

Edna Township Annual Meeting

March 9, 2021

The meeting was called to order at 8:19 by the clerk and began with the Pledge of Allegiance. There were 4 residents attending the meeting in addition to the Board. The clerk called for nominations for Moderator for the meeting. Karen Marthaler nominated Terry Marthaler. No other nominations were made. Terry Marthaler was overwhelmingly voted in as the Moderator.

The agenda was reviewed and no changes were requested.

The minutes of the March 2020 Annual Meeting were reviewed. Marcia Davis made a motion to accept the minutes as presented. Ron Palubicki 2nd the motion and it passed with a voice vote.

Karen Marthaler presented the Treasurer's report for 2020 including the budget and actual numbers from 2017, 2018 and 2019. There was a question about the 2018 numbers. That was the year Edna Township changed banks. The transfer from one bank to the other shows up as a receipt and a disbursement, so it balances out but makes receipts and disbursements look about \$300,000 more than usual. Marcia Davis made a motion to accept the report as presented. Steve Huddleston 2nd the motion and it passed on a voice vote.

Terry Marthaler, also the Edna Township Representative on the hospital board, gave a brief review of the Hospital Annual Report. There was a handout for everyone present.

Gary Schattschneider went over the Summary of 2020 handout, see attached. The next item on the agenda was donations. There were only 3 entities that met the requirements of the donation policy this year. Marcia Davis made a motion to make the same donations as last year. This would be \$750 to the Perham Area Public Library, \$500 to the Perham Center for the Arts and \$500 to the East Otter Tail Agricultural Society. The motion was 2nd by Ron Palubicki and passed with a voice vote.

The budget for 2022 was reviewed. The proposed budget is about \$50,000 less than the prior year. This is partly because there are no major road repairs planned, except for CH131 and the county money should cover all of those repairs.

Steve Huddleston made a motion to accept the budget as presented. Marcia Davis 2nd the motion and it passed on a voice vote.

The next item discussed was the levy. The Board presented a case for levying a smaller amount than the budget because the fund balances are climbing. Steve Huddleston made a motion to levy \$31,000 for the Ordinary (General) Fund, \$31,000 for the Fire Fund and \$238,000 for the Road and Bridge Fund for a total of \$300,000 for 2022. The motion was 2nd by Ron Palubicki and carried by a voice vote.

Marcia Davis made a motion to hold the 2022 Annual Meeting at the Dent Community Center at 8:05 p.m. on the 8th of March. The motion was 2nd and passed on a voice vote.

The results of the election were announced.

Gary Schattschneider was re-elected to the supervisor position for a 3 year term. Ben Bucholz was a write-in candidate for the supervisor position for a 1 year term and won with 13 votes. Karen Marthaler was re-elected as the Treasurer. The meeting was adjourned at 9:10 p.m.

The Board of Canvas met immediately following the meeting.

There were 29 votes cast.

The tally sheet is attached.

Note that the votes for the supervisor for a 1 year term were immediately recounted by the election judges and verified. Bucholz won by 1 vote.

Meeting adjourned at 9:30 p.m.

Evan J. Dochter
clerk

Annual Meeting

3-9-2021

Marcia Davis

Steve Huddleston

Ben Bucholtz

Terry Manthaler

Don & Deborah

1. Covid-19 impact on Township business.

Township supervisors attended numerous zoom meetings for Operating the township during Covid-19 that were put on by the Minnesota Association of Townships (MAT). Here is a list of some of the impacts:

- The Supervisors had to ride in separate cars while doing the annual Spring Road Inspection.
- We were able to still hold in-person meetings because we could practice social distancing, wear mask, etc.
- The MAT Annual Spring conference was cancelled. The Fall conference was done virtually.
- Supervisors (Carol, Karen & Gary) took Election Judge training in case of any covid-19 illness of judges. Carol served as a judge and Karen & Gary were backups.
- Additional Face shields were provided for some of the election judges.
- During 2020 there were 4 elections: Presidential Primary, the township election, the Primary and the General Election. The last time a Presidential Primary was held in Minnesota was in the 1990's. There was a lot of concern over how this election would work, little did we know Covid-19 would make the Primary and General elections even more challenging!

2. CARES Funds.

On June 25th, 2020, Governor Walz announced a plan to distribute \$853 million in federal funding to Minnesota communities impacted by the COVID-19 pandemic. This was Federal money given to the township to cover expenses incurred because of the pandemic that were not in the budget. There were guidelines for how the money could be used. Computers could be included if needed to facilitate meetings.

Our township used some CARES Fund money to buy 3 more laptops for the supervisors. All township officers now have up to date laptops.

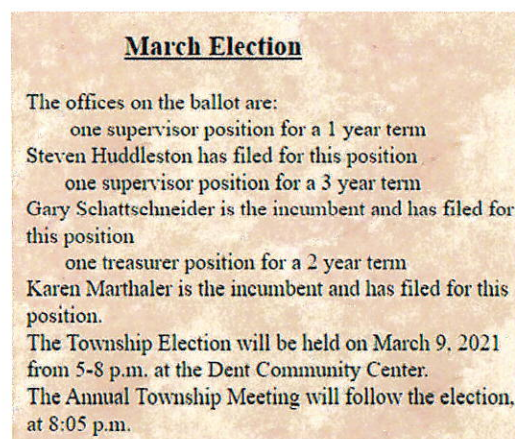
Big thanks to Karen Marthaler for the extra work to get the CARES funds.

We initially received \$22,250.00 and the remaining \$16,175.15 Cares funds was transferred back to the county.

3. Listing candidates for open offices on Township Website.

A request was made at last year's annual meeting to list open positions and any candidates for those positions on the ednatownship.org website. Echo has added this information per the request.

Snippet from website:



4. Stoney Hills Development.

In late 2019 Chad Anderson reached out to the township to see if we had any road specifications as he was planning on building a new development. We did have a policy however the last update was done in 2002.

We worked with Jeff Stabnow our engineer to get the specifications updated and a new one was approved on 11/19/19.

One update to highlight was for the inspection of the road at various stages and that these inspections will be paid by the Developer/Contractor.

Construction Inspection and Warranty

Inspection of construction shall be performed. Procedures and methods shall be proposed to and approved by Edna Township. All costs for inspections shall be paid for by the Developer/Contractor including periodic inspections by the Edna Township Engineer and/or other designated Township representatives. Minimum inspection stages include:

- After topsoil removal, before placement of embankment
- Before and during disposal of stumps and debris
- Before and during installation of culverts
- Proof roll compaction verification prior to and during embankment construction
- Proof roll compaction verification prior to placement of surfacing

A two (2) year warranty period will begin upon Final Acceptance of Construction by the Edna Township.

During 2020 the development started, inspections were made, communications between the developer and our engineer were great and all in all it was a very successful project. In the future when a request comes for the township to take over maintenance of this road, we now have the confidence it was built to good specifications.

Big Thanks to Jeff for helping us get this accomplished and it should also be noted that Perham township liked it so much they requested a copy our road specs and permission to use them.

5. Priority Report for sub-contractors.

We created a priority tracking sheet to better track the work performed by various sub-contractors. The goal was to improve the communications and set priorities of when the work should be completed. This list is reviewed and update at each monthly meeting.

Snippet of what current sheet looks like:

Date	Priority	Description	Target Date	Complete Date
11/18/2020	P2	Road - remove concrete dumped on road shoulder on 395th Ave where it joins to 405th St		
11/8/2020	P2	Sign - No Dumping signs for Heart Lake Rd		
10/21/2020	P2	Road Repair - 455th hole in road, dips in road near swamp area needs patching.	next spring	
10/21/2020	P2	Road Repair - Dip on Corner on 385th & 450th by Krugers house	next spring	
10/21/2020	P2	Road Repair - Dip in Road by 38182 N Little McDonald Dr.	next spring	
9/16/2020	P2	Road Stripping - Beaver Dam Rd, E. Paul Lake Dr, &450th st &395th Ave		11/6/2020
9/15/2020	P2	Road Repair - Heart Lake Road fix hole by Beaver dam area		10/8/2020
8/31/2020	P2	Road Repair - 380th S of 108 (min Maint. Rd.) add several loads of gravel & grade it	9/1/2020	9/1/2020
8/20/2020	P1	Road Repair - patch asphalt near 35384 Big McDonald Lane	9/1/2020	10/8/2020
8/18/2020	P2	Road Repair - add gravel to Kerbs Lake Rd.		9/10/2020
8/18/2020	P2	Road Repair - add gravel to 431st St.		9/10/2020
	P3	Sign - replace 911 sign damaged during snow plowing on S. Little McDonald Rd		
		Stop sign down on N. Little McDonald & 460th. Was replaced with a Yield Sign		7/1/2020
6/30/2020	P1	Down tree on 44525 E. Little McDonald Drive for Dennis Anderson. AI cut down & Torey removed		6/3/2020
	P1	Road Repair - Pot holes on 42829 Engstrom beach road - Big McDonald lane - Newling hot mix	7/1/2020	7/7/2020

6. Brushing of Road Right of way

The last couple of years tree clearing has not been the top priority. The minimum amount of cutting was done to help with snow issues and vision lines. To renew the effort Carol took the MAT webinar for "Managing trees in the road right of ways". Carol also reached out to Lake Region so we could understand their schedule for trimming/removal of brush in right of ways near powerlines. Dennis has also completed the MAT training.

Our goal going forward is concentrate on the areas that Lake Region does not do and play catch up on the others. We are hoping to get a quick start as snow amounts are not an issue right now.

7. Roads that were Crack Sealed/Filled and ones Seal Coated.

The following roads were Crack Sealed: 385th , Jackim Dr, 400th Ave, N Big McDonald Dr, S Little McDonald

These roads were Seal Coated: Beaver Dam Rd, East Paul Lk Rd, 395th & 450th St up to 400th Ave.

Approximately 12 miles of roads had the traffic markings redone. Some were done in the Spring and the freshly Seal coated roads were done in the Fall.

8. Place for Posting Notices.

Echo attended a webinar and the latest information is that notices are supposed to be posted at the town hall, or designated place and are supposed to be visible 24hr a day. If posted at the town hall then only one posting place is required. It should be noted that posting on the website does not cover this requirement.

Echo worked with the City of Dent. The case has been purchased and a contractor is lined up to hang the case on the building. This case is large enough to hold notices for the City of Dent and the township. The costs will be shared with the city.

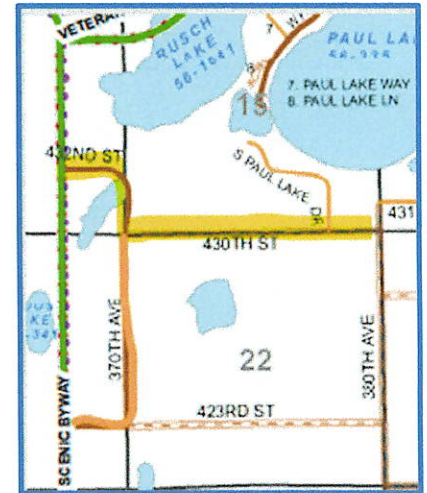
9. County Request for taking over CH 131 aka 432nd st. and 370th Ave

The township received a letter from the county requesting that we take over “CH131” which is 432nd st & 370th Ave. This road was offered to the township in the early 1990s and was declined.

The county offered to resurface the road if the township took it over or they would entertain other option based on Edna township's desire. Jeff Stabnow was asked to look at the road and review the data the county had online to come up with recommendations.

One recommendation could include paving the 0.8 mile of 430th St (Polish 10?) between S. Paul Lk Dr and Ch131 (370th Av.) while returning the south 1.0 mile of Ch131 (370th Av) and 423rd St to gravel.

We accepted the county offer of turning it back to us for the estimated costs of \$ 748,070 for construction and \$ 14,961 for engineering or \$ 763,031.



That amount of money would easily fund whatever option(s) the board would approve.

10. Carol Nelson Resignation

In the Fall of 2020, we received a letter of resignation from Carol Nelson. Carol started as the township clerk and continued until 2014. She took a short break and then came back as a Supervisor in 2016. She was the Vice Chairperson of the Board and the Weed Inspector.

She spent hours and hours doing the research and groundwork for the mailbox policy, the snow removal policy and the right-of-way policy. During her time as the clerk the township went through some difficult times, including years of high-water issues.

Carol will be missed, and a very big thanks for her service to the township over the years.

Also big thanks to Boone Caughey for stepping up to help fill Carols shoes for the past several months.

Conclusion

As a township board we are always trying to develop a more accurate way to forecast the Budget. Recent history has taught us to try to maintain a current cash balance somewhere between \$250K-\$300K which would not include any major road projects.

It is our hope that with all the work we are doing to track road & sign costs and develop yearly maintenance plans we can get a more accurate estimate in the future.

TOWNSHIP OF EDNA
FINANCIAL REPORT OF Dec. 31, 2020

ACTUAL				
RECEIPTS:				
General Property Taxes	\$370,659.87			
Fire Contract	\$29,794.42			
CARES Relief Aid	\$22,250.00			
Government Aid	\$3,764.00			
Ag Market Value Credits	\$4,116.45			
Gopher/Beaver Reimburs.	\$65.00			
Filing Fees	\$6.00			
Interest/Dividend Earnings	\$1,428.99			
Road Allotments (Gas Tax)	\$35,046.59			
Road Sealing/ Signs	\$0.00			
Bank Transfer	\$0.00			
Townline road reimbursements	\$11,476.20			
TOTAL REVENUES	\$478,607.52			
		2020	2021	2022
DISBURSEMENTS:		BUDGET	Budget	PROPOSED
				BUDGET
Ordinary				
Election Judges	\$3,550.33	\$1,500.00	\$500.00	\$500.00
Legal Services	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
Rent	\$1,751.00	\$1,800.00	\$1,800.00	\$1,800.00
Newspaper Ads- Official Notice	\$1,654.75	\$1,500.00	\$1,500.00	\$1,800.00
Personnel- Meeting Pay	\$19,236.00	\$20,000.00	\$20,000.00	\$20,500.00
Gopher Feet Pay/Beaver Tails	\$215.00	\$500.00	\$500.00	\$500.00
Insurance	\$2,026.00	\$2,000.00	\$2,000.00	\$2,100.00
Donations- Hist. Soc/ Library	\$1,750.00	\$2,000.00	\$2,000.00	\$2,000.00
Township Dues	\$714.80	\$800.00	\$800.00	\$800.00
Total Ordinary	\$30,897.88	\$31,100.00	\$30,100.00	\$31,000.00
Total Fire	\$30,600.00	\$30,000.00	\$30,600.00	\$30,600.00
Total Cares	\$22,250.00			
Road & Bridge				
Snow Removal & Sanding	\$45,259.15	\$50,000.00	\$50,000.00	\$50,000.00
Grading Services/Reg. Maint.	\$36,010.25	\$40,000.00	\$40,000.00	\$40,000.00
Gravel, Class 5, Major Road Rep.	\$76,223.76	\$150,000.00	\$145,000.00	\$90,000.00
Mowing	\$8,465.00	\$13,000.00	\$13,000.00	\$13,000.00
Crack Sealing	\$11,710.00	\$25,000.00	\$25,000.00	\$25,000.00
Striping on Roads	\$14,908.00	\$1,000.00	\$1,000.00	\$10,000.00
Sealcoating	\$51,729.38	\$50,000.00	\$45,000.00	\$50,000.00
Tree Removal ROW	\$90.00	\$2,000.00	\$2,000.00	\$2,000.00
Culverts	\$0.00	\$500.00	\$500.00	\$500.00
Road & Fire Sign Maint	\$3,217.23	\$3,000.00	\$3,000.00	\$3,500.00
Engineering Services	\$3,310.00	\$5,000.00	\$5,000.00	\$5,000.00
Road Improvements	\$0.00	\$0.00	\$0.00	\$0.00
Bank Transfer	\$0.00	\$0.00	\$0.00	\$0.00
Total R & Bridge	\$250,922.77	\$339,500.00	\$329,500.00	\$289,000.00
TOTAL DISBURSEMENTS	\$334,670.65	\$400,600.00	\$390,200.00	\$350,600.00

Fund	Beginning Balance	Receipts	Disbursements	Transfers	Ending Balance
Ordinary	\$84,655.14	\$38,496.24	(\$30,897.88)	\$0.00	\$92,253.50
Road & Bridge	\$222,810.32	\$388,066.86	(\$250,922.77)	\$0.00	\$359,954.41
Fire	(\$1,908.35)	\$29,794.42	(\$30,600.00)	\$0.00	(\$2,713.93)
CARES	\$0.00	\$22,250.00	(\$22,250.00)	\$0.00	\$0.00
Totals	\$305,557.11	\$478,607.52	(\$334,670.65)	\$0.00	\$449,493.98