new town hall site, and reported that the earliest the borings would be able to take place would be June 2024. Sonny Sparby made a motion to approve the bid from Braun Intertec Corporation for \$18,558.00 to complete the soil borings project, seconded by Doug Wallis. Motion carried.

**Maintenance Report – Lee Cartier**

Maintenance Report – Lee Cartier reported that he did a lot of tree cutting. He had to have quite a few brush piles picked up because it was too dry to burn them.

Que Avenue Issue – Clerk Chuck Fitzer was directed to draft a letter and, once reviewed, send it by certified mail to a township resident on Que Avenue directing them to unplug their culvert and cut back their driveway five feet by June 15.

Dust Control – Lee Cartier reported a cost of \$8,184 per mile for dust control. Owen Kuhnly said that with a township budget of \$15,000 per year for dust control, this would cover just under two miles.

Set Date and Time for Lee’s Review – The time and date and location for Lee Cartier’s annual review is April 9, 2024 at 6:30pm at the Franconia Town Hall.

**Clerk Updates – Chuck Fitzer**

Permits – Chuck Fitzer sent the monthly building permit report to the town board members after he received it.

Election – Chuck Fitzer reported that both the March 5 Presidential Nominating Primary and the March 12 Township Board Election went well, and expressed thanks to Treasurer Karen Anderson, Head Judge Cathy Rochel, the other election judges, the Township board members and County Auditor Bridgitte Konrad for their help.

Website Update – More potential updates to the township website were discussed.

Clerk Chuck Fitzer’s Pay – Sonny Sparby made a motion to increase the monthly pay for Clerk Chuck Fitzer to \$650 per month starting April 1, 2024, seconded by Doug Wallis. Motion carried.

**Treasurer Updates – Karen Anderson**

Reports and Claims - Karen Anderson reported that the checking account is balanced. Karen Anderson presented for approval to the board claims #2179 through #2213 for a total of \$49,267.93 and payroll checks #14001 through #14019 for a total of \$9,664.17. 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.

Karen Anderson presented for approval an Electronic Payment Approval policy. After discussion, Doug Wallis made a motion to approve as presented Policy 2024-01, Electronic Payment Approval. Seconded by Owen Kuhnly. Motion carried.

**Old Business**

Township Ordinances Update – Chisago County and Couri & Ruppe have been contacted to get together to update the ordinances as previously discussed.

Center City Fire Department Proposed Rate Increase – Clerk Chuck Fitzer reported that we have not yet received a copy of the proposed contract from Center City. Chuck Fitzer was directed to respond to the Center City clerk that we will need a copy of the contract to discuss before we can agree to anything.

Culvert Letters Update – Chuck Fitzer reported that the deadline date given to the two residents who were directed to install culverts is June 15.

**Upcoming Meetings and Events**

CCATO – March 27, 2024 – 7:00 pm – Rushseba Township

Franconia Township Board Meeting – April 9, 2024 – 6:30pm


Board of Appeal and Equalization Meeting – April 25, 2024 – 1:30pm – Franconia Town Hall

**Adjournment**

A motion to adjourn the March 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

Approved 4-9-2024