

**MINUTES OF THE HAVEN TOWN BOARD MEETING**  
**October 21, 2024**

**CALL TO ORDER**

The Haven Town Board met at the Haven Town Hall on Monday, October 21, 2024. The meeting was called to order at 8:05 p.m. by Chairperson Eric Meyer. Members present: Supervisor Eric Meyer, Supervisor Randy Linn, Supervisor Mark Knowles, Supervisor Joseph Then, Supervisor Joseph Sexton, Treasurer Viki Monroe, Haven Township Legal Counsel Robert Ruppe and Clerk Tammy Schefers. There were four people who attended the meeting in person. There were three people on Zoom for this meeting.

**PLEDGE OF ALLIGIANCE**

All present stood and recited the Pledge of Allegiance.

**APPROVAL OF AGENDA**

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

**SHERBURNE COUNTY SHERIFF REPORT**

Sergeant Geoff Dowty sent out an e-mail report that stated there were 102 incidents for the month of September. He reviewed the report with the board members and answered any questions.

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

Gary Kiffmeyer thanked the board for cleaning the ditches with over hanging brush and trimming the trees by his property. He also made the comment that in the future they may want to realign Haven Road that comes to a stop by County Road 16. There have been a few accidents at that intersection. It is hard to see.

**READING OF THE MINUTES**

Supervisor Randy Linn made a motion to approve the September 16, 2024 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; Supervisor Joseph Sexton – Aye; the motion carried.

**BUILDING PERMITS**

Just for reference; Sherburne County sends an e-mail report of permits each month to the Clerk for all the Townships. There were 12 permits for Haven Township this month.

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

None

## **OLD BUSINESS**

None

## **NEW BUSINESS**

**Haven Township Planning Commission** – The Haven Township Planning Commission Board held a public hearing on October 21, 2024 at 6:00 p.m. to consider the issuance of an interim use permit allowing for the operation of a contractor’s yard on a property in the Township’s Agricultural Zoning District. The property that the interim use permit is being sought for is 961 39<sup>th</sup> Avenue SE, St. Cloud, MN 56304.

Supervisor Eric Meyer summarized what happened at the Haven Township Planning Commission meeting. After discussion on this, Supervisor Mark Knowles made the motion to accept and go with what the Haven Township Planning Commission Board recommended. The recommendation was to accept and approve the draft Resolution 2024-09 to deny the Interim Use Permit Application for a Contractor’s Yard at 961 39<sup>th</sup> Avenue SE, St. Cloud, MN 56304. The Township cannot approve an Interim Use Permit application that seeks approval for Contractors’ Yard buildings that violate the requirements of Haven Township Zoning Ordinance Section 12, Subd. 5(7)(B) which requires a Contractors’ Yard to be setback 250 feet from the property line. 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; Supervisor Joseph Sexton - Aye; The motion carried.

**Cell Phone Use** – Supervisor Eric Meyer discussed the cell phone that the clerk has for township use. She does not use this phone so he asked the other board members if anyone else would like to use it for their township calls. No one seemed interested in using the phone. After discussion on this Supervisor Eric Meyer suggested that the clerk cancels the service for this phone. The clerk will cancel the service so the board does not keep getting a monthly invoice for service.

**Billboard – Permit – Zoning** – Supervisor Eric Meyer made the comment that he has been corresponding with RHL, Inc. / iDigital Outdoor, LLC. They want to do some sign changing on the billboards at Westre’s Marine and Juba Car. This will involve two separate Interim Use Permit Applications. This is still in the working progress. Supervisor Eric Meyer will keep the board informed when he has more information.

**Boat House Abatement** – Supervisor Eric Meyer made the comment that the Boat House Abatement is complete. The boat house has been removed from the property in Sherwood Shores.

**Election Emergency Safety Plan** – Supervisor Eric Meyer made the comment that he attended the Sherburne County Association of Townships meeting and they were discussing election emergency safety plans for the upcoming General Election held on November 5, 2024. The board discussed this and Haven Township has never had an election emergency safety plan in the past. The board had questioned if any other



townships have this in place, and if so they would like to see theirs. The board thought that this might be something to look into and get a plan into place for future elections.

## **BUSINESS FROM THE SUPERVISORS**

### **Supervisor (Chairperson) Eric Meyer**

**Orderly Annexation with the City of St. Cloud** – Supervisor Eric Meyer made the comment that he is dealing with Sherburne County and the City of St. Cloud on a turn back road. The township has no interest in this road. He will keep the board posted on updates. The road is a County Road between the City of St. Clouds maintenance department and the North Star Corridor Parking Lot.

**Cemstone Gravel Pit IUP Amendment** – Supervisor Eric Meyer made the comment that all is complete and they filed the Interim Use Permit Amendment. This can be taken off the agenda for now. No new updates.

**Hwy 10 Study Funding** – Supervisor Eric Meyer made the comment that there will be bimonthly meetings on this project. He will keep the board informed; however for now this can be taken off the agenda. No new updates.

**Wet Hydrants** – Supervisor Eric Meyer made the comment that the wet hydrant has been installed at the Palmer Bus site. This can be removed from the agenda.

**AED (Automated External Defibrillators)** – Supervisor Eric Meyer has been working with property owners for locations of AED machines in Prairie Woods Addition. The cement slabs have been poured and the machines have been installed and will be up and running within the next few weeks. Supervisor Eric Meyer is still working on a location for the last machine.

**Neighborhood Meetings** – Supervisor Eric Meyer made the comment that he still has to connect with Elk River Estates Addition.

**Holcim-MWR, Inc.** – Supervisor Eric Meyer made the comment that they are monitoring our board meetings via zoom and if there are new updates they will let us know. For now this can be removed from the agenda.

**Knife River** – No New Updates; Still in Working Progress; Supervisor Mark Knowles made the comment that he has some document history on the Knife River Mark Pit that he would be willing to share with the board. He will see if he can locate it and get it to the board. For now this can be removed from the agenda.

**Zoom Meetings** – Supervisor Eric Meyer made the comment that it is difficult for him to lead the meetings and be in charge of the online Zoom meetings at the same time. He has put the word out to have someone help with this but no one seems to be interested. He asked his son who lives in California and does virtual meetings all the time if he would be interested to help and run the zoom meetings when needed for Haven Township. His son agreed to this. After discussion on this, Supervisor Joseph Sexton made a motion that



the Haven Township Board hires Tim Meyer to be the Zoom Meeting connection for Haven Townships meetings when needed. The board will pay Tim Meyer \$100.00 per meeting that he attends on line when the board needs a virtual meeting set up with Zoom. 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; Supervisor Joseph Sexton - Aye; The motion carried.

**MNDOT Lab Samples** – Supervisor Eric Meyer explained in order for the MNDOT Lab to test the UTBWC tack oil (per State MNDOT requirements, a certified MNDOT lab is only allowed to test the tack oil. Braun is not allowed to test the tack oil). A contract with the township and MNDOT will need to be setup. MNDOT has the tack samples in their lab, just waiting to test them but not until the contract is setup. There will be more testing of tack oil needed in 2025. Supervisor Eric Meyer is working with Chuck Boser from Stantec and MNDOT to get this contract in place. Supervisor Eric Meyer will keep the board posted on updates.

**Supervisor Randy Linn** – Supervisor Randy Linn made the comment that the board as an issuer of municipal securities, Haven Township, MN (issuer) is required to comply with all continuing disclosure obligations enumerated in the Continuing Disclosure Agreement/Certificate/Undertaking (CDU) associated with each issue of securities subject to the Rule 15c2-12 of the Securities and Exchange Commission. Ehlers Public Finance Advisors is willing to help the township comply with all CDU obligations as Dissemination Agent. Limited Disclosure Services shall be provided annually for a fee of \$850.00 per year. After discussion on this Supervisor Randy Linn made a motion to accept, approve and enter into the contract with Ehlers Public Finance Advisors so they can represent Haven Township as Dissemination Agent for Continuing Disclosure. This includes Disclosure Services for Annual Filings, or More Frequently, if Required, Event Notices and Description of Fees. Supervisor Joseph Sexton seconded the motion. Role Call was taken; Supervisor Eric Meyer – Aye; Supervisor Randy Linn- Aye; Supervisor Mark Knowles – Aye; Supervisor Joseph Then – Aye; Supervisor Joseph Sexton - Aye; The motion carried.

**Supervisor Mark Knowles** – Supervisor Mark Knowles made the comment that he has been dealing with personal life other than township. No new Updates.

**Supervisor Joseph Then** –

**Driveway Permits** – 6338 45<sup>th</sup> Avenue SE – Driveway Permit & Culvert. The homeowner asked if they could address this in 2025 next spring being it is coming into the winter season. This will be postponed until 2025.

**Township Sign / Mailbox Posts Replacement** – Supervisor Joseph Then reported that he has been working on 911 signage. He ordered more 911 signs and they will be installed when they arrive. He also made the comment that he will hold off for the mailbox post replacing until the spring of 2025.

**Supervisor Joseph Sexton –**

**Fire Calls** - Supervisor Joseph Sexton is working on Fire Call invoices. He has a couple of new ones and is trying to follow up on the older pending ones.

**TREASURER UPDATE**

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

**CLAIMS LIST FOR APPROVAL**

Supervisor Eric Meyer made a motion to accept and approve the claims 24198-24216 totaling \$51,616.69 as presented for the month of October. This motion will also include adding the banking service fees for the end of the month when the statements arrive. Supervisor Joseph Sexton seconded the motion. Role Call was taken; Supervisor Eric Meyer – Aye; Supervisor Randy Linn – Aye; Supervisor Mark Knowles – Aye; Supervisor Joseph Then - Aye; Supervisor Joseph Sexton – Aye; the motion carried.

**CLERK UPDATE**

**Coding 201 Road Fund vs. 204 Bond Fund** – The clerk made the comment to the Supervisors that if they have a specific project that needed to be coded to the 201 Road Fund or the 204 Bond Fund they should let the clerk and treasurer know so that it can be recorded in the proper fund for the end of the year.

**Public Accuracy Testing** – This will be held at the Sherburne County Government Building on Tuesday, October 29, 2024 at 9:00 a.m.

**General Election** - The General Elections will be held at the Haven Township Hall for P1 & P2 on November 5, 2024. Polls open at 7:00 a.m. and close at 8:00 p.m. Early and Absentee Voting can be done at the Sherburne County Government Building.

**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  
Sherburne County 2025 Proposed Tax Capacity Values  
Bureau of Justice Assistance – Grant Programs  
MN Pollution Control Agency – MN Storm Water Seminar Series  
Sherburne County Development Coordinator – SCCA Meetings

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

Steve Wieber asked the clerk and/or treasurer if they ever sent out the check for the Nordic Ski Team for Clean-Up Day this past spring. The clerk replied, “Yes they did”.

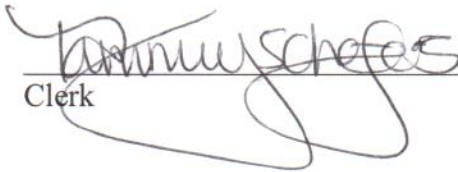


**ADJOURN**

It was moved by Supervisor Mark Knowles seconded by Supervisor Joseph Sexton to adjourn the meeting. Role Call was taken; Supervisor Eric Meyer – Aye; Supervisor Randy Linn – Aye; Supervisor Mark Knowles – Aye; Supervisor Joseph Then - Aye; Supervisor Joseph Sexton – Aye; the motion carried and the meeting was adjourned at 9:13 p.m.

  
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Chairperson

11-18-24  
Date

  
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Clerk

11.18.2024  
Date