

**Edna Township**  
**Regular Board Meeting**  
**February 15, 2022**  
**Dent Community Center, 201 Birch St, Dent MN 56528**

The meeting was called to order at 7 pm by the Chairman and began with the Pledge of Allegiance.

Dennis Sazama, Gary Schattschneider, Ben Bucholz and Echo Dockter were present. Karen Marthaler was present via speaker phone.

The names of attendees are on the sign in sheet, attached.

The agenda was reviewed. Sazama made a motion to accept the agenda with the addition of the Fire Contract and the pages from Stabnow.

The minutes from the January meeting and the Board of Audit meeting were reviewed. Sazama made a motion to accept both sets of minutes. Schattschneider 2<sup>nd</sup> the motion and it passed unanimously.

The Treasurer's report was handed out. Marthaler read the report (via phone). Sazama made a motion to accept the report as presented. Schattschneider 2<sup>nd</sup> the motion and it passed unanimously.

There were no bounties to be paid.

The claims for payment were reviewed. Noted that the claim from the attorneys had been corrected. Sazama made a motion to pay the claims as presented. Schattschneider 2<sup>nd</sup> the motion and it passed unanimously. Sazama made a motion to approve the transfer of money from the Money Market account to the checking account to pay the claims. The amount will be \$31,634.69. Schattschneider 2<sup>nd</sup> the motion. Sazama voted yes, Schattschneider voted yes and Bucholz voted yes. The road report started with a discussion of a damaged fence on Minnesota St. At this time there is no way to repair the fence. It will be reviewed in the Spring.

There was an email requesting some maintenance on 363<sup>rd</sup>. This is a gravel minimum maintenance road. The email asked for at least one load of gravel. The Board agreed that this would be carefully reviewed during the Spring road tour and a decision will be made after that. Sazama will respond to the email.

Sazama mentioned that he spoke to a manager of Strata Concrete. They will not pay for the clear up of the mess that was left on Marion Lake Road nor the one on Paul Lake. Strata denies any of their drivers made the mess. Schattschneider witnessed the truck dumping the clean out water on Paul Lake. Sazama will talk to the manager again and request the denial in writing.

Craig, from the Otter Tail County highway department, is requesting more data to support the request for funds to repair Fort Thunder Road after the rebuild of County Road 34. The Board discussed the details requested. Dockter will write up the requested information and send it to the supervisors for review before sending it to the county.

Three big trees were removed from East Big McDonald. Mr. Jacobson is asking if the township will remove the stumps. The Board agreed that the stumps will be cut to ground level. The township will not grind them out.

Stabnow emailed reports showing expected costs for 2022 Sealcoat, Striping, and Paving. Schattschneider will write up the road report for the Annual meeting. Schattschneider will not be able to attend the Annual meeting. Bucholz will present the 2021 report.

Bucholz has filed the Annual Weed Report. Noted that Dave Taylor still has a weed problem. The weeds from his field spread to the township ditch. The township will have to continue mowing this ditch as long as there is a problem. The county should be enforcing this.

There were no additions to the Priority Report for Sub-contractors.

Bucholz worked on the Road specs for Gravel Roads. Prior to this there have been no specs for gravel roads. Bucholz made a motion to amend the Road Specs to add the new specs for gravel roads to the existing road specs policy.

Schattschneider 2<sup>nd</sup> the motion and it passed unanimously. It was agreed that the Road Specs Policy needs to be reviewed and all pieces combined. The option to end a road with a cul-de-sac or a T turn needs to be added also. The policy should be re-written this Spring. The new specs are attached and will be added to the website.

The Board is considering how to get the township gravel roads rebuilt to the current specs, specifically the gravel base, and to work on the ditches. One thought is to do one mile every other year. There was also a discussion of working on establishing a tree or brush fence as a snow fence. There are areas that would benefit a great deal from this.

There was a request for Board approval of a septic system on Spur Road. Schattschneider viewed the property and the request. The septic system will come closer than the 10 foot setback from the road right of way. The system will not enter the road right of way. The standard letter, granting approval and stating that the township will not be responsible for any damage to the septic system will be sent.

The list of unfinished business was reviewed. All of the items remain. The focus right now is on the Annual meeting.

The Board reviewed the proposed Bad Weather Policy. Bucholz made a motion to adopt the policy as presented.

Schattschneider 2<sup>nd</sup> the motion and it passed unanimously.

The Annual meeting agenda was reviewed and adjusted. The judges for the township election will be Carol Myhre, Pam Bruhn and Patti Paul. Gary reviewed the information he was able to gather from the Perham Area EMS meeting. It was a virtual meeting and Gary was not able to get connected. Dockter attended a clerk's training class in Bemidji.

The EOT Association of Townships Spring meeting will be March 7, 2022 at Thumper Pond. Election materials will be available there. Karen and Echo will be attending.

The meeting was adjourned at 8:45 pm.

*Echo J Dockter*

February 15, 2022

of Holt  
Torey Sonnenberg




Date Range : 2/1/2022 To 2/15/2022

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
02/11/2022	Karkela, Hunt & Cheshire, PLLP	Meeting with Gary and Echo re minimum maintenance roads	3343* 3747	\$112.50	201-43101-304-211	Highways, Streets & Roadways	\$112.50
02/11/2022	Sonnenberg Excavating	Snowplowing 1/4 through 1/31	3344 3748	\$28,611.00	201-43125-224-401	Ice and Snow Removal	\$28,611.00
02/11/2022	MIN Association of Townships	Clerk and Treasurer's Training for Echo	3345 3749	\$45.00	100-41110-310-	Council/Town Board	\$45.00
02/11/2022	Echo Dockter	Reimbursement for copies, tax forms, regular postage, recording fees, mass mailing, mileage	3346 3750	\$841.74	100-41131-352- 100-41110-201- 100-41110-322- 100-41131-351- 100-41131-352- 100-41425-331-	Publishing Council/Town Board Council/Town Board Publishing Publishing Clerk	\$45.20 \$2.00 \$8.00 \$92.00 \$585.73 \$108.81
02/11/2022	Minnesota Department of Revenue	Monthly withholding - February	3347 MN et 2202	\$160.08	100-41110-103-	Council/Town Board	\$160.08
02/11/2022	United States Treasury	Form 944 Deposit - medicare taxes for employer and employees and withholding	3348 US et 2202	\$221.15	100-41110-103-	Council/Town Board	\$221.15
<b>Total For Selected Claims</b>				<b>\$29,991.47</b>			<b>\$29,991.47</b>

*[Handwritten Signature]*  
 Gary Schlotzsch  
 Dennis P. Soyana

Date Range : 2/1/2022 To 2/15/2022

Detail

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Date
						2-15-22	
	Benjamin D. Bucholz	Town Supervisor					
						2-15-22	
	Dennis Sazama	Chair, Town Supervisor					
						2-15-22	
	Gary Schattschneider	Town Supervisor					

**Edna Township**

**2022 Paving Projects Cost Forecast**

**February 15, 2022**

<u>Project</u>	<u>As Bid</u>	<u>2021 Progress</u>	<u>2022 Construction Cost to complete</u>	<u>Status</u>
TB* Seg 1 - 432nd - Pave (Co Rd 35 to 430th St)	\$ 103,012.10	\$ 73,738.64	\$ 29,273.46	Mark S&G
TB Seg 1 -Flatten/widen inslope on inside of curve			\$ 5,000.00	Sonnenberg Exc
TB Seg 2 - 370th Av FDR (430th St to 423rd St)	\$ 13,325.00	\$ 13,325.00	\$ -	Mark S&G
TB Seg 2 - Dblshot Seal	\$ 67,456.10	\$ -	\$ 67,456.10	ASTECH
TB Seg 3 - 423rd - Pave (Co Rd 35 to 370th Avenue)	\$ 19,350.00	\$ -	\$ 19,350.00	Mark S&G
455th St - Castle	\$ 64,647.10	\$ 64,647.10	\$ -	Mark S&G
North Little Mac Dr	\$ 190,825.00	\$ 150,248.09	\$ 40,576.91	Mark S&G
395th Ave, west of Stony Hills, full width patch			\$ <u>7,500.00</u>	Not assigned
* Turnback CH 131				
			<b>2022 Construction Total</b>	<b>\$ 169,156.47</b>

**2022 Sealcoat and Striping Project Estimates**

<u>Roadway</u>	<u>Length Feet</u>	<u>Length Miles</u>	<u>Width</u>	<u>Sq Yds</u>	<u>Sealcoat 1.50 / SY</u>	<u>Striping Solid Dbl Yellow 0.15 / LF</u>	<u>Total</u>
East Big McDonald Dr (Co Rd 35 South to Turnaround)	12,705	2.4	24	33,880	\$ 50,820.00	\$ 1,905.75	\$ 52,725.75
TB* Seg 1 - 432nd - Pave (Co Rd 35 to 430th St)	2,500	0.5	22	6,111	\$ 9,166.67	\$ 375.00	\$ 9,541.67
TB Seg 2 - 370th Av FDR (430th St to 423rd St)	4,000	0.8	22	9,778	\$ 14,666.67	\$ 600.00	\$ 15,266.67
TB Seg 3 - 423rd - Pave (Co Rd 35 to 370th Avenue)	1,300	0.2	22	3,178	\$ 4,766.67	\$ 195.00	\$ 4,961.67
455th St - Castle (Begin at East Little McDonald Drive – Extend east 1,600 LF)	1,600	0.3	24	4,267	\$ 6,400.00	\$ 240.00	\$ 6,640.00
North Little Mac Dr (Begins at 385 <sup>th</sup> Avenue – Extend west to 37840 N Little Mac Drive)	5,900	1.1	22	14,422	\$ 21,633.33	\$ 885.00	\$ 22,518.33

\* Turnback CH 131

Construction Totals	28,005	5.3		71,636	\$ 107,453.33	\$ 4,200.75	\$ 111,654.08
					Engineering and Administration 8%		\$ 8,932.33
				<b>Total</b>			<b>\$ 120,586.41</b>

2020 Sealcoat quotes were \$ 1.10 per SY; seal oil prices are up 30 to 40 % so I've used \$ 1.50 / SY

2020 Striping price was \$ 0.14 for solid double yellow; I've used \$ 0.15 / LF

**EDNA TOWNSHIP SPECIFICATIONS for NEW GRAVEL ROADS**  
**(Amended February 15, 2022)**

- 1. The road right-of-way shall be a minimum of 66 feet. This road must be dedicated to the public.**
- 2. The road right-of-way shall be clear of all trees, brush and buildings.**
- 3. Dead-End roads must have a cul-de-sac with a minimum 60 foot radius, 120 foot diameter.**
- 4. The top surface of the road must be 24 feet in width.**
- 5. Ditches shall be 3 feet below the crown of the road.**
- 6. The road surface must have a minimum of 4 inches of compacted Class 5 material.**
- 7. All township roads must be connected to a conforming road.**
- 8. Proposed gravel roads must meet these specs. Costs to prepare the roadbed (Sub-grade Preparation, Clearing and Grubbing, Fabric (if needed) and Class 5) will be assessed to property owners benefiting from the proposed project. Costs of surveying and engineering will be assessed to property owners benefiting from the proposed project.**
- 9. The Edna Town Board must approve any deviations from these specifications before the road will be accepted for maintenance.**
- 10. Prior to Edna Township taking or upgrading a road and providing maintenance, the road must be built to the above specs.**
- 11. The February 15, 2022 update is on the following 2 pages.**



# **EDNA TOWNSHIP SPECIFICATIONS for GRAVEL ROADS**

(Supplement to Existing: November 19, 2019)

## **General Requirements**

The current edition of the Minnesota Department of Transportation "Standard Specifications for Construction" is included by reference.

## **Grading Construction**

Stumps and debris shall not be buried within the roadbed or inslopes and shall not be disposed of by pushing onto land adjacent to the platted roads.

Inslopes and backslopes shall be 4:1 slope or flatter with a minimum flat ditch bottom width of five (5) feet. Ditch depth separation shall be three (3) feet from roadway centerline finished grade to ditch bottom finished grade.

No material from the upper one foot of the natural soils shall be used in the upper two feet of the roadbed. All topsoil shall be salvaged and a minimum of four inches of topsoil shall be spread on all new slopes and areas disturbed during grading operations.

No rocks having a diameter of 6 inches or larger shall be placed within the upper one foot of the roadbed.

All embankments shall be constructed in relatively uniform layers approximately parallel to the final grade, and extending over the full width of the embankment. Layers in the upper two feet of the embankment shall be not more than 8 inches in thickness (loose measurement), and those below the upper two feet shall be not more than the 12 inches in thickness (loose measurement), Compaction shall be obtained by the Quality Compaction (Visual Inspection) method.

All new slopes and disturbed areas shall be seeded after the topsoil has been replaced. The seed mixture and mulch shall meet the requirements of the current MnDOT Standard Specifications for Construction for roadside seeding.

All centerline culverts shall have aprons and a minimum diameter of 18 inches. All approach culverts shall have aprons and a minimum diameter of 12 inches. All culverts shall have a minimum of 12 inches of cover, excluding aggregate base and surfacing materials, and shall have adequate length to achieve 4:1 slopes or flatter for centerline culverts and 6:1 or flatter for approaches.

Pipe material shall be corrugated metal pipe (CMP) or reinforced concrete pipe (RCP). Plastic pipe is not allowed in right-of way.

**Surfacing Construction**

All materials used for aggregate base and aggregate surfacing shall meet the requirements of 3138 of the MnDOT Standard Specifications for Construction; Class 5 Aggregate Base and Class 1 Aggregate Surfacing. Compaction shall be obtained by the Quality Compaction Method.

**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 Board.

Edna Township Chair \_\_\_\_\_ Edna Township Clerk \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_

## Bad Weather Policy

If a meeting can not be held because of the weather, it will be rescheduled to the next Tuesday. The chairman of the Board will determine if the meeting needs to be rescheduled. The clerk is responsible for determining if the Annual Meeting and election need to be postponed.

Adopted on 2-15-2022

Chairman *Dennis P. Szarna*

Clerk *Eckw J. Dorr*