

EDNA TOWNSHIP MEETING March 19, 2019 www.ednatownship.org

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

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

Carol, Dennis and Karen took the Oath of Office. The Board decided to postpone the organizing of the Board until the full Board was present.

The agenda was reviewed. Sazama made a motion to approve the agenda with changes. Nelson seconded and the motion passed unanimously.

The Clerk's report was reviewed. Sazama made a motion to approve the minutes with changes. Nelson seconded and the motion passed unanimously.

The Treasurer's Report showed receipts of \$34,558.29, disbursements of \$14,684.59 and working capital of \$319537.64. Sazama made a motion to accept the report as presented. Nelson seconded the motion and it passed unanimously.

The claims for payment were reviewed. Karen mentioned that it is time to close the United Community Bank account. She asked for approval to write a check to move the money from United Community Bank to the Bremer Money Market account. Sazama made a motion to pay the claims as presented, with the addition of the check to close the UCB account. Nelson seconded the motion and it passed unanimously.

Road Report

Carol presented a mailbox policy from the state of Minnesota. This policy is very specific as to height, anchoring, and swing away posts. Nelson made a motion to continue to review mailbox polies used in other townships. After discussion it was agreed by Sazama and Nelson that the mailbox policy would be considered at the reconvened meeting on March 29, 2019 at 7:30 a.m. Sazama seconded the motion and it passed unanimously. The clerk was directed to be prepared to send postcards to residents informing them of the new policy. There was a sense of urgency as it was believed that the snow would be melting soon and the ground thawing, leading to many people replacing mailboxes. The Board wanted people to be aware of the policy before they put up new mailboxes.

The residents at the meeting were not happy with the current snowplowing. There were complaints about mailboxes being hit multiple time, the speed of the snowplow, how the wing is being used and a request that a snow blower should be part of the snow removal contract. The addresses of some of the problem areas are listed on the attendance sheet. Torey did not attend this meeting.

The Spring Road Inspection was discussed. It may include sign inventory, mailbox inspection, road condition reports for crack sealing, seal coating and striping. The road inspection tour will begin on March 31 at 1 p.m. and will continue on April 7th if needed.

There will be a special meeting on April 16 at 7:30 to consider the adoption of a resolution regarding official township roads. Compass Consultants will be present. The proper notices will be published and posted at Dent and on the website.

Correspondence was reviewed.

Other:

Reminder: Spring Short Course meetings – Alexandria or Mahanomen. At this time everyone on the Board is planning to attend the Alexandria meeting.

Edna Township Financial reports have been filed with the Secretary of State.

At this time the meeting was recessed. It will reconvene at 7:30 a.m., March 29, 2019 in the parking lot at Central Market in Perham.

March 29, 2019 7:30 a.m.

The recessed meeting of the Edna Township Board was reconvened. All board members, including the clerk and treasurer were present.

Gary Schattschneider took his oath of office.

The new mailbox policy was reviewed. There was a discussion about when the policy would take effect and how it would fit with the current snow removal policy. It was agreed that the snow removal policy would be reviewed soon but this policy needed to be in place before people started to replace mailboxes damaged this

winter. The mailbox policy is attached. It was also agreed that postcards would be sent out as quickly as possible to notify people about the new policy as soon as possible. Nelson made a motion to accept the Mailbox Policy, Sazama 2nd the motion and it passed unanimously. The policy states that written notice will be given to homeowners whose mailboxes and support are hazardous. No notices will be sent at this time.

The Spring Road inspection is scheduled for March 31. The Supervisors will try to assess the roads, check mailboxes, and inventory signs as they travel the township roads. This may require more than one trip.

The meeting was recessed. It will be continued with the Spring Road Inspection on March 31.

March 31, 2019

Dennis Sazama, Carol Nelson and Gary Schattschneider conducted a thorough road inspection. Mailboxes and signs were also inspected.

The meeting was recessed. It will be continued on April 7, 2019

April 7, 2019

Dennis Sazama, Carol Nelson and Gary Schattschneider met to discuss establishing a 3 year rotation for road repairs. Carol is continuing to work on the utility/right of way policy. Road signs for 2019 were noted. Roads needing chloride were also noted. Damaged mailboxes were discussed. Signs needed, including more "No Parking" signs and signs needing to be removed were listed. There is concern about finding someone to do this work if Torey is not able to fit it into his schedule.

The meeting was recessed.

Meeting to be continued

March 19, 2019

Arlene Stollow 42527 E Big McDonald Dr.
Helen Wagner 42581 E Big McDonald Dr.
Steve Christanson - 42149 East Big McDonald Drive

Jeff Stabnow

Dale Steenblock - 42219 E Big McDonald Dr (mine is up to date)

Date Range : 3/1/2019 To 3/19/2019

<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>
03/13/2019	Sonnenberg Excavating	Snow plowing, sanding 2-1,4,5,6,7,8,11,12,13,15 ,18,19,21,23,24,25,27,28	3094	\$32,412.00	201-43101-224-401	Highways, Streets & Roadways	\$32,412.00
03/13/2019	Otter Tail County Treasurer	Sand and Salt for 11/30,12/5,and 12/10	3095*	\$2,914.00	201-43125-220-401	Ice and Snow Removal	\$2,914.00
03/13/2019	Carol Myhre	Election Judge - 4 hours @ 13.50	3096*	\$54.00	100-41410-100-210	Elections	\$54.00
03/13/2019	Jane Kihl-Kippley	Election Judge 3.50 @ 13.50	3097	\$47.25	100-41410-100-210	Elections	\$47.25
03/13/2019	Perham Public Library	Donation	3098	\$750.00	100-41110-434-	Council/Town Board	\$750.00
03/13/2019	East Otter Tail County	Donations	3099	\$416.66	100-41110-434-	Council/Town Board	\$416.66
03/13/2019	Perham Center for the Arts	Donation	3100	\$416.66	100-49001-434-	MISCELLANEOUS	\$416.66
03/13/2019	History Arts & Cultural Association	Donation	3101	\$416.66	100-49001-434-	MISCELLANEOUS	\$416.66
03/19/2019	PERA	1st quarter, employee and employer portions	3102	\$450.00	100-41110-100- 100-41110-120-	Council/Town Board Council/Town Board	\$225.00 \$225.00
03/19/2019	Terry Marthaler	Annual meeting moderator	3103	\$50.00	100-49001-434-	MISCELLANEOUS	\$50.00
03/19/2019	MN Association of Townships	Registration for Spring Short Course (5)	3104	\$250.00			

Edna Township Mailbox Policy

The purpose of this policy is to establish uniformity and consistency in the application, installation and maintenance of mailbox supports on Edna Township's roads.

It is the goal of Edna Township to provide public right-of-ways for the traveling public that are safe, efficient and free of unnecessary hazards, while providing minimum inconvenience to property owners. Minnesota law declares certain mailbox installations to be a public nuisance, a road hazard, and a danger to the health and safety of the traveling public (Minnesota Rules Chapter 8818), and authorizes the road authority to remove and replace the nonconforming supports (Statute 169.072)

Definitions

The important features of an approved, conforming mailbox design for rural roadways include the following:

1. The post located a minimum of 3 feet from the edge of the road shoulder or an additional 8-12 inches if there is no shoulder.
2. The front of the mailbox located above the edge of the shoulder
3. The bottom of the box at the proper height (normally 40-inch minimum to 42-inch maximum – check with the mail carrier)
4. An installation that will pivot or rotate in some fashion when the snowplow's snow hits the mailbox
5. A mailbox system similar to the SwingSAFE Support System is the preferred option. See Exhibit A

Policy

Edna Township may replace all nonconforming mailbox supports when there is a road reconstruction/resurfacing project. The township is able to provide this service only on road reconstruction/resurface projects since they are an eligible state aid expense and are therefore reimbursable. The township will continue to monitor existing mailbox supports and notify owners of their noncompliance.

Replacement of Unlawful Mailbox Supports and Installation

Any mailbox support deemed unlawful by Edna Township, as defined by Minnesota Rules Chapter 8818, must be replaced. Nonconforming mailbox supports are a public hazard and include those built with concrete, bricks, heavy ornamental materials or filled with sand. Once a support is deemed unlawful, the owner will be notified in writing that the owner must replace it within 60 days. An unlawful support remaining after the expiration of the 60-day period will be removed and replaced by the township at the owner's expense.

Mailbox Support Requirements – Access Permits

Edna Township will require that all mailbox supports associated with the issuance of an access permit be constructed in accordance with the Township's specifications for lawful supports. The property owner will pay for the cost of supports.

Miscellaneous Attachments to Mailbox Supports

Newspaper delivery boxes, advertisement delivery boxes, nameplates, address plates, etc., must not be installed underneath the mailbox, whether attached to the mailbox support or on a separate post. The area underneath the mailbox must remain free of obstructions in order to allow the unhindered passage of the snowplow wing blade. Obstacles interfering with the wing blade force the plow to swerve, often into the oncoming lane, creating an unsafe situation for motorists and plow operators.

Ownership of Mailbox Supports

Mailboxes and mailbox supports are the property of the mail route patron. Edna Township does not issue written permits for the placement of mailboxes within the road right-of-way, nor does its easements provide for mailbox construction. All mailboxes placed within the road right-of-way are placed there at the owner's risk. Replacement or installation of mailbox supports by the township does not signify any change of ownership. The support remains the property of the owner, and it is the owner's responsibility to maintain to conformance standards.

Call Before You Dig (Gopher State One Call)

Forty-eight hours before the installation of any new mailbox support, contact the Gopher State One Call for utility locates (1-800-252-1166)

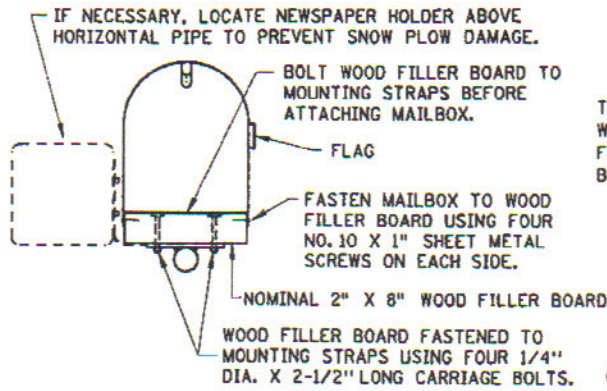
Financial Considerations

The new mailbox supports that have been installed by Edna Township become and remain the property of the owner upon completion of the installation. Maintenance of mailbox supports becomes the responsibility of the owner. Edna Township will not replace supports damaged by third parties. Mailboxes are the owner's responsibility and must conform to U.S. Postal Service requirements.

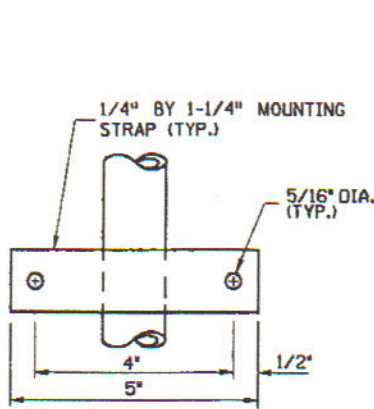
Adopted this 29th day of March, 2019 by the Board of Edna Township.

Dennis P. Szama Chairman

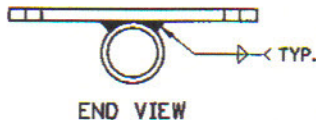
Attest: *Eduardo Rodete* Town Clerk



SECTION A-A



TOP VIEW

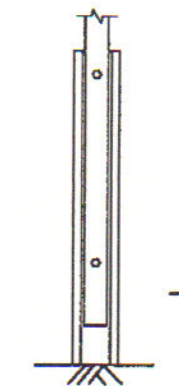


END VIEW

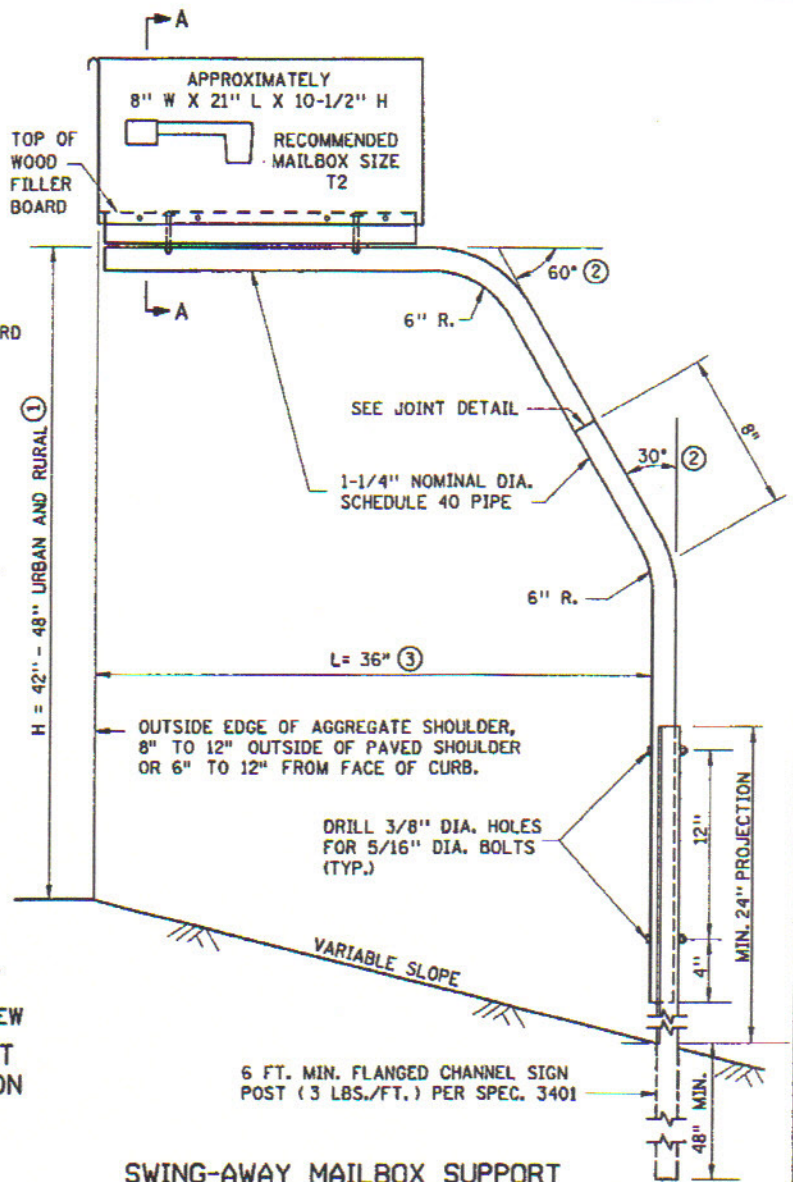
MOUNTING STRAP DETAIL



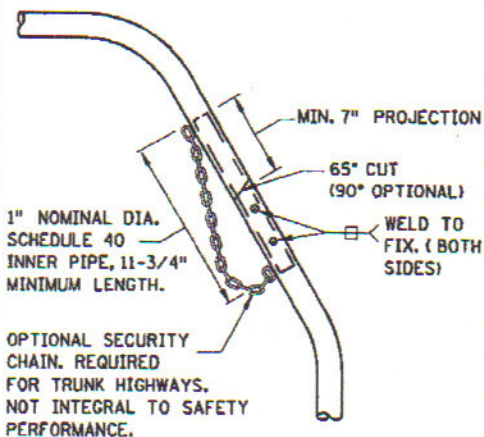
TOP VIEW



ROADWAY VIEW
PIPE/POST CONNECTION



SWING-AWAY MAILBOX SUPPORT



JOINT DETAIL

NOTES:

MAILBOX LOCATIONS SHOULD BE STAKED BEFORE INSTALLATION FOR PROPER HEIGHT AND DISTANCE FROM THE ROADWAY. ONCE STAKED, THE INSTALLER MUST NOTIFY THE ENGINEER AND THE POST OFFICE. THE ENGINEER AND THE POSTMASTER SHALL APPROVE THE STAKED LOCATIONS PRIOR TO FINAL INSTALLATION.

THE MINIMUM SPACING (CENTER TO CENTER) BETWEEN MULTIPLE MAILBOX SUPPORTS SHALL BE EQUAL TO THE HEIGHT OF THE MAILBOX SUPPORT.

OTHER MAILBOX SUPPORT DESIGNS MAY BE USED IF THEY SATISFY NCHRP REPORT 350 CRITERIA IN ACCORDANCE WITH FHWA ACCEPTANCE LETTER, MEET MINNESOTA RULES 8818 AND U.S. POST OFFICE RECOMMENDATIONS AND ARE IN COMPLIANCE WITH MN/DOT REQUIREMENTS WHICH MAY INCLUDE THE FOLLOWING (REQUIRED ON TRUNK HIGHWAYS):

PIPE SHALL CONFORM TO SPEC. 3362, SCHEDULE 40 OF ASTM A53/A53M.

ALL FASTENERS SHALL CONFORM TO SPEC. 3391.

PIPES, POST AND OTHER STEEL COMPONENTS SHALL BE GALVANIZED PER SPEC. 3392.

THE CONTRACTOR SHALL SEND THE SHOP DRAWINGS TO THE ENGINEER FOR APPROVAL. FOR QUESTIONS REGARDING DESIGN ELEMENTS AND BREAKAWAY FEATURES, CONTACT THE DESIGN STANDARDS UNIT.

① ANY CHANGE IN HEIGHT (H) MUST BE APPROVED BY LOCAL POSTMASTER.

② 45° BENDS MAY BE USED AS AN OPTION.

③ A 48" OR 53" CANTILEVER LENGTH (L) MAY BE USED AS AN OPTION FOR NON-TRUNK HIGHWAY USE.

APPROVED JUNE 1, 2007

M. Rakus
STATE DESIGN ENGINEER

STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION
MAILBOX SUPPORT
SWING-AWAY TYPE

SPECIFICATION
REFERENCE
3362
3391
3392
3401

STANDARD
PLATE
NO.
9350A

List of roads to be crack sealed – 2019

Fawn Oak Rd	1.35
Fawn Oak Tr	0.12
Beaver Dam Rd	0.76
Engstrom Beach Rd	0.98
Engstrom Beach Ln	0.19
Bills Beach Rd	0.64
Bills Beach Ln	0.17
Big McDonald Ln	1.03
East Big McDonald Dr	2.41
North Little McDonald Dr	2.64
Wood Duck Loop	0.33
East Paul Lake Dr	0.61
455 th St, 385 Ave, 450 th St	1.89
395 th Ave	0.5
428 th St	1.00

Approximately 14.62 miles

List of Roads for Striping – 2019

Fawn Oaks Road	1.35
Fawn Oak Trail	0.12
Seclusion Point Rd	0.47
Beaver Dam Rd	0.76
Engstrom Beach Rd	0.98
Engstrom Beach Ln	0.19
Bills Beach Rd	0.64
Big McDonald Ln	1.03
East Big McDonald Dr	2.41
South Little McDonald	0.64
Spur Rd	0.20
400 th Ave	1.00
South Paul Lake Rd	0.55

Approximately 10.34 miles