

EDNA TOWNSHIP MEETING AGENDA **May 15, 2018** www.ednatownship.org

The meeting was called to order at 8 pm. and began with the Pledge of Allegiance.

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

The agenda was reviewed and the following items were added; Dennis Lindee – culvert application, Mallard Loop, and Sybil Lake Trail. Sazama made a motion to accept the agenda with these additions. Norris seconded the motion and it passed unanimously.

The minutes from the April meeting were reviewed. Norris made a motion to accept the minutes as presented, Nelson seconded the motion and it passed unanimously.

The Treasurer's report showed receipts of \$37.71, disbursements of \$25,511.80 and working capital of \$433,928.13.

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

The claims for payment were reviewed. Sazama made a motion to pay all claims, Norris seconded and the motion passed unanimously.

Road Report

The results from Bid opening on April 30, 2018 list Marks Sand and Gravel as the low bidder. They were the low bidder on the Otter Tail County Highway 4 project (Vergas to Dent). Norris made a motion to accept the low bidder as the winner of the contract, Sazama seconded the motion. There was some discussion about why this bid was lower than the rest and why there was such a wide range of bids. The motion passed unanimously. The contract was signed. Jeff Stabnow will notify Mark's Sand and Gravel. The tentative schedule is July.

Bid opening for the sealcoat projects was the next item. Quotes were received from Morris Sealcoat and Asphalt Preservation Company Inc. APCInc is the lower quote. Sazama made a motion to accept the APCInc quote, Norris seconded the motion and it passed unanimously.

Dust control was discussed. At this time no one has chloride. When contractors have the chemicals Devils Lake road, Kerbs Lake road, 355th Ave, Wolf Lake (380th), Sybil Lake Rd, and Jackim Road are on the list.

There was discussion regarding reshaping the East Little McDonald Road so that it drains toward the swamp/slough. The road will be crowned so that the runoff does not all go toward the lake. There is a \$20,000 contingency fund for landscaping included in the estimated costs of the project.

The first draft of the Donation Policy was reviewed (attached). This is not a new policy, but it may have been the first time it was written. Nelson made a motion to adopt the policy as presented, Sazama seconded and the motion passed unanimously. The Board agreed the policy should be posted on the website.

The 911 sign by the Anderson's on East Little McDonald is still leaning. Tory will make sure it is fixed.

Dennis Lundee submitted a culvert application. The application is complete.

The Mallard Loop road was discussed. There is a dispute between property owners about the road. The Township position is that the only part of the road that is a township road is the part that has been maintained by the township. There is no action the Board can take.

Sybil Lake Trail. There is a mailbox in the cul-de-sac. This will be moved and the cul-de-sac reestablished where it is supposed to be. Norris made a motion to reestablish the cul-de-sac on Sybil Lake Trail, Sazama seconded the motion. Both supervisors agreed that the landowners have been informed and that this is the correct action. The motion passed unanimously.

In other business it was noted that Edna Township is on the list to use the electronic poll book for the upcoming elections. There will be training in Fergus Falls on May 16 and Echo and Carol Myhre will be attending.

The on going issue with the IRS has been resolved, by assigning Edna Township in Minnesota a new EIN. Echo will begin the process to make this change.

The meeting was adjourned at 9:05 pm.

PARRELL NORDICK

May 15, 2018

Allan Rossmar

Ray Benson

Tony Martiate

David Wenzel

Jeff Stabnow

DONATION POLICY

The donation policy for Edna Township has been in place since at least 2005.

All requests for donations must be received at, or before, the regular February meeting of the township board. All requests must be in writing. The name, address, amount of request, proposed use of the funds, and the Minnesota statute reference that allows donations to this entity for the stated purpose must be included. Please note that this is not the 501©3 non-profit designation.

The list of requests for donations, that were received on time and had all the necessary information, will be presented at the annual meeting. If an organization wants to speak at the annual meeting they should ask to be included on the agenda at or before the regular February township meeting.

There is an amount budgeted for total donations for the year. This amount is divided at the annual meeting.

(Included in the minutes of the May, 2018 meeting)

Date Range : 5/1/2018 To 5/15/2018

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
05/01/2018	Sonnenberg Excavating	Road grading 4/23,4/24,4/30 snowplowing 4/4, 4/10	3018	\$4,476.75	201-43101-224-401 201-43101-224-401 201-43101-224-202	Highways, Streets & Roadways Highways, Streets & Roadways Highways, Streets & Roadways	\$832.00 \$416.00 \$3,228.75
05/08/2018	Yahoo!	Website hosting - 1 year	3019	\$107.76	100-41131-352-	Publishing	\$107.76
05/08/2018	City of Dent - Fire	1/2 of Fire Contract	3020	\$14,900.00	225-42201-360-501	Fire Contract	\$14,900.00
Total For Selected Claims				\$19,484.51			\$19,484.51

Carol Nelson
 Carol Nelson
 City Council/Town Board, Town Supervisor
 Date: 5-15-18

Dennis P. Sazama
 Dennis Sazama
 City Council/Town Board, Vice Chair, Town Supervisor
 Date: 5-15-18

William Morris
 William Morris
 City Council/Town Board, Chair, Town Supervisor
 Date: 05-15-2018

Bid Results

Little MacDonald Area 2018 Paving Project

Edna Township, Otter Tail County

Bid Date: Monday, April 30, 2018, 1:00 PM

<u>Contractor</u>	<u>5 Percent Bid Security</u>	<u>Bid Total</u>
② Anderson Brothers Brainerd	✓ _____	<u>359,555.00</u>
② Central Specialties Inc Alexandria	✓ _____	<u>348,610.00</u>
④ Taves Construction Inc Driveway Services Detroit Lakes	✗ ✓ _____	<u>384,685.00</u>
Duininick Prinsburg	_____ _____	_____ _____
Ferguson Brothers Alexandria	_____ _____	_____ _____
⑤ Howards Driveway ^{Ottertail Aggregate} Menhaga _{67.72}	✓ _____	<u>432,997.00</u>
Knife River Bemidji	_____ _____	_____ _____
① Mark Sand & Gravel 47 Fergus Falls	✓ _____	<u>329,710.00</u>
Tri-City Paving Little Falls	_____ _____	_____ _____
Zavorel East Grand Forks	_____ _____	_____ _____

Engineer's Estimate

\$350,000

J.K. Stabnow, PE

J.K. (Jeff) Stabnow, PE
Professional Civil Engineer
40186 N Clitherall Lake Road
Clitherall MN 56524-9640
E-mail : stabnow@arvig.net
Phone : 218 770 1276

Request for Quotation – May 15, 2018

Edna Township, T 136, R40, Otter Tail Co, 2017 Sealcoat Projects

So Little Mac Drive	Co Rd 34 - Northwest Section 10	3,500 LF	24' wide	0.4 g/sy
So Paul Lake Road	430 th St – Northwest Section 14	3,000 LF	24' wide	0.4 g/sy
380 th Avenue	428 th to 431 st Street Section 14 & 23	2,300 LF	24' wide	0.4 g/sy

Governing specification is the current MnDOT Specification.
Seal Oil - 0.3 gal/SY initial plus additional Fog – 0.1 gal/SY
Application rates shall be reviewed on site and mutually agreed upon.
Payment based upon actual quantities installed at unit prices quoted below.

			<u>Unit Price</u>	<u>Extension</u>
Seal Oil	CRS-2P	7,050 Gal	<u>\$4.95</u>	<u>\$34,897.50</u>
Cover Rock	FA-2	300 Ton	<u>\$4.01</u>	<u>\$1,203.00</u>
Fog Oil	CSS-1h	2,350 Gal	<u>\$4.68</u>	<u>\$10,998.00</u>
Total				<u>\$47,098.50</u>

Contractor Morris Sealcoat & Trucking, Inc.

Sign/Date [Signature] 5-15-2018
Lucas J Banta, Estimator

Quotes will be received by the Edna Town Clerk, Echo Docktor, by E-mail at echo@ednatownship.org until **5:00 PM Tuesday, May 15, 2018** with a copy to me or hand deliver to the Edna Town Hall (Dent Community Center), 101 Oak Street, Dent, by **8:00 PM, Tuesday May 15**. Please call 218 770 1276 if you have any questions.

The Township Board reserves the right to waive irregularities and informalities; and award the contract(s) in the best interest of the Town.

J.K. Stabnow, PE

J.K. (Jeff) Stabnow, PE
Professional Civil Engineer
40186 N Clitherall Lake Road
Clitherall MN 56524-9640
E-mail : stabnow@arvig.net
Phone : 218 770 1276

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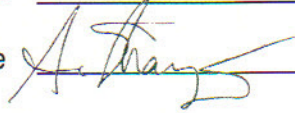
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			<u>Unit Price</u>	<u>Extension</u>
Seal Oil	CRS-2P	7,050 Gal	<u>3.27</u>	<u>\$23,053.50</u>
Cover Rock	FA-2	300 Ton	<u>7.00</u>	<u>\$2,100.00</u>
Fog Oil	CSS-1h	2,350 Gal	<u>3.75</u>	<u>\$8,812.50</u>
Total				<u>\$33,966.00</u>

Contractor Asphalt Preservation Company, Inc.

Sign/Date  5-14-2018

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