

**EDNA TOWNSHIP MEETING      November 19, 2019**

The meeting was called to order at 7p.m. and began with the Pledge of Allegiance.

Dennis Sazama, Carol Nelson, Gary Schattschneider, Echo Dockter and Karen Marthaler were present.

The agenda was reviewed. Nelson made a motion to approve the agenda as presented. Sazama 2<sup>nd</sup> the motion and it passed unanimously.

The Clerk's report of the October meeting was reviewed. Sazama made a motion to approve it as presented. Nelson 2<sup>nd</sup> the motion and it passes unanimously.

The Treasurer's report showed receipts of \$152,720.88, disbursements of \$5,669.54 and working capital of \$445,730.74. Sazama made a motion to accept the report. Nelson 2<sup>nd</sup> the motion and it passed unanimously. Marthaler requested permission from the Board to destroy checks numbered 3302-3351, from the United Community Bank account. All Township funds are now in Bremer Bank. Nelson made a motion to have Marthaler shred these checks. Schattschneider 2<sup>nd</sup> and the motion passed unanimously.

The claims for payment were discussed. The amount for the new computers was corrected to omit sales tax. The total of claims paid, excluding payroll, is \$141,113.40. Sazama made a motion to pay the claims, with the correction. Nelson 2<sup>nd</sup> the motion and it passed unanimously.

The Sybil Lake Lane, Road and Trail and Heart Lake Road were discussed. Schattschneider drove these roads a couple times in the last month. He reported that the roads seemed to be in good shape. He recommended that it be reviewed in the Spring.

Vic Sonnenberg called Schattschneider regarding beaver damage on 355<sup>th</sup>. Torey was called and took care of this. The beavers seem to cause this problem every year. Schattschneider did talk to Vic and encouraged him to call whenever this happens again.

South Little McDonald was striped on the 18<sup>th</sup> on November.

The North and East Little McDonald road project was discussed. It is finished, except for a small amount of landscaping. The landscaping will not be done by Mark's Sand and Gravel. The difference between the original amount of the bid and the final invoice was calculated and the savings of over \$53,000 was determined to be enough so that no penalty for late completion was charged. Stabnow also explained the road was passable for all the time after the expected completion date so it would be difficult to defend charging the penalty.

The township road specs were reviewed. Stabnow had some recommendations to update the specifications. These were reviewed. Sazama made a motion to add the proposed amendment, with changes to the road specs effective today. Nelson 2<sup>nd</sup> the motion and it passed unanimously. This will be added to the website as soon as possible.

The updated snowplow policy was reviewed. Sazama made a motion to approve the snowplow policy with changes. Nelson 2<sup>nd</sup> the motion and it passed unanimously.

The Access Approach policy was reviewed. The last changes were to remove fees if a licensed contractor was doing the work. The wording was not updated at that time. These changes were made. Sazama made a motion to approve the changes. Nelson 2<sup>nd</sup> the motion and it passed unanimously.

The new computers for the clerk and treasurer were at the meeting. It was agreed that Dockter, Marthaler and Schattschneider would stay after the meeting and set up a time to meet and figure out the backup/sync systems.

The list of unfinished business was reviewed.

911 sign – 42699 Engstrom Beach, Schattschneider will take over this issue.

Access approach permit for 41659 Fawn Oaks Rd – needs inspection, Sazama will inspect and inform Clerk

Mailbox support compliance and possible update to policy – Nelson – going to December

Road maintenance records - Marthaler

Road bumps – 2021 budget

Big McDonald Lane, about 300 ft

Potholes east of East Little Mc

Dip in the corner of 395<sup>th</sup> and 460<sup>th</sup>

Dip in front of 38182 N Little McDonald

Dip near the new approach for the new house on Teal Lane

Traffic control

Traffic sign inventory

Proposed schedules for continuing maintenance

Compensation for Board

The meeting was adjourned at 8:36 p.m.



November 19, 2019

Jeff Stabrow

Torey Sonnenberg

Date Range: 10/17/2019 To 11/20/2019

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>	
11/12/2019	Karen Marthaler	Mileage for EOT Township meeting in Deer Creek 51 miles @ .58	3146	\$29.58	100-41510-331-301	Treasurer	\$29.58	
11/12/2019	US Postal Service	Annual fee	3147	\$56.00	100-41110-210-	Council/Town Board	\$56.00	
11/12/2019	Anvig	2 computers, including software	3148	<del>\$4,069.16</del> 3807.46	100-41530-210-	Accounting	3807.40 <del>-\$4,069.16</del>	
11/12/2019	ASTECH	Sealcoat on E Little Mc, N Little Mc and Spur Rd	3149	\$31,376.84	201-43101-224-403	Highways, Streets & Roadways	\$31,376.84	
11/12/2019	Mark Sand & Gravel Co	2nd invoice	3150	\$104,728.13	201-43101-224-403	Highways, Streets & Roadways	\$104,728.13	
11/12/2019	M-R Sign Co., Inc	Minimum Maintenance signs and 20 posts, uppers and lowers	3151*	\$889.36	201-43101-224-411 201-43101-224-410	Highways, Streets & Roadways Highways, Streets & Roadways	\$262.55 \$626.81	
11/12/2019	Echo Dockter	Reimbursement for ledger, toner, copies and postage	3152	\$226.09	100-41110-331-301 100-41110-210- 100-41110-352- 100-41110-352- 100-41110-352-	Council/Town Board Council/Town Board Council/Town Board Council/Town Board Council/Town Board	\$135.72 \$43.49 \$34.55 \$11.78 \$0.55	
<b>Total For Selected Claims</b>				<del>\$141,375.16</del> 141,013.40				<del>-\$141,375.16</del>



Date Range : 10/17/2019 To 11/20/2019

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
	<i>Carol Nelson</i> Carol Nelson	Town Supervisor				<u>11-19-2019</u> Date	
	<i>Dennis Sazama</i> Dennis Sazama	Chair, Town Supervisor				<u>11-19-2019</u> Date	
	<i>Gary Schattschneider</i> Gary Schattschneider	Town Supervisor				<u>11-19-2019</u> Date	

## **EDNA TOWNSHIP SPECIFICATIONS for ROADS**

**(Adopted March 10, 1998)**

**(Amended March 12, 2002)**

**(Amended November 19, 2019)**

- 1. The road right-of-way shall be a minimum of 66 feet. This road must be dedicated to the public.**
- 2. The road right-of-way shall be clear of all trees, brush and buildings.**
- 3. Dead-End roads must have a cul-de-sac with a minimum 60 foot radius, 120 foot diameter.**
- 4. The top surface of the road must be 24 feet in width. If blacktopped, the asphalt surface should be 24 feet with 2 feet of Class 5 shoulders making a 28 foot top width.**
- 5. Ditches shall be 3 feet below the crown of the road.**
- 6. The road surface must have a minimum of 4 inches of compacted Class 5 material.**
- 7. All township roads must be connected to a conforming road.**
- 8. Proposed asphalt roads must meet these specs. Costs to prepare the roadbed for asphalt (Sub-grade Preparation, Clearing and Grubbing, Fabric (if needed) and Class 5) will be assessed to property owners benefiting from the proposed project. Costs of asphalt, surveying and engineering will be shared equally between affected property owners and Edna Township.**
- 9. The Edna Town Board must approve any deviations from these specifications before the road will be accepted for maintenance.**
- 10. Any new sub-divisions must adhere to the above specifications. Furthermore, prior to Edna Township taking a road and providing maintenance, the road must be built to the above specs including the 24 foot width blacktop with 2 foot Class 5 shoulders.**
- 11. The November 19, 2019 update is on the following 2 pages.**



# **EDNA TOWNSHIP SPECIFICATIONS for ROADS**

**(Supplement to Existing: November 19, 2019)**

## **General Requirements**

The current edition of the Minnesota Department of Transportation "Standard Specifications for Construction" is included by reference.

## **Grading Construction**

Stumps and debris shall not be buried within the roadbed or inslopes and shall not be disposed of by pushing onto land adjacent to the platted roads.

Inslopes and backslopes shall be 4:1 slope or flatter with a minimum flat ditch bottom width of five (5) feet. Ditch depth separation shall be three (3) feet from roadway centerline finished grade to ditch bottom finished grade.

No material from the upper one foot of the natural soils shall be used in the upper two feet of the roadbed. All topsoil shall be salvaged and a minimum of four inches of topsoil shall be spread on all new slopes and areas disturbed during grading operations.

No rocks having a diameter of 6 inches or larger shall be placed within the upper one foot of the roadbed.

All embankments shall be constructed in relatively uniform layers approximately parallel to the final grade, and extending over the full width of the embankment. Layers in the upper two feet of the embankment shall be not more than 8 inches in thickness (loose measurement), and those below the upper two feet shall be not more than the 12 inches in thickness (loose measurement). Compaction shall be obtained by the Quality Compaction (Visual Inspection) method.

All new slopes and disturbed areas shall be seeded after the topsoil has been replaced. The seed mixture and mulch shall meet the requirements of the current MnDOT Standard Specifications for Construction for roadside seeding.

All centerline culverts shall have aprons and a minimum diameter of 18 inches. All approach culverts shall have aprons and a minimum diameter of 12 inches. All culverts shall have a minimum of 12 inches of cover, excluding aggregate base and surfacing materials, and shall have adequate length to achieve 4:1 slopes or flatter for centerline culverts and 6:1 or flatter for approaches.

Pipe material shall be corrugated metal pipe (CMP) or reinforced concrete pipe (RCP). Plastic pipe is not allowed in right-of way.

### Surfacing Construction

All materials used for aggregate base and aggregate surfacing shall meet the requirements of 3138 of the MnDOT Standard Specifications for Construction; Class 5 Aggregate Base and Class 1 Aggregate Surfacing. Compaction shall be obtained by the Quality Compaction Method.

Plant-Mixed Bituminous pavement shall be constructed in accordance with all applicable provisions of the current MnDOT Standard Specifications for Construction, with the following clarification:

Minimum total thickness of the bituminous surface shall be 3-1/2 inches, placed in two layers; 2" base course and 1-1/2" wear course.

### Construction Inspection and Warranty

Inspection of construction shall be performed. Procedures and methods shall be proposed to and approved by Edna Township. All costs for inspections shall be paid for by the Developer/Contractor including periodic inspections by the Edna Township Engineer and/or other designated Township representatives. Minimum inspection stages include:

- After topsoil removal, before placement of embankment
- Before and during disposal of stumps and debris
- Before and during installation of culverts
- Proof roll compaction verification prior to and during embankment construction
- Proof roll compaction verification prior to placement of surfacing

A two (2) year warranty period will begin upon Final Acceptance of Construction by the Edna Township.

Edna Township Chair *Dennis P. Szama* Edna Township Clerk *Edna Decker* Date *11-19-19*



## POLICY FOR THE REMOVAL OF SNOW & ICE

(updated 11-19-2019)

**Whereas** the Board of Edna Township, Otter Tail County, Minnesota, is the road authority and provides maintenance for approximately **50 miles** of Edna Township owned roads.;

**Whereas**, the Township Board, as the Road Authority, provides for snow removal and ice control on the town roads designated to receive winter maintenance;

**Whereas**, Edna Township secures its snow and ice removal services by employing an independent contractor.

**Whereas**, the Board determines it is in the best interest of the Town to develop a policy setting how snow removal and ice control activities will be conducted on Town roads, considering the Town's limited resources;

**Now, therefore, be it established**, the Board hereby adopts the following as the snow and ice removal policy

**Now, therefore, be it established** that any Contractor performing snow or ice control services, for the Town shall follow this policy.

### **Policy**

In developing this Policy for how to best undertake snow and ice control activities in the Town, the Board will balance a number of factors including; but not limited to the following: public safety; the amount of funds available for these activities; the wish to maintain an efficient transportation system; to enable the delivery of emergency services; avoid damage to Town property and personal property; and the cost effective allocation of resources. A list of some of these policy considerations follows: **Budgetary, Contract for Services, Safety, Equipment Damage, Effectiveness, Work Schedule for Snowplow Operators and Environmental Protection. Also,**

### **Emergency Response Vehicle Assistance**

If emergency service agencies request snow removal to assist response to an emergency situation, reasonable efforts will be made to accommodate the request.

### **When Snow Plowing Begins**

The following criteria shall be considered when determining when to begin snowplowing and ice control operations.

- \*an evaluation of the immediate and anticipated weather conditions
- \*the likely effectiveness of operations

### **When Snow Plowing Will Be Delayed Or Suspended**

As stated in the policy considerations, snow and ice control operations will be delayed or suspended if the safety of operations is a risk, if conditions pose an unreasonable risk of damaging equipment or if operations will not be effective because of existing or anticipated conditions.

### **How Snow will be Plowed.**

Snow will be plowed in a manner as to minimize traffic obstructions.



Snow will normally be discharged to the sides of the road. Due to the limited resources and the restrictions on the use of salt, blacktopped roads will not usually be cleared down to the bare blacktop. In the event of equipment failure, extreme snowfall, or other unanticipated events including the availability or need to rest the equipment or snowplow operators, deviation from these standards may be appropriate. Snow will be plowed as close as practical to mailboxes located in the road right-of-way. It shall be the responsibility of property owners to clear snow from around their mailboxes to enable mail delivery.

Snowplowing unavoidably results in snow being deposited on driveways and approaches. Edna Township does not have the resources available to clear the ends of driveways and approaches. It is the responsibility of landowners to remove snow from their driveways and approaches.

#### **Depositing snow on public roads.**

It is unlawful for anyone to deposit any snow or ice in a public right-of-way or to otherwise obstruct a public road. Depositing snow or ice on a public road also increases snow plowing costs, creates a potential public safety hazard and could damage equipment.

#### **Objects with town road right-of-way**

Mailboxes that are damaged that do not conform to the Edna Township Mailbox Policy will not be considered for reimbursement.

Public right-of-ways are used for a variety of purposes that are outside the direct control of Edna Township. Damage to lawn sprinklers, utility structures, sod, landscaping materials, vegetation or other personal or real property within the road right-of-way will not be paid for by Edna Township.

It is the landowners responsibility to keep the road right-of-way clear of vehicles, trailers, trash cans, and other items of personal property in order to facilitate the proper snow and ice control operations. If an owner fails to keep the road clear of personal property, the owner becomes responsible for promptly clearing the snow left on the road around the personal item. If Edna Township Supervisors determine personal property left in the road-right-of way poses an unreasonable risk to public safety or significantly interferes with snowplowing operations, it will have the item removed from the right of way at the owner' expense.

#### **Complaints and requests for further services**

Complaints and requests for further services regarding snow and ice control or damages will be taken during normal working hours. Complaints and requests should be directed to the Edna Township Supervisors. If the independent contractor is aware of such complaints or requests, he/she shall forward such to the Supervisors for



consideration.

**Review of Policy**

Edna Township Supervisors shall periodically review this policy, taking into consideration any changing conditions in Township circumstances, any complaints or comments received and the experiences learned from undertaking snow and ice control procedures.

Adopted November 19, 2019



Dennis Sazama, Chairman



Echo Dockter, clerk

## ACCESS APPROACH POLICY

### I. SCOPE

This policy applies to access approaches abutting all Township roads under the jurisdiction of Edna Township.

### II. GENERAL

One (1) access approach shall be granted to each parcel of abutting property upon submission and approval of a permit application. The final location of the access approach will be at the discretion of the Edna Township Supervisors or their representative with consideration given to traffic safety parameters, location of nearby intersections, prevailing traffic patterns, size and shape of the land tract and building locations.

The requesting landowner will be required to pay for the required steel culvert for a standard access approach width and required in slopes. Standard access approaches shall have finished widths as follows:

Field Approach	20 feet maximum / 16 feet minimum
Private Drive	24 feet maximum / 16 feet minimum
Business Approach	30 feet maximum / 24 feet minimum

The cost of constructing the access approach shall be the responsibility of the requesting landowner. Wider approaches may be allowed at the discretion of the Town Supervisors.

Secondary access approaches may be allowed within a reasonable distance of the primary access approach based on each individual circumstance with regards for new building construction, handicap access, and other reasonable situations. Field access approaches will be allowed for each separate parcel of land.

### III. PERMIT

Prior to any work being performed on the access approach, a permit must be secured. IN ORDER FOR THE PERMIT TO BE VALID, IT SHALL BE SIGNED BY THE REQUESTING LANDOWNER AND APPROVED BY AN AUTHORIZED REPRESENTATIVE OF THE EDNA TOWNSHIP BOARD.

The permit application shall include pertinent information required on the form. Prior to issuance of the permit, sketches will be checked and a field inspection will be required.

Upon completion of the installation, entirely in conformance with the permit and policy, a "Certificate of Completion" must be sent to the Township Clerk, notifying that the work is ready for final inspection. The work shall be accomplished in a manner that will not be detrimental to the town road and that will safeguard the public.



#### **IV. FEES**

If the access will be constructed by a bonded contractor no fee is required. If the access will not be constructed by an bonded contractor the application must be accompanied by a separate \$500.00 fee in the form of a cashier's check, money order, or other bank draft made payable to Edna Township. The fee shall be for the assurance that the access approach will be installed and completed in conformance with the permit, sketches, and other requirements. A period of one (1) year will be allowed for the work to be completed in compliance with all items previously named. If there is failure to complete the work in a satisfactory period of time, the \$500.00 fee will be forfeited.

Upon completion of the work, receipt of the "Certificate of Completion" by the Town Clerk, and satisfactory final inspection, the \$500.00 deposit shall be returned in its original form. Additional inspections shall be charged the nominal fee of \$50.00 and deducted from the deposit.

Edna Township reserves the right to cause the uncompleted work to be performed, and costs shall be deducted from the deposit with any remainder to be the responsibility of the landowner.

#### **V. INSPECTION**

The items that will be inspected upon the request for final inspection are as follows:

1. Proper steel culvert installation
2. Proper fill material and surfacing
3. Proper slope from edge of surface to end of steel culvert as required by pre-inspection.
4. Establishment of seed or sod to prevent erosion
5. Removal of excessive debris, rock, limbs, etc.

As previously stated, if all requirements are not met upon inspection, \$50.00 will be withheld from the initial deposit for each inspection trip made. If necessary, the landowner may be required to pay for additional inspection trips.

#### **VI. UNAUTHORIZED ACCESS APPROACHES**

Any approach found to be placed adjacent to a Township road, without a valid permit will be billed all permit fees; and subject to inspection by a representative of Edna Township. Should the access approach be found deficient in the required width and elevation, or determined that it will alter drainage in the Township road right-of-way, or placed in such a manner that the sight distance of the oncoming traffic may create a safety hazard, or have been built using substandard or no drainage culvert, the landowner will be required to remove the approach or correct the deficiency at the landowner's expense within the time period of one (1) month from the time of inspection as well as submit the required approach permit fees. Any unauthorized approach found to be deficient and requiring removal will not be allowed to be utilized from that time forward until properly corrected. If the landowner does not comply with the requirements stated within this policy the Township Supervisors will cause the approach to be corrected and the landowner will be responsible for the entire cost billed from the Township Clerk.

#### **VII. ADOPTION**

This policy shall be in effect by Township resolution and may be amended from time to time as may be necessary.

Date of Amendment November 19, 2019

Dennis P. Szama  
Edna Township Supervisor

ATTEST:

Echo Dockter  
Echo Dockter, Edna Township Clerk



RE: Application for Access Approach Permit

In response to your request, we are enclosing an "Application for Access Approach Permit", which you must complete.

On the back side of the application, please sketch your property and the present and proposed approaches. Please be neat and complete showing distances, as close as possible, from land corners, intersections of highways, etc.

Please mark the exact location on the ground with a lath and attach flag where you want the proposed approach so it will be easy to locate.

The application must also be accompanied by a \$500 assurance deposit in the form of a cashier's check, money order, or other bank draft made payable to Edna Township. This fee will be waived if the permit is submitted by a bonded contractor.

The Supervisors will then investigate the location within ten (10) business days of receipt of the application, and if found to be satisfactory; the permit will be granted. The requesting landowner will be required to pay for the required steel culvert. The land owner will be responsible for all backfilling, placing topsoil, and seeding of all raw slopes; and the placing of granular surfacing.

Secondary access approaches may be allowed within a reasonable distance from primary access approaches, based on each individual circumstance with regards for new building construction, handicap access and other reasonable situations.

If required the fee will be for the assurance that the access approach will be installed and completed in conformance with the permit, sketches and other requirements. A one year time frame will be allowed for completion. The fee will be refunded upon the completion of work to the satisfaction of the Township. Additional inspections will be deducted from the assurance deposit and the Township reserves the right to cause the uncompleted work to be performed and the costs shall be charged to the landowner.

**EDNA TOWNSHIP**

**Application For Access Approach Permit**

Property Owner/Applicant	Site Address
Mailing Address	Phone Number(s)
Is a building to be constructed? ( ) Yes ( ) No	Building will be ( ) Permanent ( ) Temporary
Purpose of Approach ( ) Single Residence ( ) Farm ( ) Commercial, specify ( ) Other, specify	Proposed Location of Approach (specify road, landmark or intersection)
Legal Description of Property	Date Approach is Needed
Location of Present Approach to Property (If Applicable)	Location of Proposed Approach to Property (If Applicable)

I/We the undersigned, herewith make application for permission to construct an access approach at the above location, said location said approach to be constructed to conform with regulations of Edna Township and any special provisions included in the permit. It is agreed that all work will be done to the satisfaction of Edna Township or their representative. It is further agreed that no work in connection with this application will be started until the application is approved and the permit is issued. It is expressly understood that this permit is conditional upon replacement or restoration of the Township Road and its right-of-way to its original or satisfactory condition. It is further understood that this permit is issued subject to compliance with the rules and regulations of any other affected agencies.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Applicant (Property Owner)

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Bonded Contractor



Do Not Write Below This Line

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**ACCESS APPROACH CONSTRUCTION REQUIREMENTS**

1. No work under this application is to be started until application is approved and permit is issued.
2. Where work on a public roadway is necessary, traffic must be protected in accordance with the MMUTCD Field Guide. No Equipment is to be parked on the roadway.
3. No foreign material such as dirt, gravel, or bituminous material shall be left or deposited on the road during the construction of the driveway or installation of drainage facilities.
4. Road surface and road side must be cleaned up after the work is completed and vegetation restored to control erosion.
5. After the approach construction is complete the applicant shall notify the Township Clerk in writing that the work has been completed and is ready for final inspection and approval by submitting the Certificate of Completion found in the approach application package.
6. No changes or alterations will be made to the approach plan or completed approach in the future without the permission of Edna Township.
7. Driveway slopes shall be constructed with \_\_\_\_ :1 slopes ( \_\_\_\_ feet horizontal drop to each 1 foot of vertical slope) unless otherwise noted, and shall be hand finished and seeded.
8. Driveways shall be constructed to slope down and away from the shoulder line of the Township Road for a distance of at least 15 feet with a fall of at least 6 inches. Applicant will place gravel on the approach surface.

Permission is hereby granted for the construction of the approach as described in the above application, and in accordance with the above requirements. In the event that the construction is not complete by the date stated above, the permit is null and void and the applicant will be subject to the loss of their assurance deposit.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Agent

Work will be completed by: \_\_\_\_\_ or Assurance Deposit will be forfeited.

REQUIRED STEEL CULVERT: \_\_\_\_\_ feet of \_\_\_\_\_ inch diameter steel culvert  
\_\_\_\_\_ End sections of same diameter as steel culvert  
( ) 4:1 End Sections ( ) 6:1 End Sections ( ) Safety End Sections

**CERTIFICATE OF COMPLETION OF APPROACH**

**EDNA TOWNSHIP**

Send or Deliver To:

Edna Town Clerk  
P.O. Box 114  
Dent, MN 56528

I hereby certify that I have completed the installation of an approach as described in accordance with Edna Township Approach Permit # \_\_\_\_\_ located on \_\_\_\_\_ (name of road).

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Date

For Office Use Only

=====  
The work covered by the above referenced permit number has been satisfactorily completed.

\_\_\_\_\_  
Edna Township

\_\_\_\_\_  
Date