

EDNA TOWNSHIP MEETING May 18, 2021 www.ednatownship.org

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

Dennis Sazama, Gary Schattschneider, Ben Bucholz, Echo Dockter and Karen Marthaler were present.

The agenda was reviewed. Sazama made a motion to approve the agenda with the addition of Ditch 25 under Road Report. Bucholz 2nd the motion and it passed unanimously.

The Clerk's report was reviewed. Sazama made a motion to accept the clerk's report as written. Schattschneider 2nd the motion and it passed unanimously.

The Treasurer's report showed receipts of \$19.99, disbursements of \$9,288.74, and working capital of \$1,210,101.59. Sazama made a motion to accept the report as presented. Bucholz 2nd the motion and it passed unanimously.

Andy Moenedick brought in 82 gophers. He was added to the claims for payment and paid at the meeting.

Claims for payment were discussed. The invoices from Dora were reviewed in more detail but agreed to pay as presented.

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

The road report began with the request from Harold Overland for an access permit. Schattschneider made a motion to approve, Sazama 2nd the motion and it passed unanimously.

The property owners on Teal Lane would like this made into a township road, and to have it asphalted. Stabnow will inspect the road to see what would be required to bring this up to township specs. It should be noted that this is a platted road. Sazama made a motion to authorize Stabnow to inspect the road. Schattschneider 2nd it and the motion passed unanimously.

Stabnow has inspected 378th Ave (Mark Lenius road). This is a platted road. Some of it is already asphalted. Stabnow stated that the other part of the road would have to have the vegetation removed and then be tested to confirm the compaction. Once confirmed the township road specs require 4" of gravel and then asphalt. Stabnow and Lenius will work together to get the road up to spec. There was a discussion of the cul-de-sac at the east end of the road. This could be changed to a T as long as the snowplow contractor agrees. At this time it is a cul-de-sac and the plan is to leave it that way. Sazama made a motion to have Stabnow inspect the road after the vegetation is removed, and again after the class 5 is on and to include an inspection of the shoulder material. There was also a request to make sure the right-of-way is clear of trees.

Chloride has been approved for the usual list (Kerbs, Devils Lake, 380th and 355th). Fort Thunder and Sybil Lake were added at the April meeting. The chloride for Sybil Lake should cover about ½ mile, to include 34226 and 34252 and one more house to the west of these. The motion from April should cover this. This discussion just clarified the specific area to be covered.

There is interest in having West Little McDonald, also known as Kerbs Lake Road, asphalted. This road already is a township road so the policy states the township is responsible for bringing the base up to the correct condition to be asphalted. The property owners along the asphalted length then share the cost of the asphalt 50/50, with the township. Stabnow will put together an estimate of the cost to get the road up to asphaltting readiness. Schattschneider made a motion to approve Stabnow's costs to do the estimate. Bucholz 2nd the motion and it passed unanimously.

The quotes for repairing E Big McDonald Dr were opened. See attached report. Central Specialties had the lowest quote. Sazama made a motion to award the project to Central Specialties. Schattschneider 2nd the motion and it passed unanimously. Note that engineering costs will hold at \$16, 876 as stated by Stabnow.

Schattschneider made a motion to have Stabnow pull together an estimate to repair N Little McDonald from Wenzel's to the corner of 385th. Bucholz 2nd the motion and it passed unanimously.

There will be quotes for repairing 455th St, also known as the Castle House Road, at the June meeting.

The dip in the road at the corner of 395th and 450th (by the Krueger house) will be fixed by the sub-contractor.

CH131 was discussed. It was agreed that nothing will be done to change 430th at this time.

The Board agreed to move the discussion of the minimum maintenance roads to June.

Minimum Maintenance roads – the 3 listed on the 4/17/2012 Resolution are:

363rd – one mile from 460th St to Grunard Lake

380th Ave from 403rd Ave to State Highway 108, .75 mile

Minnesota St from 380th Ave to County Highway 123, 1 mile

The County Road 34 project is causing extra traffic on Fort Thunder Road. Part of this road is in Perham Township and about 1 mile is in Edna Township. Edna just added gravel to the road this Spring because it was worn and in anticipation of the extra load it would be carrying while County Road 34 was being rebuilt. Fort Thunder Road is extremely dusty. It seems the County is now willing to help with dust control on Fort Thunder. Sazama will be negotiating with the County to get the whole road sprayed with chloride. Schattschneider made a motion to give Sazama the authority to commit to the grading of all of Fort Thunder and the application of chloride, and the authority to oversee the coordination of the work with Perham Township and the County. Bucholz seconded the motion and it passed unanimously. Sazama worked with an attorney to get a proper form letter formalizing permission for the township to clear the road right-of-way. It is still strongly recommended that there is a conversation with each property owner.

Sazama has a call into Lake and Resources regarding the septic system mound that is in the road right of way. He will report at the June meeting. Dockter found that none of the surrounding townships have a septic system policy.

There was some discussion about Ditch 25. This is a county issue and the township has no authority over the ditch.

Unfinished business remaining:

Traffic control

Traffic sign inventory – old signs from Bill Norris' property have been moved to the storage unit.

Proposed schedules for continuing maintenance – copies of gravel invoices from 2017, 2018 and 2019 have been made

Review Access Permit procedures

A resolution was made by Bucholz and seconded by Sazama to change the supervisor compensation to \$400 per month beginning with May 2021, to pay supervisors every month, beginning with June 2021 and to drop the meal reimbursement section. This passed unanimously.

The meeting was adjourned at 10:45 pm.

May 18, 2021

Terry Marthaler

Donna Johnson-Hutchison

Bob Lenius

MARK LENIUS

Jeff Stabnow

David & Deb MACKNER

HAROLD OVERLAND

1258

Date Range : 5/1/2021 To 5/14/2021

<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>
05/01/2021	MN Association of Townships	4 copies of the Town Government Manual	3272	\$40.00	100-411110-310-	Council/Town Board	\$40.00
05/01/2021	Karen Marthaler	Reimbursement for a HP Printer	3273	\$139.74	100-411110-201-	Council/Town Board	\$139.74
05/01/2021	Sonnenberg Excavating	Road Grading-4/15,4/19,4/27,4/28,4/29	3274	\$5,189.50	201-43140-224-402	Grading Services/regular	\$5,189.50
05/01/2021	Forum Communication Company	Publishing notice of annual meeting and election - note this replaces claim #3256.	3275*	\$143.40	100-41131-351-214	Publishing	\$143.40
05/01/2021	Dora Township	Repairs to Beaver Dam road including crack fill	3276	\$1,862.50	201-43121-224-	Paved Streets	\$1,862.50
05/01/2021	City of Dent - Fire	1/2 of Fire Contract	3277	\$15,300.00	225-42201-360-501	Fire Contract	\$15,300.00
Total For Selected Claims				\$22,675.14			\$22,675.14

Date Range: 5/1/2021 To 5/14/2021

Detail

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Date</u>
	<i>[Signature]</i>					5-18-2021	
	Benjamin D. Buchholz	Town Supervisor					
	<i>[Signature]</i>					5/18/2021	
	Dennis Szazama	Chair, Town Supervisor					
	<i>[Signature]</i>					5/18/2021	
	Gary Schattschneider	Town Supervisor					

Plus '82 gophers to Andy Moenkedick @ 2.50 205.00

[Signature]

East Big McDonald Drive 2021 Paving Project

Edna Township - Otter Tail County

Feasibility Cost Estimate

May 17, 2021

Begin Co Rd 35 - Southwest 1 mile - Full Depth Reclamation (FDR) and Overlay

Paving - 24' wide bituminous pavement - 4,980 Lineal Feet

Description	Bid Quantity	Unit	Estimated Unit Price	Estimated Total
1 Full Depth Reclamation - 6"	9,707	SY	\$ 1.25	\$ 12,133.75
2 Aggr Shoulder, Class 1 - 2 feet wide	500	Ton	\$ 15.00	\$ 7,500.00
3 Paving - 2" Base	1,200	Ton	\$ 55.00	\$ 66,000.00
4 Paving - 1-1/4" Wear	1,000	Ton	\$ 55.00	\$ 55,000.00
Estimated Construction Total				\$ 140,633.75
Estimated Engineering and Administration 12%				\$ 16,876.05
Estimated Project Total				\$ 157,509.80

Engineering Costs

- HOLD

455th Street Castle 2021 Paving Project

Edna Township - Otter Tail County

Feasibility Cost Estimate

May 18, 2021

Begin at E Little Mac Dr - East 1/3 mile - Full Depth Reclamation (FDR) and Overlay

Paving - 24' wide bituminous pavement - 1,600 Lineal Feet

Description	Bid Quantity	Unit	Estimated Unit Price	Estimated Total
1 Full Depth Reclamation - 8"	4,267	SY	\$ 1.50	\$ 6,400.50
2 Aggr Shoulder, Class 1 - 2 feet wide	200	Ton	\$ 15.00	\$ 3,000.00
3 Paving - 2" Base	500	Ton	\$ 60.00	\$ 30,000.00
4 Paving - 1-1/2" Wear	400	Ton	\$ 60.00	\$ 24,000.00
Estimated Construction Total				\$ 63,400.50
Estimated Engineering and Administration 12%				\$ 7,608.06
Estimated Project Total				\$ 71,008.56

Edna Township - Otter Tail County

Co Rd 131 Turnback Area - 2021 Reconstruction Projects

Feasibility Cost Estimate

May 18, 2021

1 Full Depth Reclamation (FDR) Pave 432nd St 370th - Co Rd 35 to 430th St - 22 Feet Wide - 2,500 LF

1	Full Depth Reclamation (FDR)	4,267	SY	\$	2.50	\$	10,667.50
2	Full Depth Reclamation (FDR) - Reshape	2,400	SY	\$	5.00	\$	12,000.00
3	Slope improvements	1	Lump Sum	\$	20,000.00	\$	20,000.00
4	Aggregate Base, Class 5	1,500	Ton	\$	18.00	\$	27,000.00
5	Aggregate Shoulder, Class 1	250	Ton	\$	25.00	\$	6,250.00
6	Bituminous Mix - 3-1/2" - 2 Lifts	1,200	Ton	\$	65.00	\$	78,000.00
7	Landscaping, turf establishment	1	Lump Sum	\$	2,500.00	\$	2,500.00
8	Sealcoat	6,100	SY	\$	1.75	\$	10,675.00

Estimated Construction Cost - 432nd St, 370th Ave to 430th Street Paving \$ 167,092.50

Estimated Engineering and Administration 12% \$ 20,051.10

Estimated Total Cost - 432nd St, 370th Ave and 430th Street Paving \$ 187,143.60

2 FDR and Double Shot Sealcoat 370th Ave - 423rd St to 430th St - 22 Feet Wide - 4,000 LF

1	Slope improvements, remove cattlepass	1	Lump Sum	\$	20,000.00	\$	20,000.00
2	Full Depth Reclamation (FDR)	10,250	SY	\$	3.00	\$	30,750.00
3	Double Shot Sealcoat	9,800	SY	\$	4.00	\$	39,200.00
4	Aggregate Shoulder, Class 1	600	Ton	\$	25.00	\$	15,000.00
5	Landscaping, turf establishment	1	Lump Sum	\$	2,500.00	\$	2,500.00

Estimated Construction Cost - 370th Avenue Full Depth Reclamation with Sealcoat \$ 107,450.00

Estimated Engineering and Administration 12% \$ 12,894.00

Estimated Total Cost - 370th Avenue Full Depth Reclamation with Sealcoat \$ 120,344.00

3 Overlay 423rd Street - Co Rd 35 to 370th Avenue - 22 Feet Wide - 1,300 LF

1	Aggregate Shoulder, Class 1	100	Ton	\$	25.00	\$	2,500.00
2	Bituminous Mix - 1-1/2"	300	Ton	\$	65.00	\$	19,500.00
3	Landscaping, turf establishment	1	Lump Sum	\$	250.00	\$	250.00
4	Sealcoat	3,178	SY	\$	2.00	\$	6,356.00

Estimated Construction Cost - 423rd Street Overlay \$ 28,606.00

Estimated Engineering and Administration 12% \$ 3,432.72

Estimated Total Cost - 423rd Street Overlay \$ 32,038.72

Total - 3 CH 131 Segments \$ 339,526.32

Edna Township - Otter Tail County

430th Street 2021 Reconstruction and Paving Projects

May 18, 2021

1 Reconstruct 430th Street - 370th Ave to So Paul Lake Drive - 22 Feet Wide - 4,200 LF

Item	Description	Approx Quan	Unit	Unit Price	Total
1	Common Excavation	10,000	CY	\$ 8.50	\$ 85,000.00
2	Drainage improvements	1	Lump Sum	\$ 5,000.00	\$ 5,000.00
3	Landscaping, turf establishment	1	Lump Sum	\$ 12,000.00	\$ 12,000.00
	Estimated Construction Cost- 430th Street Reconstruction				\$ 102,000.00
	Estimated MPCA Stormwater Plan with Wetland Mitigation				\$ 10,000.00
	Estimated Engineering and Administration 12%				\$ 12,240.00
	Estimated Total Cost- 430th Street Grading / Reconstruction				\$ 124,240.00

2 Pave 430th Street - 370th Ave to So Paul Lake Drive - 22 Feet Wide - 4,200 LF

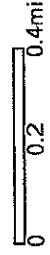
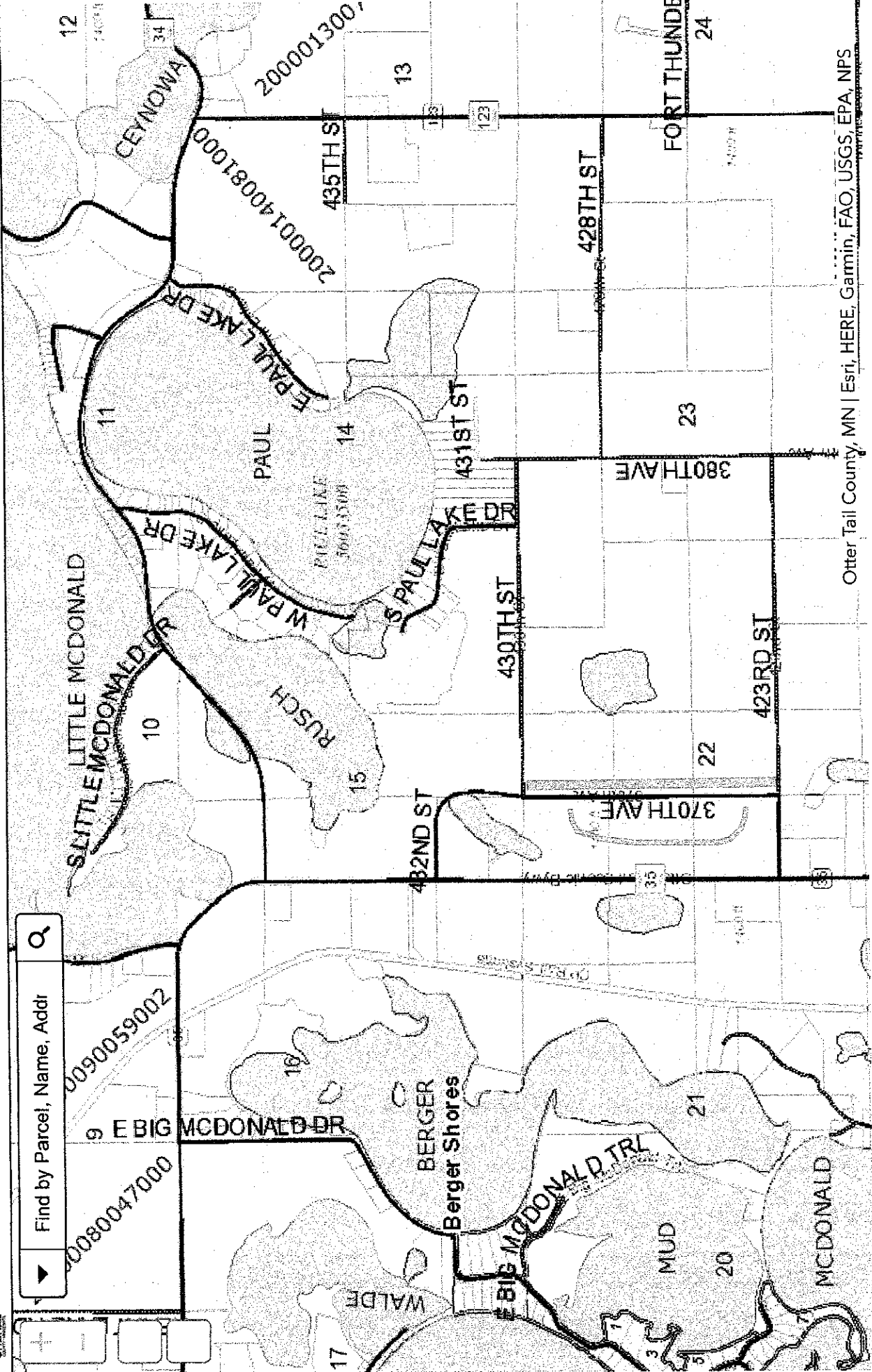
1	Aggregate Shoulder, Class 1	100	Ton	\$ 18.00	\$ 1,800.00
2	Aggregate Base, Class 5	4,000	Ton	\$ 12.00	\$ 48,000.00
3	Bituminous Mix - 3-1/2" - 2 Lifts	2,200	Ton	\$ 65.00	\$ 143,000.00
4	Landscaping, turf establishment	1	Lump Sum	\$ 2,500.00	\$ 2,500.00
5	Sealcoat	3,178	SY	\$ 1.75	\$ 5,561.50
	Estimated Construction Cost - 430th Paving				\$ 200,861.50
	Estimated Engineering and Administration 12%				\$ 24,103.38
	Estimated Total Cost - 430th Paving				\$ 224,964.88
	Tota Both Projects				\$ 349,204.88



Otter Tail County

Visit the County Website

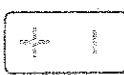
Find by Parcel, Name, Addr



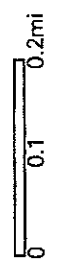
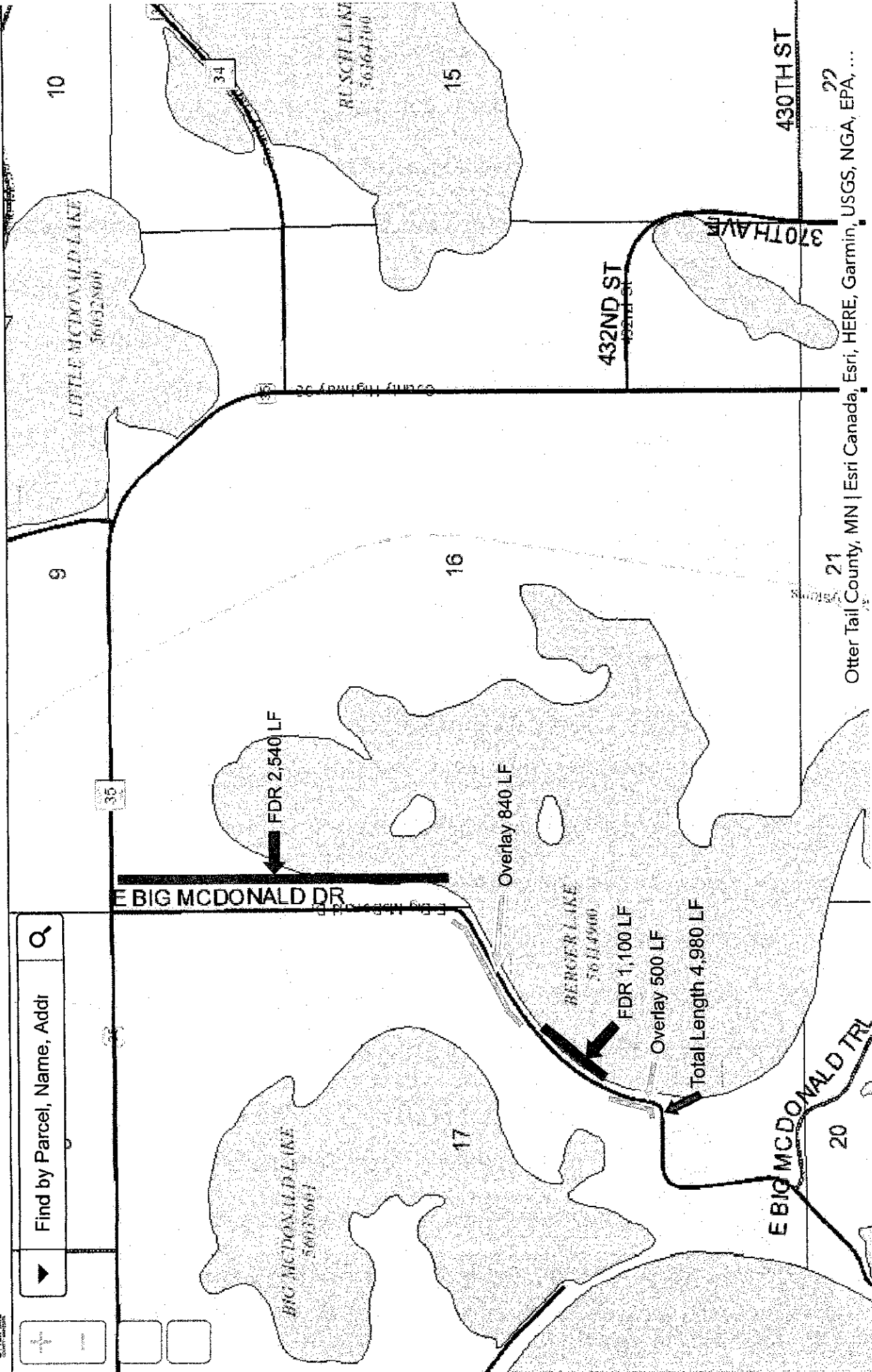
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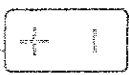
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Otter Tail County

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38809 455TH ST

100700020007001

20000010001001

UNNAMED LAKE
507 63 500

20000020007002

Castle House Lake 1,600 LF FDR

39213 455TH ST

455TH ST

38938 455TH ST

20000020006001

39310 455

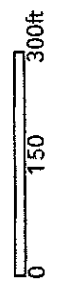
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Resolution Regarding Compensation and Reimbursement of Edna Township Officers
Replacing all Resolution regarding compensation prior to this one.

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

WHEREAS, Minn. Stat. § 367.05 indicates the above mentioned persons are entitled to mileage for the use of their own automobile at a rate determined by the Town Board for necessary travel on official town business;

WHEREAS, Minn. Stat. § 471.665 subd. 1 directs the Town Board to set the maximum amount which the town shall pay to any officer or employee as compensation or reimbursement for the use of their own automobile in the performance of their duties for the town;

WHEREAS, Minn. Stat. § 471.665, subd. 3 allows the Town Board to establish a monthly or periodic allowance for use by officers or employees of their own automobile in the performance of their duties for the town in lieu of the mileage allowance;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of Edna Township, Otter Tail County, Minnesota hereby adopts the following policy regarding 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. Towns Officers shall be compensated as follows; Supervisors \$400 per month; Clerk \$500 per month; Treasurer \$400 per month; Deputy Clerk \$65 per meeting; Deputy Treasurer \$65 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. The change in Supervisor pay is effective for May 2021.

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 rate 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 the 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 business use of an automobile in effect at the time of the travel. Town Officers are NOT eligible for mileage reimbursement for attending regular or special board meetings, hearings or annual or special town 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 land line phone to conduct town business shall be eligible to seek reimbursement of the actual costs of making the calls. The costs of using cellular or mobile phones to make long distance calls are not eligible for reimbursement unless specifically authorized by the Board.

3.3 Other expenses. Other expenses actually incurred by Town Officers in the performance of their duties for the Town, but which are not addressed in this policy, shall only be eligible for reimbursement if the Board authorized the activity and the expenses where 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 must be submitted to the Clerk 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.

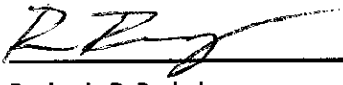
This most current date on this resolution is the 15th day of August, 2015.

Signed by William Norris and Echo Dockter

This resolution was updated on May 18, 2021.

For the payroll period ending: 05/18/2021

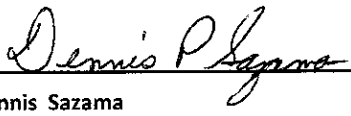
<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</u>
100-41425-103		Dockter, Echo L	402.06
		Account Total	402.06
100-41510-103		Marthaler, Karen	374.20
		Account Total	374.20
100-41110-103		Unallocated (Due to rounding)	\$0.00
		Total For Period	\$776.26



Benjamin D. Bucholz Town Supervisor

5-18-2021

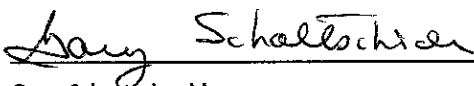
Date



Dennis Sazama Chair, Town Supervisor

5/18/2021

Date



Gary Schattschneider Town Supervisor

5/18/2021

Date

Quote Results

East Big McDonald Drive 2021 Paving Project

Edna Township, Otter Tail County

Opening Date: Tuesday May 18, 2021, 7:00 PM

Contractor

Quote Total

Awarded

Anderson Brothers
Brainerd

No Quote

Central Specialties
Alexandria

155 410 -

Driveway Services
Detroit Lakes

177 605 50

Ferguson Brothers
Parkers Prairie

173 681 50

Howards Driveway
Menahga

No Quote

Knife River
Bemidji

No Quote

Mark Sand & Gravel
Fergus Falls

177 930 -

Engineer's Estimate

\$ 140,000

Item	Quan	Unit	CSI	DS	FB	MSG
FDR	9,710	SY	1'	2.05	2.65	3'
SHldr	500	T	17.50	25'	22'	29'
BASE	1,200	T	62.25	66'	62.25	61'
WEAR	1,000	T	62.25	66'	62.25	61'

**East Big McDonald Drive 2021 Paving Project
Edna Township
Otter Tail County, Minnesota**


THIS CONTRACT agreement ("Contract") is made and entered into between Edna Township ("Town"), a public government unit, whose contact address is Edna Township, Echo Dockter, Clerk, P.O. Box 114, Dent MN 56528 and the Contractor to perform work on the East Big McDonald Drive 2021 Paving ("Project").

PROJECT: Full Depth Reclamation (FDR) and Hot Bituminous Pavement on East Big McDonald Drive beginning Co Hwy 35; extending south and west approximately one (1) mile in Sections 16 and 17 of Edna Township. The attached schedule of prices, general conditions, special provisions and signature page are included by reference. These documents will be referred to as the ("General Contract").

Schedule of Prices – Quote Form

<u>Spec.</u>	<u>Item</u>	<u>Unit</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total</u>
2215	Full Depth Reclamation (FDR) – 6"	SY	9,710	\$ <u>1.00</u>	\$ <u>9710.00</u>
2221	Aggregate Shoulder – 2 Feet wide	Ton	500	\$ <u>17.50</u>	\$ <u>8750.00</u>
2360.1	Bituminous Mix – Base - 2"	Ton	1,200	\$ <u>62.25</u>	\$ <u>74700.00</u>
2360.1	Bituminous Mix – Wear – 1-1/2"	Ton	1,000	\$ <u>62.25</u>	\$ <u>62250.00</u>
<u>Project Total</u>					\$ <u>155410.00</u>

Central Specialists Inc
Contractor



Signature - Title *v.f.*

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