

EDNA TOWNSHIP MEETING **February 19, 2019** www.ednatownship.org

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

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

Sazama made a motion to accept the agenda as presented, Nelson 2nd the motion and it passed unanimously.

The clerk's report was reviewed. Nelson made a motion to accept it as presented, Schattschneider 2nd and it passed unanimously.

The Treasurer's report was presented, showing receipts of \$8354.28, disbursements of \$9901.95 and working capital of \$299663.94. Sazama made a motion to accept the report as presented. Nelson 2nd the motion and it passed unanimously.

Jack Rosenthal and Maverick Larson, from Compass Consultants, were present to review the set of documents prepared for recording all of Edna Townships roads. The supervisors reviewed the packet. A few changes were noted: Pintail Trail is not a township road, Wood Duck Loop – the township does have a road on the west side (66ft right-of-way) but no township responsibility on the east, Bill's Beach Road will be recorded with a 66 ft cul-de-sac, Bill's Beach Lane will be a 33ft right-of-way, with the road description changed to match where the road really is, Engstrom Beach Trail is not a township road, on Fawn Oaks Road – the township is responsible for the asphalt cul-de-sac but nothing beyond that. These will be changed and the packet will be ready for inspection at the regular March meeting. Sazama made a motion to hold a Special Meeting on April 16 at 7:30 p.m. to adopt this packet of information as the official listing and description of Edna Township roads at this time. Schattschneider 2nd the motion and it passed unanimously.

Sazama made a motion to pay the claims as presented, Nelson 2nd the motion and it passed unanimously.

The road report covered several topics. At one time there was a cycle set up to crack seal about 10 miles of road each year. This cycle would allow for all asphalt roads to be crack sealed every 3 years. The cycle has been disrupted with the major road repairs/rebuilds that have happened over the last few years. Gary will talk to Jeff Stabnow to get this cycle re-established. There should also be a continuing maintenance plan for seal coating and road striping. The major road repairs from the high water issues should be completed early this Spring so it is time to get back to a more regular plan of maintenance. The Spring Road Inspection with advice from Jeff Stabnow will be used to get the maintenance plan in place.

Heavy snow, more snow, and mail box damage was discussed. The Board is still working on establishing a mailbox policy that will be fair and can be consistently applied. The mailbox policy will cover what types of mailboxes are acceptable – to conform to Post Office standards and township liability issues. It may be possible to combine the mailbox damage policy with the snow plowing policy. Carol is trying to work with the MAT attorneys to establish these policies. There was also discussion about garbage cans. Neither Edna Township nor the independent contractor, who is removing snow, is responsible for garbage cans that are left out on non-collection days.

The correspondence was discussed. It was noted that donation requests have been received and all that comply with the township policy for donations will be presented at the Annual meeting. A reminder that any requests received after this meeting will not be considered.

A policy covering the storage unit was presented. Nelson made a motion to accept this policy and add it to the website. Schattschneider 2nd the motion and it passed unanimously.

The agenda for the Annual Meeting was reviewed. There were no suggestions for changes.

The budget for 2020 was reviewed line by line.

Just a reminder that the Hospital Annual Meeting is Feb 27. At this time it appears that the entire Board will be attending this meeting. The EOT Association of Townships meeting is March 4.

The annual audit of the Clerk and Treasurer's books was done. The supervisors compared the following receipts: #443, #448, #457 and #464. The following checks were compared: #3075, #3096, #3107, #3112, #3126, #3130, #3168, #3177 and #3356. All amounts and payees matched.

The list of outstanding checks was also compared and matched.

The meeting was adjourned.

February 19, 2019

Terry Marshall

Walt Zedinsky

Lot Pros

Avenue Marquis

APC Inc

POLICY FOR RENTED STORAGE UNIT

Edna Township will rent a storage unit within the boundaries of Edna Township. This storage unit will be used to store such things as: orange cones for marking roads, ROAD CLOSED signs, mailbox posts, and extra materials. The goal is to have all township road material inventories in one place. Each Supervisor will have a key to the lock. A spare key will be kept in the clerk's file.

Any supervisor who loses a key will be required to replace it.

No one else will have a key to the storage unit.

Rent will be paid annually in December for the coming year.

Date Range : 2/1/2019 To 2/19/2019

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
02/19/2019	Forum Communication Company	Publishing notice of filing	3089	\$62.55	100-411131-352-214	Publishing	\$62.51
02/19/2019	Sonnenberg Excavating	Snow plowing, sanding 1-3,4,7,9,10,18,22,23,24, 28,30,31	3090	\$12,540.00	201-43101-224-401	Highways, Streets & Roadways	\$12,540.00
02/19/2019	Otter Tail East, County Association	Dues for 2019:620.64 - State; 90 County	3091	\$710.64	100-411110-433-	Council/Town Board	\$710.6-
02/19/2019	Echo Dockter	Reimbursement for postage, copies, tax forms, toner and mileage and work comp insurance	3092	\$487.88	100-411110-150- 100-411110-331-301 100-411110-210- 100-411110-210-	Council/Town Board Council/Town Board Council/Town Board Council/Town Board	\$297.00 \$45.2 \$12.41 \$133.11
02/19/2019	Carol Nelson	Lock for storage unit and extra keys	3093	\$41.57	201-411140-210-	Hall Rent (Paid)	\$41.5
Total For Selected Claims				\$13,842.64			\$13,842.6

Date Range : 2/1/2019 To 2/19/2019

<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>
	<i>Carol Nelson</i>					<u>2-19-2019</u>	
	Carol Nelson	Town Supervisor				<u>Date</u>	
	<i>Dennis Sazama</i>					<u>2-19-19</u>	
	Dennis Sazama	Chair, Town Supervisor				<u>Date</u>	
	<i>Gary Schattschneider</i>					<u>2-19-19</u>	
	Gary Schattschneider	Town Supervisor				<u>Date</u>	

Edna Township

Gross Pay Report

For the Period 2/1/2019 to 2/28/2019

<u>Employee Name</u>	<u>Title</u>	<u>Gross Wages</u>
Dockter, Echo L	Clerk	500.00
Marthaler, Karen	Treasurer	400.00