

EDNA TOWNSHIP MEETING AGENDA December 18, 2018 www.ednatownship.org

The meeting was called to Order and began with the Pledge of Allegiance.

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

The agenda was reviewed. Sazama made a motion to accept the agenda as corrected. Nelson seconded the motion and it passed unanimously.

The clerk's report of the November meeting was reviewed. Sazama made a motion to accept the report as presented.

Nelson seconded the motion and it passed unanimously.

The Treasurer's report showed receipts of \$513.22, disbursements of \$18,879.06 and working capital of \$467743.94.

Sazama made a motion to accept the report as presented. Schattschneider seconded the motion and it passed unanimously.

Timothy Hodgden had 20 beaver tails. This bounty was accepted and added to the claims.

The claims for payment were reviewed. Note that the partial payment to Marks Sand and Gravel was discussed in detail at the November meeting. Also note that Edna Township is still in the process of moving funds to Bremer Bank. Some of the claims were paid with checks from United Community Bank and some were paid from the Bremer account. This required some renumbering and splitting of the claims. All these things are noted on the Claims for Payment form.

Sazama made a motion to pay the claims for payment. Nelson seconded the motion and it passed unanimously.

Sazama reported that he did contact Doug Ackling and that Doug does have some mail box supports and posts. They did not count them at this time.

BUMP sign – Torey will look into that, possible to fix this in the Spring (add to March agenda)

Nelson brought a preliminary Mailbox Policy for review at this meeting. The intention is that this will be discussed again at the January meeting. This was discussed, a few changes suggested and general agreement was that the policy would be reviewed in January, possibly posted to the website and then a review for compliance done with the Spring road review.

Nelson also did a lot of work to find a storage unit. There are no 6x10 units available. Sazama made a motion to rent a storage unit, including the claim for one year of rent (\$540.00) Schattschneider seconded and the motion passed unanimously. This unit would hold the mailbox supports and posts, road closed signs, orange cones and other equipment that is rarely needed, but should be available.

Schattschneider is continuing to study traffic control. He has been looking into what is legal and various recommendations to slow traffic. This is an ongoing project and will probably continue all spring.

Correspondence was reviewed.

Jack Rosenthal of Compass Consultants was at the meeting to review the road surveying project with the Board.

It was agreed that the description of the cul-de-sac at the end of West Paul Lake should be included. The plat of Bill's Beach Lane is not close to where the road really is. Rosenthal is suggesting that Edna should work on this one and get it fixed now. Dennis will talk to the land owner to see if we can trade land and get the road description to match where the road really runs.

Bills Beach Trail – the portion that belongs to the township ends at the cul-de-sac. Compass Consultants will write a description and include a 10 foot easement.

The Board agreed that any road that is more than 3 feet off of the plat should be looked into.

This project is ongoing.

Sazama proposed the Annual Resolution for Polling Place. This is required annually. Nelson seconded the resolution and it passed unanimously. It will be attached to the minutes. It was agreed that the polling place will remain at the Dent Community Center.

Other business is just the reminders of upcoming filings, the date and time for the annual meeting and voting.

Filing for 1 supervisor for a 3 year term (Carol's position), 1 supervisor for a 2 year term (Gary's position) and 1 treasurer for a 2 year term will open on January 1 and close at 5 p.m. on January 15. The Annual Meeting is March 12 at 8:05 p.m. The polls will be open from 5-8 p.m. that day.

The meeting was adjourned at 9:45.

December 18, 2018

Terry Marthaler

Jeff Habnow

Tim Hodgdon

Tony Sonnenberg

Claims List for Approval

Edna Township

Date Range: 11/21/2018 To 12/19/2018

| Date | Vendor | Description | Claim # | Total | Account # | Account Name | Detail |
|------------|------------------------|---|---------|--------------|-------------------------------------|--|------------------------|
| 12/18/2018 | Mark Sand & Gravel Co | Progress Invoice | 3077 | \$171,566.15 | 201-43101-224-403 | Highways, Streets & Roadways | \$171,566.15 |
| 12/18/2018 | Sonnenberg Excavating | Mowing in October | 3078 | \$3,016.00 | 201-43101-224-404 | Highways, Streets & Roadways | \$3,016.00 |
| 12/18/2018 | Sonnenberg Excavating | Road Grading in October 3,12,13,23 | 3079 | \$3,914.00 | 201-43101-224-404 | Highways, Streets & Roadways | \$3,914.00 |
| 12/18/2018 | J. K. Stabnow, PE | Engineering Services Oct 10 - Dec 11 total cost of Little McDonald projects is \$50,000 | 3080 | \$5,000.00 | 201-43101-300-403 | Highways, Streets & Roadways | \$5,000.00 |
| 12/18/2018 | Echo Dockter | Reimbursement for postage, copies, tax forms, toner and mileage | 3081 | \$471.55 | 100-41110-200- 100-41110-331-301 | Council/Town Board Council/Town Board | \$175.07 \$296.48 |
| 12/18/2018 | PERA | 4th quarter, employee and employer portions | 3082 | \$470.00 | 100-41110-100- 100-41110-120- | Council/Town Board Council/Town Board | \$235.00 \$235.00 |
| 12/18/2018 | United States Treasury | Form 944 Payment - medicare taxes for employer and employees for the year | 3083 | \$527.80 | 100-41110-100- | Council/Town Board | \$527.80 |
| 12/18/2018 | M-R Sign Co., Inc | 100 chevrons, 50 top posts, 50 bottem posts, min. maint. road signs and posts | 3084 | \$3,238.80 | 201-43101-224-410 201-43101-224- | Highways, Streets & Roadways Highways, Streets & Roadways | \$3,050.50 \$188.30 |

Check # 151,000
3077 = \$171,566.15

3078 = \$3,016.00

3079 = \$3,914.00

3080 = \$5,000.00

3081 = \$471.55

3082 = \$470.00

3083 = \$527.80

3084 = \$3,238.80

3085 = \$3,050.50
3085.5 = \$188.30

Bev's

Det A Stee

Total 191,770.15

Date Range: 11/21/2018 To 12/19/2018

| Date | Vendor | Description | Claim # | Total | Account # | Account Name | Detail |
|----------------------------------|--------|-------------|---------|---------------------------------------|-----------|--------------|----------------------------|
| Total For Selected Claims | | | | | | | |
| | | | | \$188,204.30 191,770.15 | | | \$188,204.30 191,770.15 |

Carol Nelson
12-18-2018

Carol Nelson
Town Supervisor

Dennis Sazama
12/18/2018

Dennis Sazama
Chair, Town Supervisor

Gary Schattschneider
12/18/2018

Gary Schattschneider
Town Supervisor



Resolution # _____

Edna Township
of Otter Tail County, Minnesota

RESOLUTION DESIGNATING ANNUAL POLLING PLACE

WHEREAS, it is important that citizens exercise their right to vote at their local polling place;

WHEREAS, Minn. Stat. § 204B.16 requires the town board to designate its local polling place for elections annually;

NOW, THEREFORE, BE IT RESOLVED, that the town board of Edna Township, Otter Tail County, Minnesota does hereby designate Dent Community Center (Building, like a Town Hall) at 201 Birch St (Street Address) Dent (location, township or city) in Otter Tail County as its polling place in 2019 (Year).

BE IT FINALLY RESOLVED, that the township notify residents of this designation by following the requirements of Minn. Stat. § 205.16.

Adopted this 18th day of December, 2018.

By the Edna Town Board

Attested to by

Jennis P. Szarek
Town Chair

Ewa Doohts
Town Clerk

Edna Township
Gross Pay Report

For the Period 12/1/2018 to 12/18/2018

| <u>Employee Name</u> | <u>Title</u> | <u>Gross Wages</u> |
|-----------------------|--------------|--------------------|
| Sazama, Dennis | Supervisor | 600.00 |
| Marthaler, Karen | Treasurer | 400.00 |
| Dockter, Echo L | Clerk | 500.00 |
| Nelson, Carol | Supervisor | 600.00 |
| Schattschneider, Gary | Supervisor | 600.00 |