

Edna Township Annual Meeting
March 14, 2023
Dent Community Center, 201 Birch St, Dent MN 56528

The meeting was called to order shortly after 8:05 pm by Clerk Dockter and began with the Pledge of Allegiance. The sign in sheet is attached to these minutes.

Keith Brokke made a motion to appoint Terry Marthaler as the Moderator for the meeting. The motion was seconded and approved by a voice vote.

The proposed agenda was reviewed. There were no requests for changes.

The treasurer's report was presented. There were no questions.

Terry Marthaler gave a short review of the annual report for the Perham Hospital.

The hospital was included in the top 500 hospitals in the nation and the top 10 in Minnesota.

Gary Schattschneider reviewed the Summary of 2022 that he had prepared for the meeting. His report is attached to these minutes.

The Dent Fire and Rescue reports are also attached to these minutes. They are looking for more volunteers.

The list of requests for donations that adhered to the donation policy were reviewed.

Keith Brokke motioned to follow the pattern from last year, to contribute \$750 to the Perham Area Library, \$250 to the Perham Center for the Arts, \$250 to the East Otter Tail Agricultural Society, \$250 to the New York Mills Cultural Center and \$250 to the Otter Tail County Historical Society. The total contributions would be \$1750.

Lynne Brokke seconded the motion and it passed on a voice vote.

The budget for 2024 was reviewed. There was discussion about the increasing cost of everything and the increase in the proposed budget. Noted that the fire contract amount will be increased for 2024. Keith Brokke motioned to approve the budget as presented. Marcia Huddleston 2nd the motion and it passed on a voice vote.

There was more discussion and explanation of the reasoning for suggesting a levy less than the approved budget amount. Marcia Huddleston motioned to set the levy for 2024 at \$338,000 with \$37,500 designated for the Ordinary Fund, \$33,000 for the Fire Fund and \$267,500 for the Road & Bridge Fund. Keith Brokke 2nd the motion and it passed on a unanimous voice vote.

Keith Brokke motioned for the 2024 Annual meeting to take place at the Dent Community Center beginning at 8:05 pm. Lynne Brokke 2nd the motion and it passed unanimously.

Kevin Lehmkuhl had some concerns about the snow plowing this year and questions about how to make the road he lives on into a township road. He was referred to the road policy on the website.

The election results were Keith Brokke being elected as a supervisor and Karen Marthaler as the Treasurer.

The meeting was adjourned at 9:05 pm.


Terry Marthaler

Edw Dockter

Annual Meeting

March 14, 2023

~~KEITH & LYNNE BRIDGE~~

Kevin Lehkuhl

Marcia Huddleston

Karen Marthala

Terry Marthala

Esko Doetter

Gary Schattschneider

Ben Buchholz

Dennis Sazama

1. Asphalt Road Maintenance.

Edna Township Supervisors perform an annual road audit by driving all township roads in April after the snow is gone. We use the data along with our maintenance plan to determine which roads need maintenance so we can prepare quotes and identify any major road repair which might need to be levied for in the future.

These roads were selected to be Seal Coated & Stripped: 385th Avenue, 2800 ft on Big McDonald Lane, 400 ft on E. Big McDonald Dr, 3545 ft on N. Little McDonald Drive, S. Little McDonald Drive, Stoney Hills **about 6.11 miles**.

In addition to the roads listed above, the following roads were selected to be Crack Filled: E. Little McDonald Drive, E. Paul Lake Drive, W. Paul Lake Drive, Engstrom Beach Lane, Fawn Oaks Road, N. Big McDonald Drive, for a **about 4.40 miles** or **grand total of 10.5 miles**.

2. Gravel Road Maintenance.

Over the past several years the board has worked on a yearly maintenance plan for all our township Asphalt roads.

The next step was to develop a plan for our gravel roads, Supervisor Bucholz spent a lot of time developing a gravel road maintenance plan which included updating our Specification for Roads policy to include gravel road specs. In the past an estimated amount of gravel was put on each road in a 3-year rotation.

The new spec was developed still using a 3-year plan, but it was calculated using enough gravel for a 5 percent crown. This plan also called for using dust control for each of the 3 years on the entire road. Dust Control acts as a binding agent which would reduce the loss of gravel for the 3-year period and save us money on future gravel costs. Also, when dust control is applied you would not normally grade the road so there is also savings in grading costs. The edges of the gravel roads were disced to cut any grass growing and to bring more material back into the road base.

A list of the proposed Road Rotation was put on the website with the caveat that the list could be subject to change.

After the first 3 years of the rotation the board will re-evaluate the cost and effectiveness of the plan to determine any possible changes.

EDNA TOWNSHIP PROPOSED GRAVEL ROAD ROTATION AS Of June 2022

2022

380th Ave (Wolf Lake)
395th Ave (Marion Lodge)
398th
403rd St
405th St
423rd St
430th St
435th St
Fort Thunder Rd
Minnesota St

2023

Devils Lake Rd
Heart Lake Rd
Jackim Trail
Jackim Dr
Mallard Loop
Paul Lake Way
W Little McDonald (Kerbs Lake)

2024

355th Ave
Bills Beach Trail
Sybil Lake Ln
Sybil Lake Rd
Sybil Lake Trail

This list is subject to change

3. Specification for Roads policy updates.

As mentioned in the last item our road specification policy was updated to include the gravel road specs. Another item that needed to be added was how to handle requests to bring an existing road up to our current specifications. This would include bringing up a minimum maintenance road, changing a gravel road to Asphalt, etc. We met with a local attorney for guidance and their recommendations was to include language for how to make the request (for instance a petition) and who would pay for the upgrade. The attorney also suggested an assessment policy would be a good idea.

4. Dust Control Policy

Prior to 2022 Edna provided dust control for Kerbs & Devils Lake Rd and 2 small stretches on 355th & 380th. Most other townships have policies where they arrange for dust control application and either do a cost share or require the residents to pay the full amount.

With the new Gravel Road maintenance plan, our dust control cost is going to increase significantly, so we felt it was time to develop a dust control policy.

Highlights of the policy are:

Dust Control outside of the 3-year rotation will now be paid for by the residents making the request.

Edna must receive an application prior to April 15th.

The township would determine the cost for the treatment and provide it to the Resident point of contact.

Payment must be made in full by May 15.

This Dust Control Policy & the Dust Control Application Request form are both on the website.

We did have one failure and that was with communicating with the residents who we were previously providing dust control to let them know the policy was changing. We were too focused on the new gravel road specifications and which roads would be upgraded for 2022 and it slipped our minds.

In late May & June we started getting phone calls about when dust control would be done so we explained the new gravel road & dust control policies. Kerbs Lake residents did not want to pay for Dust Control. The Devils Lake residents were interested in purchasing dust control so we felt it was best to have a special session so we could finalize the Dust Control Policy. They did end up buying dust control for 2022 as their road was not on the road rotation until 2023.

Edna Township Dust Control Application Request

TO: Edna Township Board of Supervisors Date: _____

SUBJECT: Request for Dust Control Application

It is hereby requested that a Dust Control Agent be applied to _____ St./Ave./Rd/Ln./Dr.

The residents making this request have selected _____ as the Resident Point of Contact. The Resident Point of Contact can be reached at this phone/email for coordination purposes: EMAIL: _____ PHONE: _____

APPLICATIONS WITHOUT THIS CONTACT INFORMATION WILL NOT BE ACCEPTED.

Dust Control Applications must be received by 5 pm on April 15th.

Full payment for the Dust Control Application must be received by 5 pm on May 15th.

Dust Control Applications will not occur without full payment made.

While Edna Township is coordinating the Dust Control Application, it is understood that the residents requesting the Dust Control are responsible for the full cost of the Dust Control Application.

Edna township requires that the entire gravel road be treated with a dust control agent.

Prior to the actual application date, the township will contact the Resident Point of Contact to give notice. Edna Township makes no warranty of Dust Control effectiveness as product may be affected by soil conditions, weather conditions, traffic density, etc.

Submitted by: _____ Resident Point of Contact

This application maybe emailed to the clerk or delivered by USPS.

All current contact information is listed on the Edna Township website. EdnaTownship.org

Edna Township has the right to blade the treated area, if in their opinion, the road needs surface maintenance. Such blade work will be done with no notification to the resident. Edna township has sole responsibility to maintain the road as our representatives see fit. This is done to provide a safe road for the traveling public. Please note, the effectiveness of the dust control treatment may vary with weather conditions and traffic. Edna Township will not be held responsible for the performance of the dust control product. Edna Township will also not be responsible for any claims arising out of the application of dust control.

5. Post HWY 34 construction activities.

1. Fort Thunder Road was not listed as one of the county's official detour routes, but we anticipated a lot of local traffic would use this road instead of the official detour road of HWY 108.

Several of the supervisors attended the counties pre-planning and the status update meetings where we asked the county if it would provide any money up front to beef up the road base to support the anticipated increase in traffic and their answer was No to any money up front, but we could look at it once the HWY 34 job was completed.

Additional gravel was added, and chloride was used to control the dust. As summer progressed, the road got worse, so we had to increase the number of times the road was graded too almost weekly.

In 2021 we had asked the county for reimbursement for gravel & dust control costs. The County said we had to wait until the gravel was added in 2022 and they preferred just one bill for the gravel & dust Control costs. The request has been submitted for \$3,496.32 in Gravel & \$2,527 for dust control.

2. On Mallard Loop Road there was a problem with washouts since the bike path was installed. Previously there had been a ditch between Hwy 34 and our township road. Supervisor Sazama worked with the county highway department and their initial response was they weren't going to do anything. After several more requests and on-site meetings the county did agree to fix the issue by building a ditch between the bike path and our road. All work has been completed and we have not seen any more issues with washouts.

6. County Aggregate Tax

There was some on the Ottertail County Board of Commissions that wanted to introduce an Aggregate Tax for Ottertail County. There were 4 meetings setup at various areas that township supervisors were invited to discuss the possibility.

The tax was proposed to address a \$6.5 million-dollar Average Annual Funding Gap in the county budget for maintaining roads.

The proposed tax was 21.5 cents per cubic yard or 15 cents per ton. Producers of aggregate material and importers of aggregate materials would pay the tax. Becker, Clay & Wilken are examples of adjacent counties who have adopted an Aggregate Tax.

The tax revenue would go to the following:

- 42.5% - County Road and Bridge Fund
- 15% - Special reserve fund for restoration of abandoned pits, quarries, or deposits
- 42.5% - General Fund of the township in which the gravel pit is located in.

In all the meetings there was not much support from the various townships. It was felt that the tax would be passed onto the townships for the gravel they purchase for roads every year. Any of the 42.5% the township could get from the tax would be offset by the increased costs so there didn't seem to any advantage for the tax. After the initial meetings there was never was any follow up from the county so it looks like they dropped the idea for now.

7. County Request for taking over CH 131 aka 432nd St. and 370th Ave & part of 423rd.

To recap in 2021 the township received a letter from the county requesting that we take over "CH131" which is 432nd ST & 370th Ave.

We accepted the county offer of turning it back to us for the estimated costs of \$ 748,070 for construction and \$ 14,961 for engineering or \$ 763,031.

The section that included 432nd involved building up the road base around the corner to be flat instead of at an angle and a new asphalt overlay was done. However, in the fall we had to return and add more fill on the inside curve to a 45% grade by adding more dirt & Clay. This was to fix a problem of washouts and we will have to hydro seed it in the springtime.

For the 370th Ave section a new process was used that included Full Depth Reclamation and then treat it with a double shot of seal coating.

From MNDOT Resource Guide:

Full Depth Reclamation (FDR) is a cost-effective, greener alternative "rehabilitation method in which the full thickness of the asphalt pavement is pulverized and blended with a predetermined portion of underlying materials (base and/or subbase) to provide an upgraded, homogeneous material. FDR does not include stabilizing agents; this unbound blended material alone is enough to act as a new surface base.

For some reason the double shot of seal coating did not work, and we were not satisfied with the results. The road was uneven and did not have the appearance of a finished road, so the contractor has not been paid yet. There were no communications from the road contractor for a while until late fall when they wanted to try a process called micro surfacing. That made the road somewhat better and it's possible we might repeat that process this spring however, as it stands the board is still not satisfied with the results and may hold out for a possible total overlay on the road.

There is some good news in that we were able to do road repair jobs on East Big McDonald Drive (\$172,286.05) and N. Little McDonald Drive (\$213,724.00) with some of the county money as well. It was our luck that with the HWY 34 project the same contractors gave us very favorable bids for our work because the timing worked out for them, and their equipment was already in the area.



8. EMS Joint Powers Board updates.

2022 was a busy year for the EMS Joint Powers Board which is made up of 11 townships & 3 cities. The board normally meets several times a year and Supervisor Schattschneider usually attends to represent Edna.

From 1991 - 2021 the EMS service was showing a profit and had built up a reserve of approximately \$900K. Over the past several years the costs for the EMS service have increased and the profits were getting smaller and smaller. There were a lot of cost saving measures implemented in 2021 including staff shortages & high overtime costs.

In 2022 there were several special sessions to discuss decreasing revenues and a proposal to raise EMS staff salaries by 12% in order to keep competitive with neighboring EMS services. Our EMS service was short staffed, working overtime, and in danger of losing several people to other EMS services. With some potential cost savings and the staff raises they anticipated it would add an additional \$200K loss to the bottom line. The board voted to approve the staff raise and make up any shortfall from the \$900k reserve.

Several other meetings were held to discuss long range plans and options for addressing the rising costs and eventuality that the EMS service might not be able to make a profit anymore. The major concern is that once the reserve is gone the townships would have to provide more money.

There are 2 models for an EMS service, one is a revenue-based model, the other is a service-based model. Recent Legislation also allows for setting up a taxing district that could be used instead of the townships having to provide more money in the future. If a taxing district was setup, you would see a line item on your annual property taxes for the EMS service similar to the one for Hospital District tax.

The general consensus is we still have enough money in the reserves for another year or 2 and there will likely be more discussions on this in 2023. For now our township board thinks it is just important for us to advise our residents on the issue and keep them informed in the future.

Conclusion

As a township board we are always trying to develop a more accurate way to forecast the Budget. It is our hope that with all the work we are doing to track road & sign costs and develop yearly maintenance plans we can get an even more accurate estimate in the future.

Recent history has taught us to try to maintain a current cash balance of \$350K which would not include any major road projects. For the last couple of years, we reduced our levy request to \$300k because our current cash balance was higher than our \$350K target.

At the beginning of this year our cash balance is around the \$485k. We would still owe at least \$67K once the contractor fixes the issues with 370th Ave. and some of the money is earmarked for the additional gravel road & chloride costs for 2023 & 2024.

Because of inflation and increasing costs for asphalt seal coating, crack filling, & stripping the 2024 proposed budget for 2024 would be \$403,500. The board feels the levy amount we would request would be \$338K.

Townships -
Butler
Corliss
Dead Lake
Dora
Edna
Gorman
Hobart
Perham
Pine Lake
Rush Lake
Star Lake

Cities -
Dent
Perham
Richville

Dent Community Fire Department

DENT, MINNESOTA 56528

February 12, 2023

Dear Township,

In 2022, the Dent Fire Department moved forward with purchasing a new main Engine/Pumper. This new Engine/Pumper is being paid in full with funds the department has saved up through pull tab sales and township contract dollars. With this new truck, it will hold all of the necessary equipment and tools to respond to all calls as the first truck out the door, except for grass fires. We will also be upgrading some equipment throughout the year and have it ready for when the new truck arrives around the end of 2023. The existing Engine 1 will be renamed as Engine 2 and will be the departments back up engine (it is always required to have an engine on standby for city calls) and mutual aid truck for when responding to surrounding departments calls. We will retire and sell the current Engine 2 and utilize what we can off of this engine for Engine 1 and 2 equipment.

Looking ahead to the 2023 year, the fire department is planning on continuing to upgrade current fire fighter turnout gear and other necessary items like pagers, etc. Most of the departments current turnout gear is at or beyond its 10yr service life and as chief I believe very strong in keeping the members safety gear up to date.

In 2022 we had 3 new member join and 1 retire, bringing the department to 20 members. As in years past, we would like the townships to continue to spread the word that Dent Fire and Rescue is looking for members. If anyone knows of someone that would be interested, please have them either contact the Fire Chief (Curtis Seifert 218-298-0676). As older members retire and younger members move from the area or leave due to other circumstances, we are always in need of new and/or experienced personnel to join the department.

As always, if any of the township or board members would like to take a look at the equipment changes and upgrades, we have made, please let the Fire Chief or one of the Fire Department members know and we would be happy to show you around.

Respectfully,

Curtis Seifert
Dent Fire Chief

REMEMBER --
FIRE PREVENTION
IS YOUR JOB . . . TOO

Dent Rescue/First Responders had another busy year responding to 124 medical calls in 2022.

City of Dent = 13

Dead Lake Township = 25

Dora Township = 14

Edna Township = 34

Star Lake Township = 36

Outside of Area = 2

What if no one answers the call?

We are in desperate need of volunteers to join the Rescue Squad; we currently have only 9 people on the roster with several of the members looking at retiring in the next couple of years.

Edna Township
Board of Canvas Meeting
March 14, 2023
Dent Community Center, 201 Birch St, Dent MN 56528

The Board of Canvas meeting was held immediately after the Annual Meeting. Dennis Sazama, Gary Schattschneider, Ben Bucholz, Echo Dockter and Karen Marthaler were present. Each of the people present took the Oath required. Dockter presented the Board with the canvas report. 26 Votes were cast, including 4 absentee votes. There were no write-in votes. The board declared the results and signed the summary (attached). The clerk has already received signed campaign financial reports from all candidates. Certificates of Election will be issued when the 7 day contest period is over. The Board of Canvas adjourned at 9:10 pm.

Edna Dockter

APPENDIX B

Candidate Name	Office	Votes Cast
<i>Keith Brokke</i>	<i>Supervisor</i>	<i>21</i>
<i>Dennis Sazama</i>	<i>Supervisor</i>	<i>5</i>
<i>Karen Marthaler</i>	<i>Treasurer</i>	<i>24</i>
Total Valid Votes Cast for Candidates		<i>26 ballots were cast</i>

Questions Vote *none* For _____ Against _____

Total Valid Votes Cast for All Questions *n/a*

Board of Canvass Certification

In accordance with Minn. Stat. § 205.185, subd. 3, we, the undersigned Board of Canvass for the town of *Edna* do hereby certify the election results, as stated above in the election board summary statement as the official results for the *March*, *14th*, (date) Town of *Edna* Elections. *2023*

Supervisor *Dennis P. Sazama* Date: *3/14/23*
 Supervisor *R R* Date: *3-14-23*
 Supervisor *Gary Schattschneider* Date: *3/14/23*