

**OFFICIAL MINUTES
SPRING LAKE TOWNSHIP
MONTHLY BOARD MEETING
February 13, 2025**

SPRING LAKE TOWNSHIP TOWN HALL
20381 FAIRLAWN AVENUE, PRIOR LAKE, MN

Present:

Ted Kowalski - Supervisor
Melissa Hanson – Clerk

Lisa Quinn – Supervisor
Dave Johnson - Treasurer

Jeff Miller - Supervisor
Sara Domer – Deputy Clerk

Also Present:

Matt Stordahl - Stantec

- 1) a) The meeting was called to order by Chair Quinn at 7:00 p.m. The Pledge of Allegiance was said.
- b) Changes to the agenda. Kowalski made a motion to approve the agenda as presented. Miller seconded. All in favor.

2) Public Commentary

- a) Christian Morkeberg, Prior Lake Spring Lake Watershed District-
 - i) Thanked the Board and Staff for collaboration in 2024 and looks forward to the same in 2025.
 - (1) Buck Stream stabilization – 1300 feet stream stabilized of 56 tons eroding
 - (a) Invasive species were harvested, more to be removed with SCWD in the future.
 - (2) Swamp Lake Iron Enhanced Filter- Another grant has been received. Construction in 2026. The project will directly impact water quality on Spring Lake.
 - (3) Lake Ridge Study – Consultant working on project. Study will be completed in June. This is part of the Fish Lake management plan.
 - (4) 200th Street Pond Improvement Project – collaboration with SWCD to improve basins as part of Fish Lake management plan - goal to start in 2026.
 - ii) Citizen’s Advisory Commission- Two new members/applicants from Fish Lake area. Examining new projects including harvesting lake plants to study cost/benefits as compared to Alum Treatments.
 - iii) Farmer Led Council Meeting – Focus on making improvements in farming practices including retaining soil quality which also helps stream and lake quality.
- b) Tom Wolf, Scott County Commissioner-
 - i) State shortfall will impact County, expecting a \$5M hit in 2026 and 2027.
 - ii) DemCon – County approved anaerobic digester which will take organics and convert to energy- 80-90% of waste converted to energy.
 - iii) Kowalski thanked Wolf for support on Lydia Industrial.

3) Agenda Items

- a) Consent Agenda- Those items on the Board Agenda which are considered routine or non-controversial are included as part of the Consent Agenda. Unless a supervisor specifically requests that an item on the Consent Agenda be removed and considered separately, items on the Consent Agenda are

considered under one motion, second and vote. Any item removed from the consent agenda shall be placed on the council agenda under Items Removed

- i) Approval of January 9, 2025 Monthly Meeting Minutes.
- ii) Approval of January 9, 2025 Organizational Meeting Minutes.

Kowalski made motion to approve consent agenda. Miller seconded. All in favor.

- b) Consider Request for Townhall for Short-Term Rental- Trevor Shannon, 20645 Lake Ridge Drive, is requesting to rent the town hall for filming of an independent movie. The movie is set in a fictitious town and is a Detective thriller with a dark comedy edge set in the early 2000s. Specific dates and times have not been determined. He anticipates a max of 15 people with average 5-7 on a given date. A range of days from 3 to 6 and a couple of nights for filming is expected. Some furniture will be brought into the main hall. Requested use of office if staff are present. Staff shared the language from use policy: *The primary use of the Town Hall will be for the official business of Spring Lake Township, including meetings, programs, events and elections. When the Town Hall is not in use for primary Township purposes the facility will be available for rental on a first-come, first serve basis. The Township, in its sole discretion, shall have the right to refuse the use of the Town Hall by any Applicant.*

Board asked that Shannon work with Staff to determine specifics of request and come back before the Board.

4) Engineer's Report

Stordahl presented the February Engineer's Report.

- a) Miscellaneous
 - 2025 JPA Road Maintenance – The kickoff meeting was held in January, with bid quantities due on February 14th. Estimated miles for 2025: crack fill 5.9; sealcoat 2.7, striping 1.8 with an estimated cost of \$150,000 including sweeping. Revere, Malibu, Fairlawn have not had any surface maintenance in a while and should be looked at. Stordahl estimated \$40,000 for seal coating Revere compared to an overlay at \$900,000. Discussion had about funds reserved for Fairlawn and Mushtown/Revere. Kowalski made a motion to approve an amount not to exceed \$200,000 for crack fill, sealcoating and striping with the JPA for 2025. Miller Seconded. All in favor.
 - Ditch 13 Culvert at 190th Street – The culvert has been replaced and the area restored. We're working with FEMA to make sure they have all of the information they need to receive the reimbursement. Scott County Emergency Management has reached out to offer their assistance with the reimbursement process, which was described as extensive.
 - SLT GIS – Fabric Mapping – We have approached BKJ about getting together to inventory and record the locations in the Township where fabric has been utilized as a component of road construction. We will gather this information to be incorporated into our GIS database. In addition, we are going to meet with Stantec's GIS staff to explore options for recording areas of the Township with curb & gutter and storm sewer. Update: fabric component inventory completed in GIS.
 - Panama & 190th St Roundabout – A wetland delineation has been completed for the wetlands in the area of the proposed roundabout. The identified wetlands do

not appear to affect the project design. Quinn asked if it would be best to consider needed repairs to 190th to coincide with the construct of the roundabout.

- South Shore Dr Mill & Overlay – The project is bidding on Feb 11th and bid results will be shared at the Board meeting on the 13th. Stordahl explained other Engineering costs that are not included in the construction costs. Quinn asked that Vergus also be reviewed as well. Lowest bid: Prior Lake Blacktop at \$404,447.42 - lower than two years ago. Kowalski made a motion to approve Prior Lake Blacktop's bid of \$404.447.42. Miller seconded. All in favor.
- General discussion had about timing for road improvements and type of options available. Stordahl will provide a priority plan and schedule in March.
- 180th Street Road Settlement – We are starting to see some road settlements on 180th Street, west of Revere. They are in the approximate area of City storm/ sewer crossings. We will be working with Prior Lake to get this corrected, and will observe these areas to be sure immediate repairs aren't needed.
- MS4 Permit – The MS4 permit will likely need to be reviewed and submitted in June, per the permit schedule. We will be meeting with Ben Otto of Stantec to verify what works needs to be done beforehand.

b) Development

- Sandhill Meadow – The Township provided their recommendation for this plat, located at 5140 203rd St that creates one additional lot. The applicant is requesting that we vacate and re-establish some of the easements on the property. We are working with them on this request.
- Orderly Annexation Agreement – Township and City staff are working on shared road and utility agreements, which have been forwarded to City staff for their review. A meeting was held on January 22nd with the City to discuss, and we appear to be getting close to a final draft for Township Board and City Council consideration with the Utilities Agreement. The Shared Road Agreement still has some negotiation work to be done.
 - Utility increases –Staff Added Prior Lake sent letters to all residents who have sewer and water explaining rate increases that went into effect on January 1 to cover costs of replacement of sewers, storm sewers and watermains. Township staff has been assured that storm sewer costs will not be calculated into South Shore and Vergus costs and that expenses for road improvements are also not included in rate increases. Residents on South Shore and Vergus will see the 20% increase in rates on the April billing. At that time, electric costs for lift stations on those roads will be transferred to the City of Prior Lake. Staff proposes that starting in 2025 street light costs for South Shore be assessed rather than billed in same manner as Lydia. Estimated costs per home \$25 per year.
- Prior Lake Grube Development (Aspen Ridge)- new developer will bring revised plan before Prior Lake's Planning Commission for a Public Hearing on Monday February 24th at 6:00 with review by City Council likely on March 11th. If the preliminary plan approved, they will file an annexation resolution with the state. The primary changes to the plan include reduction in the number of homes from 48 to 46, property lines extending through the wetlands opposed

to terminating at the wetland in the previous plan and the southern cul-de-sac south of Winfield Way has been removed and those lots now front on Winfield. City policy is that Developer paves roads. Discussion had about 180th street. Board expressed continued concern over 180th and asked Staff to explore options with Township Attorney.

- Prior Lake Planning AUAR -Staff explained alternative urban areawide review (AUAR) process is a hybrid of the environmental assessment worksheet (EAW) and environmental impact statement (EIS) review processes. responsible governmental units (RGU) can use an AUAR as a planning tool to understand how different development scenarios will affect the environment of their community before the development occurs. The County and Spring Lake Township have asked to participate.
- Developments –
 - Comp Plan Amendment: Lydia Rural Industrial, Phase 1: Nomadic Shack & Schieffer 7 – County staff provided a schedule for proceeding with the Comp Plan Update, and a DRT meeting has been held. The next steps and schedule are summarized as follows:
 - ❖ The County Board has approved the Comp Plan Amendment and it has been forwarded to the Met Council for their review.
 - ❖ Met Council has deemed application complete. Community Development Committee and Met Council will review March 17 and 26th respectively.
 - ❖ Scott County Board plans to review for adoption at either the April 1 or 15th meeting pending any changes.
 - ❖ Schieffer Wetland Delineation has been shared with PLSLWD.
 - October – November: Met Council review and determination.
 - November: County Board takes final action on CPA
 - ~~October~~: DRT meetings on develop proposals. Property owners submit rezone and plat applications.
 - ~~December~~: County holds public hearings on property rezone and plat applications. There was a Planning Commission public hearing at the County Building on Sept 9th.
- PLSLWD and SLT representative Quinn, Kowalski, Stordahl and Hanson met January 17th to discuss potential storage and wetland projects in proposed and future rural industrial areas in Lydia.
- 2050 Comp Plan Update- Study: Rural Industrial Study Phase 2
EDP Grant approved by the CDA, Township has approved \$48,000 in matching funds to fully fund the study for the greater study area. Progress temporarily paused while Schieffer being approved and working with the PLSLWD to help process. Looking at moving forward with Land Use Planning & Zoning step to keep moving forward.

Task	Description	% Complete	ETA of

			Completion
Task 1	Background data assembly	50%	
Task 2	Concept Master Plan	0%	
Task 3	Off-site aerial review of farmed wetlands and est. wetland boundaries	75%	
Task 4	Wetland Delineation, Inventory & Replacement options	35%	
Task 5	Final Master Plan	0%	
Task 6	Community Engagement	0%	
Task 7	Land Use Plan & Zoning Amendments	0%	

5) Road Report

- a) No road issues reported.
- b) Consider 2025 dust coating options. Board is supportive of continuing to work together with County on dust coating. Road Maintenance Company says dust coating has been effective in preserving collector roads.

6) Town Hall and Parks Report

- a) Quinn is speaking with CAC about replacing signs at Raymond; potentially a watershed partnership sign. Quinn also mentioned the concept of a township park collaborative design for park signs needing replacement going forward.
- b) Raymond and South Shore Parks- the City will meet with their Planning Commission 2/24 and City Council 3/11 for transferring the two parks to Spring Lake Township (18 parcels) under the terms of the Orderly Annexation Agreement. Staff and Park Supervisor to meet with Prior Lake’s Park Supervisors on 3/5/2025. Spring Lake Township will be looking at adding an additional parking spot at Raymond Park and changing out some signs at both parks.

7) Water Resources Report

- a) McMahan Lake
 - i) Outlet- SWCD still negotiating easement terms with property owner.
 - ii) Alum Treatment - WMO evaluated need for McMahan for Alum Treatment and it was not deemed necessary.
- b) Cynthia Lake Outlet- SWCD shared that the outlet is broken, water levels down and that the DNR will be fixing it this spring but water levels will remain low until after the fix.
- c) Bruce Loney has decided to continue on PLSLWD Board for another term.
- d) PLSLWD –focus on carp in Spring Lake as reduction goals met on Prior Lake.

8) Treasurer’s Report

- a) Treasurer Requested meeting on March 5th to review 2024 audit. All available
- b) Johnson presented the January 2025 Treasurer’s Report. In February total receipts were \$7,764.08, total disbursements were \$252,649.13, and the ending cash balance was \$2,985,961.38. Kowalski made a motion to approve the Miller, January 2025 Treasurer’s Report. Miller seconded. All in favor.
- c) Johnson, based on Auditor’s Recommendation, requested a fund transfers as follows \$6,000 from General Fund to Park Fund to reduce liability of the park fund for park fees paid during 2024; \$1,118 from Road & Bridge to Vergus Debt Service Fund to cover deficit in debt service fund for Vergus; \$101,912 from Road & Bridge Fund to

Xeon Debt Service Fund to cover deficit in the debt service fund for Xeon (2015 G.O. Bond) Kowalski made a motion to approve the transfers \$6,000 from General Fund to Park Fund \$1,118 from Road & Bridge,\$101,912 from Road & Bridge Fund to Xeon Debt Service Fund. Miller seconded all in favor.

- d) Miller suggested Township start to explore investment possibilities. Johnson stated he would present options at the March meeting.

9) SCALE

- a) SCALE Exec- Moving to the 3rd Friday. Provides more insight into projects.
- b) SCALE General –
 - i) Discussion had about donation to SCALE.
 - ii) February Meeting Topic (2/15) Leading Well in Challenging Times- Mn Office of Collaboration and Dispute Resolution
- c) SCALE Delivery- Topics under discussion- Animal control; JPA for Fire Departments particularly around mutual aid, training, some equipment. Parking lot items include concerns about development and impact on roads.

10) New Business/Old Business

- a) Memorial Bench Program Follow Up- Program was updated to reflect money for bench be a donation and therefor the township is owner of bench. Question was asked at last meeting about a disposal fee- per By The Yard there is no disposal fee. Kowalski made a motion to approve the memorial bench program. Miller seconded. All in favor.
- b) Annual Town Meeting Tuesday, March 11th Supervisor reports to be submitted by Monday March 3rd at 2:00. Spring Lake Association and PLSLWD will present.
- c) Wage information- Follow up- Staff prepared comparison of surrounding townships/cities wage information. Discussion had COLA of 5% for Clerk, Deputy Clerk and Treasurer, \$100 township merchandise at PAAR Sports, \$50 per month for phone reimbursement for those using phone for township business. Kowalski made motion for COLA of 5%, \$50 per month, \$100 per year for PAAR Sports. Quinn seconded. Retroactive pay for month of January.
- d) Open Meeting Law- Discussion had about rules.
- e) Supervisor Quinn_would like to open discussion of cell phone reimbursement and meeting pay, hourly rate or other technology options for Supervisors. Staff will bring back comparisons in March.

11) Approval of Disbursements The Board reviewed the February, 2025 disbursement ledgers and approved checks numbered, 15096 to 15126, to be issued. The checks were signed and given to Hanson for mailing.

There being no further business before the Board, Kowalski made a motion to adjourn. Quinn seconded. All in favor. The meeting was adjourned at 9:50 p.m.

Melissa Hanson, Clerk
Spring Lake Township

Minutes approved _____

Lisa Quinn, Chairperson

Melissa Hanson, Clerk