

EDNA TOWNSHIP MEETING **December 19, 2017** www.ednatownship.org

The meeting was called to Order at 8 p.m. and began with the Pledge of Allegiance.

Karen Marthaler, Echo Dockter, Bill Norris, Dennis Sazama and Carol Nelson were present.

The agenda was reviewed. 2 items were added to the road report, additional chevrons needed and mailboxes (snowplowing). Norris made a motion to adopt the agenda with the additional items. Sazama seconded and the motion passed unanimously.

The proposed minutes of the November meeting were reviewed. Sazama made a motion to accept the minutes as presented, Nelson seconded the motion and it passed unanimously.

The Treasurer's report showed receipts of \$164,700.64, disbursements of \$19,931.00 and working capital of \$434,954.38. Norris made a motion to accept the report as presented. Nelson seconded the motion and it passed unanimously.

There were 9 beaver tails presented for bounty payment. This was approved.

The claims for payment, with the addition of the beaver bounty were reviewed. Norris made a motion to pay all claims presented. Nelson seconded and the motion passed unanimously.

The chevron project is continuing. There are 96 chevrons up and about 120 posts in the ground. More signs are needed because there are chevron signs on both sides of the posts. Nelson made a motion to order 200 chevrons, Sazama seconded and the motion passed unanimously. Bill Norris will order the signs.

Keith Paulson was present to discuss the chevrons in the cul-de-sac near 34377 Sybil Lake Lane. After reviewing a map of the area and discussing access points and driveways and with input from Tory all parties agreed that no more chevrons were needed in this area.

The first snowfall and snowplowing of the season resulted in 2 mailboxes being hit. It should be noted that the snowplow does not aim for the mailboxes. Both boxes are in areas that are difficult to plow because of the width of the road and the location of the mailboxes. Tory asked if these could be switched to swing-away mailbox posts. One of the residents has already agreed to make the change.

The Resolution for the Compensation of Town Officers was discussed at the November meeting and is now ready to be adopted. The change in the resolution will clarify that supervisors are to be paid quarterly. Nelson made a motion it adopt the resolution, Norris seconded the motion and it passed unanimously.

The Board asked Jeff Stabnow to work on the plans for the road elevation for North and East Little McDonald roads. He was asked to come up with estimate an to complete the roads, including ditch depths and aprons, and running ditches to drain water to the north. This estimate should include 3.5 inches of hot mix, striping, and 2 foot shoulders of class 1 to protect edge of pavement.

There was discussion concerning the lack of a ditch on the lakeside of North Little McDonald Drive. This may make it necessary to build up the road by 6 inches.

All present were reminded that the filing period for one supervisor position and one clerk position is from January 2, 2018 to January 16, 2018 at 5 p.m. The clerk will be at the Dent Community Center from 1-5 on 1-16-18, other times by appointment.

Annual meeting is March 13, 2018, beginning at 8:05. Polls open from 5-8pm. Annual audit will be held during the regular February meeting.

Adjourned meeting at 8:55 p.m.

December 19, 2017

Jeff Stabnow

Terry Marthelen

Keith Paulsen /

Tim Hodgden

Doug Sommerberg

Date Range : 11/22/2017 To 12/20/2017

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
12/19/2017	M-R Sign Co., Inc	6 posts and hardware, hex head tap bolts, flat washers, nylon insert hex nuts	2985	\$2,824.00	201-43101-224-410	Highways, Streets & Roadways	\$2,824.00
12/19/2017	MATTI - MN Assoc. of Townships	Worker's Comp Insurance	2986	\$289.00	100-49240-360-	Insurance - Unallocated	\$289.00
12/19/2017	PERA	4th quarter, employee and employer portions	2987	\$457.50	100-41110-100- 100-41110-120-	Council/Town Board Council/Town Board	\$228.75 \$228.75
12/19/2017	United States Treasury	Form 944 Payment - medicare taxes for employer and employees for the year	2988	\$533.75	100-41110-100-	Council/Town Board	\$533.75
<p><i>Bewer Bounty - 9 tails @ 25 = 225</i></p> <p>Total For Selected Claims</p>				<p>\$4,104.25 <i>225</i> <u>4329.25</u></p>			<p>\$4,104.25 <i>225</i> <u>4329.25</u></p>
<p><i>Carol Nelson</i></p> <p>Carol Nelson</p>		Town Supervisor					<p><u>12-19-2017</u></p> <p>Date</p>
<p><i>Dennis P. Sazama</i></p> <p>Dennis Sazama</p>		Town Supervisor					<p><u>12-17-2017</u></p> <p>Date</p>
<p><i>William Norris</i></p> <p>William Norris</p>		Town Supervisor					<p><u>12-19-2017</u></p> <p>Date</p>

For the payroll period ending: 12/19/2017

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</u>
100-41110-100		Nelson, Carol	561.30
		Norris, William	561.30
		Sazama, Dennis	631.46
		Account Total	1,754.06
100-41425-100		Dockter, Echo L	467.75
		Account Total	467.75
100-41510-100		Marthaler, Karen	374.20
		Account Total	374.20
100-41110-100			
		Unallocated due to rounding	\$0.00
		Total For Period	\$2,596.01

Carol Nelson

Carol Nelson

Town Supervisor

12-19-2017

Date

Dennis Sazama

Dennis Sazama

Town Supervisor

12-19-2017

Date

William Norris

William Norris

Town Supervisor

12-19-2017

Date

RESOLUTION

ESTABLISHING A POLICY FOR THE COMPENSATION AND REIMBURSEMENT OF TOWN OFFICERS

WHEREAS, Minnesota Statute 367.05 directs the Town Board to set the compensation of supervisors, town assessors, the treasurer, clerk, deputy clerk, if one is employed, deputy treasurer, if one is employed, and other employees of the town;

WHEREAS, Minnesota Statute 367.05 indicates the above mentioned persons are entitled to mileage for the use of their own automobiles at a rate determined by the Town Board for necessary travel on official town business:

WHEREAS, Minnesota Statute 471.665 subd. 1 directs the Town Board to set the maximum amount which the town shall pay to an officer or employee as compensation or reimbursement for the use of their own automobile in the performance of their duties for the town in lieu of a mileage allowance;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of Edna Township, Otter Tail County, Minnesota hereby adopts the following policy regarding the compensation and reimbursement of Town Officers:

TOWN OFFICER COMPENSATION AND REIMBURSEMENT POLICY

1. Definitions. For the purpose of this policy the following terms shall have the meaning given them in this section.

1.1 Town. "Town" means Edna Township, Otter Tail County, Minnesota.

1.2 Town Board or Board. "Town Board" or "Board" means the Town Board of Supervisors of Edna Township, Otter Tail County, Minnesota.

1.3 Town Officers. "Town Officers" means the supervisors, clerk, treasurer, deputy clerk and deputy treasurer of Edna Township, Otter Tail County, Minnesota.

2. Compensation. The following establishes the basis on which Town Officers shall be compensated for performing services within the scope of their duties for the town.

2.1 Meetings. Town Officers shall be compensated as follows: Supervisors \$200.00 per month, to be paid quarterly; Clerk \$500.00 per month; Treasurer \$400.00 per month; Deputy Clerk \$65.00 per meeting; Deputy Treasurer \$65.00 per meeting. The Deputy Clerk and Deputy Treasurer shall only be eligible for compensation if they are attending the meeting to perform the official duties of the Clerk or Treasurer in their absence.

2.2 Taxes and Withholdings. All amounts paid to the Town Officers as compensation shall be subject to all appropriate taxes and withholdings as provided by law.

3. Reimbursement of Expenses. The following establishes the rates at which Town Officers shall be reimbursed for expenses they are authorized by the Board to incur and actually incur on behalf of, and within the scope of their duties for the town. Only expenses authorized by the Board are eligible for reimbursement.

3.1 Mileage. When it is necessary and authorized by the Board for Town Officers to use private automobiles to perform their duties on behalf of the Town, Town Officers shall be eligible to have their mileage reimbursed for the actual miles traveled at the established Federal standard mileage rate for the use of privately owned vehicles in effect at the time of travel. Town Officers are not eligible for mileage reimbursement for attending regular or special board meetings, hearings, or annual or special meetings held within the Town. The mileage

reimbursement is inclusive of all direct and indirect automobile related expenses and no other reimbursement for the use of a private automobile shall be allowed.

3.2 Telephone. A Town Officer authorized by the Board to make long distance calls from their private phone to conduct town business shall be eligible to seek reimbursement of the actual cost of making the calls. The costs of using cellular or mobile phones to make long distance calls are not eligible for reimbursements unless specifically authorized by the Board.

3.3 Meals. Town Officers may request reimbursement of the actual cost of necessary meals while on Board authorized town business more than 30 miles from the Town. Alcohol is not a reimbursable expense and shall not be consumed while engaged in town business. The request for reimbursement must be accompanied by a receipt and the amount of the reimbursement shall not exceed the following amount per meal: \$7.00 for breakfast; \$11.00 for lunch; \$15.00 for dinner.

3.4 Other Expenses. Other expenses actually incurred by Town Officers in the performance of their duties for the Town, but which are not addresses in this policy, shall only be eligible for reimbursement if the Board authorized the activity and the expenses were necessary to and arose out of properly conducting Town business.

4. Detailed Claims. No officer shall receive compensation or be reimbursed for expenses incurred unless and until they submit a written claim report to the Board detailing the activities supporting the claim for compensation and the specific basis for all expense reimbursement requests. Claims for compensation or requests for the reimbursement of expenses shall be made on Board approved forms. These claims need to be submitted to the Clerk seven(7) days before the next following regular board meeting.

4.1 Receipts. Reimbursement requests for purchases must be supported by original receipts or, if not available, other supporting documentation found sufficient by the Board.

5. Amendments. The Board may amend this policy by resolution.

Adopted this 19th day of December, 2017

BY THE BOARD OF EDNA TOWNSHIP



Chairperson

Attest: 

Clerk