

**MINUTES OF THE HAVEN TOWN BOARD MEETING**  
**February 19, 2024**

**BUDGET MEETING – WORK SESSION**

The Haven Town Board met at the Haven Town Hall on Monday, February 19, 2024. The meeting was called to order at 5:30 p.m. by Vice Chairperson Randy Linn. Members present: Supervisor Randy Linn, Supervisor Mark Knowles, Supervisor Joseph Then, Treasurer Viki Monroe and Clerk Tammy Schefers. Via Zoom virtual attendees were Supervisor (Chairperson) Eric Meyer and two other Haven residents.

The Board Members discussed the Haven Township budget. Supervisor Randy Lynn talked about the anticipated cash position at full levy collection rates. The Board discussed the General Fund receipts & disbursements, Road Funds, Fire Funds and the American Rescue Plan Act (ARPA) Funds. They also talked about upcoming projects for the year ahead. They discussed the levy and what it should be presented at the Annual Township Meeting. Supervisor Randy Linn made the suggestion that the board keeps the same levy however adjust/change the funding amounts. After discussion on this, Supervisor Mark Knowles made a motion that the Levy to be presented at the Annual Township Meeting should be as follows:

General	\$ 108,000.00
Road	\$ 370,600.00
Fire	<u>\$ 71,400.00</u>
Total:	\$ 550,000.00

Supervisor Joseph Then seconded the motion. Role call was not taken at that point due to there was still more to discuss and time was running over for the Board of Audit Meeting. Supervisor Mark Knowles made a motion at 6:14 p.m. to recess the Budget Meeting until after the regular board meeting. Supervisor Eric Meyer seconded the motion. Role Call was taken; Supervisor Eric Meyer – Aye; Supervisor Randy Linn – Aye; Supervisor Mark Knowles – Aye; Supervisor Joseph Then - Aye; the motion carried.

**BOARD OF AUDIT MEETING**

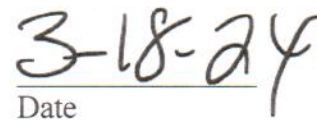
The Haven Town Board met at the Haven Town Hall on Monday, February 19, 2024. The meeting was called to order at 6:15 p.m. by Vice Chairperson Randy Linn. Members present: Supervisor Randy Linn, Supervisor Mark Knowles, Supervisor Joseph Then, Treasurer Viki Monroe and Clerk Tammy Schefers. Via Zoom virtual attendees were Supervisor (Chairperson) Eric Meyer and three other Haven residents.

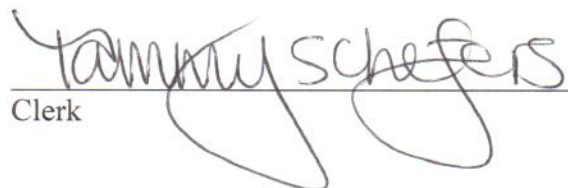
Clerk Tammy Schefers explained to the Board Members how she and Treasurer Viki Monroe have placed their separate documents on the iPad for the board members to compare. The Clerk and Treasurer each have separate computers that they enter information onto and at the end of the year; they should check and balance with each other and with the bank statements. CTAS is the program they use for the State of Minnesota reporting. The documents included the 2023 end of the year Receipts Register, 2023 end of the year Disbursements Register, and a 2023 Statement of Receipts, Disbursements & Balances (Schedule 1) from each of them for the board to review. The reports showed that the Treasurer and Clerk balanced with the 2023 bank statements and

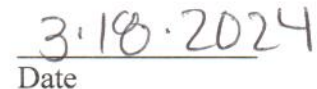
everything that they had logged onto each computer in the CTAS program. The board was happy to see that it all balanced out. The total balance at the end of the year for 2023 with the bank statements and CTAS was \$419,888.35. Supervisor Mark Knowles made a motion to accept, approve and sign the reports that the Clerk & Treasurer have presented to the board for the 2023 Board of Audit. Supervisor Eric Meyer seconded the motion. Role Call was taken; Supervisor Eric Meyer – Aye; Supervisor Randy Linn – Aye; Supervisor Mark Knowles – Aye; Supervisor Joseph Then - Aye; the motion carried.

Supervisor Mark Knowles made a motion to adjourn the Board of Audit Meeting. Supervisor Eric Meyer seconded the motion. Role Call was taken; Supervisor Eric Meyer – Aye; Supervisor Randy Linn – Aye; Supervisor Mark Knowles – Aye; Supervisor Joseph Then - Aye; the motion carried and the meeting was adjourned at 6:28 p.m.

  
Chairperson

  
Date

  
Clerk

  
Date

**MINUTES OF THE REGULAR MONTHLY BOARD MEETING  
February 19, 2024**

**CALL TO ORDER**

The Haven Town Board met at the Haven Town Hall on Monday, February 19, 2024. The meeting was called to order at 7:00 p.m. by Vice Chairperson Randy Linn. Members present: Supervisor Randy Linn, Supervisor Mark Knowles, Supervisor Joseph Then, Treasurer Viki Monroe and Clerk Tammy Schefers. Supervisor (Chairperson) Eric Meyer attended via Zoom along with four other Haven residents. There were three people who attended the meeting in person and Sergeant Geoff Dowty to give the Sheriffs Report.

**PLEDGE OF ALLIGIANCE**

All present stood and recited the Pledge of Allegiance.

**SHERBURNE COUNTY SHERIFF REPORT**

Sergeant Geoff Dowty sent out an e-mail report that stated there were 135 incidents for the month of January. He reviewed the report with the board members. There was discussion on dumping garbage; board members list of names and numbers being updated



in case of building maintenance issues and semi trucks parked off of County Road 8 near the Bluff's.

**OPEN FORUM (Time for Residents to Ask the Board Questions)**

None

**APPROVAL OF AGENDA**

Supervisor Mark Knowles made a motion to accept and approve the agenda. Supervisor Joseph Then seconded the motion. Role Call was taken; Supervisor Eric Meyer – Aye; Supervisor Randy Linn – Aye; Supervisor Mark Knowles – Aye; Supervisor Joseph Then - Aye; the motion carried.

**READING OF THE MINUTES**

Supervisor Eric Meyer made a motion to approve the January 15, 2023 Board Meeting Minutes and the rest of the consent agenda. Supervisor Joseph Then seconded the motion. Role Call was taken; Supervisor Eric Meyer – Aye; Supervisor Randy Linn – Aye; Supervisor Mark Knowles – Aye; Supervisor Joseph Then - Aye; the motion carried.

**BUILDING PERMITS**

Just for reference; Sherburne County sends an e-mail report of building permits each month to the Clerk for all the Townships. There were 7 building permits for Haven Township this month.

**PUBLIC HEARING (Communication that the Board Notified Residents)**

None

**OLD BUSINESS**

**Cemstone Gravel Pit IUP Amendment** – No New Update

**Hwy 10 Study Funding** – No New Update

**Wet Hydrants** – No New Update

**Township Sign Replacement** – Supervisor Joseph Then reported that this is an ongoing process. They are going to wait until the ground has no frost in it to continue with sign replacing.

**AED (Automated External Defibrillators)** – Two AED machines will go in Prairie Woods Addition this spring/summer. Supervisor Eric Meyer and Supervisor Randy Linn will work together to get a neighborhood meeting in that area. Supervisor Eric Meyer said that he will reach out to Kathi Sims-Kosloski (Elk River Estates Addition) to see if she might have interest in getting her neighborhood together for a unit to be installed there. Deer Haven was also talked about for another location for a machine. Supervisor Joseph Then made the comment that the Boy Scouts may have community service hours that they need and could possibly go door to door to place or hand-out flyers to residents in these areas.

**Road Planning / Bonding Options** – Supervisor Randy Linn has completed and filled out the grant funding applications for the State & Local Fiscal Recovery Funds (SLFRF). He should know the results by the end of March, 2024 if the board has been approved for any of the funding requested.

The board discussed Haven Township Roads and the conditions of them. Supervisor Joseph Then had sent out requests for quotations from a few vendors and is waiting to hear back from them. Supervisor Randy Linn and Supervisor Joseph Then had worked out figures and presented them to the board members. The board also discussed how this past year they had a big spend down of around \$600,000.00 in the road fund to get the township roads in better condition. They talked about priorities for this upcoming 2024 road plan and what still needs to be completed. They discussed bonding vs. pay as you go methods. Supervisor Mark Knowles made the comment that he feels the Haven Township Roads are in pretty nice shape. He feels that going in debt is not a good idea with today's times. The township has never been in debt, and feels that it should not start now. He is not for the bonding option, he would rather the township raise the levy and pay as we go to fix the roads when they can afford it. Supervisor Eric Meyer made the comment that he is for the bonding option and the board should look into it. Supervisor Joseph Then made the comment that the roads need to be fixed so he is for the bonding option. Supervisor Randy Linn made the comment that he is not a real big debt fan either, however bonding could help fix the roads in a timely fashion and it can be paid back early with no penalties. After all of this discussion Supervisor Eric Meyer made a motion to have Supervisor Randy Linn get started on applying for a 2 Million Dollar Bond Agreement and also the board should increase and raise the road levy \$85,000.00 for the next calendar levy period. Supervisor Joseph Then seconded the motion. Role Call was taken; Supervisor Eric Meyer – Aye; Supervisor Randy Linn – Aye; Supervisor Mark Knowles – Nay/Opposed; Supervisor Joseph Then - Aye; the motion carried.

**Explore Next Door Property** – The board has decided to stay where they are with the current property the township owns. This can be removed from the list of Old Business.

**6338 45<sup>th</sup> Avenue SE – Driveway Permit & Culvert Update** – No New Update

**Cloudnet Legal Review** – The board has been using Cloudnet for their e-mail hosting company. Cloudnet had experienced a system failure. Haven Township was out of service with them for several weeks and had no communication with them. Cloudnet finally has things on their end restored. The township is working to recover data information and backup history that had been lost. Supervisor Eric Meyer suggested to the board members that the board should work with our Legal Counsel to file a claim on Cloudnet. After discussion on this, Supervisor Mark Knowles made a motion to have Supervisor Eric Meyer work with our Legal Counsel, Rinke Noonan Attorney's at Law to proceed with collecting a sum of \$10,000.00 for all the troubles and lost data for several weeks with Cloudnet. Supervisor Eric Meyer seconded the motion. Role Call was taken; Supervisor Eric Meyer – Aye; Supervisor Randy Linn – Aye; Supervisor Mark Knowles – Aye; Supervisor Joseph Then - Aye; the motion carried.



**Tech Check** – Supervisor Eric Meyer has been working with Tech Check to restore our lost data from Cloudnet. Supervisor Eric Meyer talked about the Managed Services Agreement Tech Check had to offer Haven Township. He explained to the board what would be covered under this agreement; Fortinet 40F Firewall; 3 Workstations; 6 iPad Devices; Backblaze Cloud Storage (based on 1TB/mo) and Spanning backup for Microsoft 365 (based on 8 users) for a total monthly managed service fee for \$285.00 per month. The board discussed this and there were questions if they really needed all of this modern technology and services. After more discussion, Supervisor Mark Knowles made a motion to accept and approve this Managed Services Agreement proposed by Tech Check for a \$285.00 payment per month to keep Haven Townships Data Secure. This will be taken out of the ARPA Fund. Supervisor Eric Meyer seconded the motion. Role Call was taken; Supervisor Eric Meyer – Aye; Supervisor Randy Linn – Nay/Opposed; Supervisor Mark Knowles – Aye; Supervisor Joseph Then - Aye; the motion carried.

**Tech Check** – Supervisor Eric Meyer spoke to the board about another proposal from Tech Check for a Network Proposal which would include Network Infrastructure; Network Security; Cyber Security Services; VoIP Technologies; Video & Physical Security Systems; Audio Video Solutions; Paging Services; Cabling; Fortinet FortiGate 40F Firewall; Fortinet 3-Year Unified Threat Protection License; Fortinet Access Point; Onsite Network Storage-QNAP; Uninterruptible Power Supply (UPS); Tech Check Scope of Work and Warranties all for the total price of \$4,618.50. Haven Township responsibilities would be to install a power outlet in the utility room for the network equipment; Renewal of the Fortinet Firewall License after the initial 3-year subscription expires. This annual renewal cost currently is \$579.00 and to allow Tech Check access to the wired and wireless networks. The board once again discussed added technology expenses that were questionable if needed or not. Supervisor Eric Meyer made the comment that we know we are not protected so our exposure just went up. We now need to change everything, our passwords etc. After discussion on this, Supervisor Eric Meyer made the motion that the Haven Township Board approves and accepts this Network Proposal from Tech Check for the amount of \$4,618.50 and after 3 years the amount of \$579.00 for an annual renewal cost. This will all be paid out of the ARPA Fund. Supervisor Randy Linn seconded the motion. Role Call was taken; Supervisor Eric Meyer – Aye; Supervisor Randy Linn – Aye; Supervisor Mark Knowles – Aye; Supervisor Joseph Then - Aye; the motion carried.

**Tech Check** – Supervisor Eric Meyer made the comment that Tech Check has also prepared two other proposals for Haven Township. He asked the board members to look them over and they will be discussed at the March board meeting. They are a Video Surveillance Proposal for Haven Township and a Township Hall AV Proposal.

**Neighborhood Meetings** – The board discussed having neighborhood meetings to discuss issues such as Annexation; AED Machines; Fiber Optic; and one Garbage Hauler for designated areas. A board member will try to lead each neighborhood or a board member will try to find someone in the area who would be a great lead person for that specific area. The neighborhood meetings could be held at the Haven Township Hall or at a resident's home. A tentative schedule for these neighborhood meetings are as follows:



April 2024 Kilian Addition  
May 2024 Valley View Addition  
End of May Prairie Woods Addition  
June 2024 River Haven Addition  
End of June Deer Haven Addition; Airport  
July 2024 Elk River Estates

**NEW BUSINESS**

**Sauk Rapids Fire Department Contract Renewal** – Supervisor Randy Linn will attend the Sauk Rapids Fire Department Contract Renewal Meeting held on Wednesday, February 21, 2024 at 7:00 p.m. and report back to the board with a report and options. The Haven Township board is currently leaning towards option #2; however the board will discuss this at the March Meeting for a final decision and a motion.

**BUSINESS FROM THE SUPERVISORS**

**Supervisor (Chairperson) Eric Meyer**

Orderly Annexation with the City of St. Cloud – No New Updates

Arvig Boarder to Boarder Grant Project – Supervisor Eric Meyer reported to the board that the Arvig Boarder to Boarder Project in Sherburne County has been started within certain areas of Haven Township. Supervisor Eric Meyer made a motion that we accept, approve and pay the invoice of \$5,000.00 for Haven Township’s share of the Boarder to Boarder Grant Project with Sherburne County. This will be taken out of the ARPA Fund. Supervisor Joseph Then seconded the motion. Role Call was taken; Supervisor Eric Meyer – Aye; Supervisor Randy Linn – Aye; Supervisor Mark Knowles – Aye; Supervisor Joseph Then - Aye; the motion carried. This has also been added to the February Claims List for approval.

**Supervisor Randy Linn** – Supervisor Randy Linn made the comment that he is waiting to hear about the Local Road Improvement Program Funding (LRIP).

**Supervisor Mark Knowles** – Supervisor Mark Knowles made the comment that there are two television sets in the ditch on the Southside of 32<sup>nd</sup> Street SE that were dropped off if someone can pick them up that would be appreciated.

**Supervisor Joseph Then** – Supervisor Joseph Then reported that he has been dealing with some potential dead trees in River Haven – concerned that they may fall into the road right-of-way. He also has been requesting quotes from contractors and working on priority roads for 2024. Supervisor Eric Meyer will reach out to Supervisor Joseph Then to give him contact information for Astech Company.

**Supervisor Joseph Sexton** – Was not present at the meeting.

**TREASURER UPDATE**

The Treasurer reviewed the January Cash Control Statement; Receipt Register and Disbursement Register with the Supervisors.

### **CLAIMS LIST FOR APPROVAL**

Supervisor Mark Knowles made a motion to accept and approve the claims 24018-24037 totaling \$20,125.24 as presented for the month of February. This motion will also include adding the banking service fees for the end of the month when the statements arrive. Supervisor Joseph Then seconded the motion. Role Call was taken; Supervisor Eric Meyer – Aye; Supervisor Randy Linn – Aye; Supervisor Mark Knowles – Aye; Supervisor Joseph Then - Aye; the motion carried.

*Note: Monthly Pay-Out Claims - Payroll and Mileage/Reimbursements Need to be turned into the Treasurer, Deputy Treasurer or Deputy Clerk by **the Tuesday before the Monthly Board Meeting Date by 6:00 p.m. in order to get paid for the month.***

### **CLERK UPDATE**

**Scout Troop Meeting Days** - The Scout Troop asked if they could please change their Meeting Dates to the 2<sup>nd</sup> & 4<sup>th</sup> Monday of the Month instead of Thursdays. The board said they have no issues with this change as long as it does not interfere with the 3<sup>rd</sup> Monday of the month, which is the Township Monthly Board Meeting Day.

**March 12, 2024 Annual Meeting Attendance** – The clerk asked which Supervisors will be attending the March annual meeting. The response was Yes for Supervisor Randy Linn; Yes for Supervisor Mark Knowles; Yes for Supervisor Joseph Then; Not Sure Yet from Supervisor Eric Meyer.

**Check Signing** - Supervisor Eric Meyer made a motion to have Vice Chairperson Randy Linn sign the checks for this meeting. Supervisor Mark Knowles seconded the motion. Role Call was taken; Supervisor Eric Meyer – Aye; Supervisor Randy Linn – Aye; Supervisor Mark Knowles – Aye; Supervisor Joseph Then - Aye; the motion carried.

**January Meeting Minutes** – Supervisor Eric Meyer made a motion to have Vice Chairperson Randy Linn sign the Meeting Minutes from the January 2024 Board Meeting. Supervisor Mark Knowles seconded the motion. Role Call was taken; Supervisor Eric Meyer – Aye; Supervisor Randy Linn – Aye; Supervisor Mark Knowles – Aye; Supervisor Joseph Then - Aye; the motion carried.

**Haven Township Septic System** – Due to the drain field failure and not working properly with the septic system at the township hall building, the clerk has connected to have the tank pumped out every 3 weeks until the board can get a new septic system replaced this spring/summer. The clerk will get an estimate to see how much this will cost the township to have the septic system and drain field replaced.

**Haven Local Board of Appeal & Equalization – April 11, 2024 @ 1:00 p.m.**

**Haven Township Annual Clean-Up Day – Saturday, May 4, 2024**

### **COMMUNICATIONS**

MN Association of Townships – Online Training / Newsletter Updates / Meetings



Sherburne County Planning & Zoning – Public Hearings  
Sherburne County Association of Township Meeting Agenda  
Sherburne County Comprehensive Plan Land Use Plan Steering Committee  
Sherburne County Connect Agenda  
Voice Mails  
E-mails from Residents

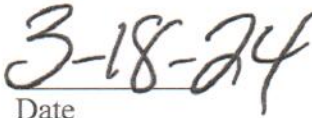
**OPEN FORUM (Time for Residents to Ask the Board Questions)**

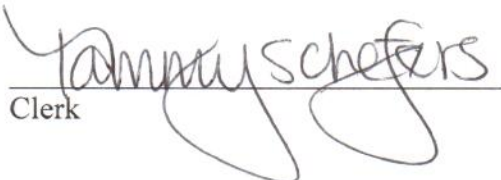
None

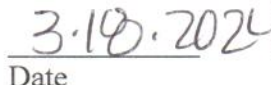
**ADJOURN**

It was moved by Supervisor Mark Knowles seconded by Supervisor Eric Meyer to adjourn the meeting. Role Call was taken; Supervisor Eric Meyer – Aye; Supervisor Randy Linn – Aye; Supervisor Mark Knowles – Aye; Supervisor Joseph Then - Aye; the motion carried and the meeting was adjourned at 9:04 p.m.

  
Chairperson

  
Date

  
Clerk

  
Date

**BUDGET MEETING - WORK SESSION- CONTINUED**

Supervisor Mark Knowles at 9:06 p.m. made a motion to reconvene the recessed Budget Meeting Work Session. Supervisor Eric Meyer seconded the motion. Role Call was taken; Supervisor Eric Meyer – Aye; Supervisor Randy Linn – Aye; Supervisor Mark Knowles – Aye; Supervisor Joseph Then - Aye; the motion carried.

The board members continued the discussion on receipts, disbursements and the levy that should be set for 2025. They also took into consideration of the bonding and increase that was talked about for the roads budget. After discussion on this, Supervisor Mark Knowles made a motion to rescind his motion of the previous levy recommendation he had made earlier in the evening and Supervisor Joseph Then also rescinded his second to that motion that was made. Then the board had more discussion.

**BUDGET REPORT**

Supervisor Eric Meyer made a new motion to up the Road Fund by \$85,000.00. He will make a motion that the board should recommend this proposed Levy presented by Supervisor Randy Linn at the Annual Meeting to the Haven Township Residents.




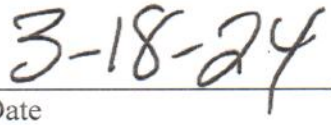
**2025 Levy, payable in 2026 should be:**


General Revenue	\$ 108,000.00
Road Fund	\$ 455,600.00
Fire Fund	\$ <u>71,400.00</u>
Total Levy:	\$ 635,000.00

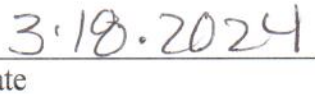
Supervisor Joseph Then seconded the motion. Role Call was taken; Supervisor Eric Meyer – Aye; Supervisor Randy Linn – Aye; Supervisor Mark Knowles – Nay/Opposed; Supervisor Joseph Then - Aye; the motion carried.

Supervisor Mark Knowles made a motion to adjourn the Budget Meeting. Supervisor Eric Meyer seconded the motion. Role Call was taken; Supervisor Eric Meyer – Aye; Supervisor Randy Linn – Aye; Supervisor Mark Knowles – Aye; Supervisor Joseph Then - Aye; the motion carried. The Budget Meeting as adjourned at 9:12 p.m.

  
Chairperson

  
Date

  
Clerk

  
Date