

**EDNA TOWNSHIP MEETING      January 18, 2022      www.ednatownship.org**

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

Dennis Sazama, Gary Schattschneider, Ben Bucholz, Karen Marthaler and Echo Dockter were present. All other attendees are on the attached sign in sheet.

The agenda was reviewed. Sazama made a motion to accept the agenda as presented. Bucholz seconded the motion and it passed unanimously.

The clerk's report of the January meeting was reviewed. Bucholz made a motion to accept the minutes as presented. Schattschneider seconded the motion and it carried unanimously.

The Treasurer's report showed receipts of \$4,144.92, disbursements of \$13,591.65 and working capital of \$837,182.90. Sazama made a motion to accept the report as presented. Schattschneider seconded the motion and it carries unanimously. The ARPA funding requires a resolution, see attached. Sazama made a motion to adopt the ARPA resolution as attached. Bucholz seconded the motion and it carried unanimously.

John Lotzer and Henry Ditterich were present to talk about the Vergas Veterans Memorial. They provided the paperwork required by the donation policy and the Vergas Veterans Memorial will be added to the list of approved donations to be presented at the Annual Meeting.

There were no bounties to be paid. The Clerk will be filing a report to the county to request the \$.50 per gopher reimbursement. This prompted the discussion of raising the gopher bounty to \$3.00. It has been \$2.50. This will be added to the Annual Meeting agenda.

The claims for payment were discussed. The bill from the attorney will not be paid at this time. It appears a personal appointment was included with the township appointment. All the rest of the claims were approved and will be paid, as motioned by Schattschneider and seconded by Sazama. This motion passed unanimously. At this time the discussion also covered the use of electronic funds transfer for the payment of Federal and State payroll taxes. The amounts are listed as claims and will be paid by EFT. This is the way we have been paying the PERA deposits every quarter. The Board agreed to this method of payment for the payroll taxes.

Schattschneider reported on the attorney meeting. The topic concerned minimum maintenance roads and some preplanning for how to deal with any requests to bring a minimum maintenance road up to the specifications required for a regular township road. The meeting was very productive. The suggestion was to update the road specs to include any road upgrade requests, for instance from minimum maintenance to regular, from gravel to asphalt, etc. The specs should include language for how to make the request (for instance a petition) and who would pay for the upgrade. The attorney also suggested an assessment policy would be a good idea. Bucholz volunteered, or was volunteered, to work on updating the road specs, especially the gravel road specs.

The engineer's report was not received before the meeting packet was put together. The clerk emailed the report to the Board members during the meeting.

Sonnenberg discussed the snowplowing issues. The amount of snow means that he will have to start hauling snow. This is very costly. The Board agreed that this is necessary and asked him to be proactive with the hauling. All agreed that there will be more snow. Sonnenberg also mentioned that there are some tough spots on the new roads (423<sup>rd</sup>, 370<sup>th</sup> and 430<sup>th</sup>) that we took over from the county. These spots should be addressed this summer. There are several residents or contractors moving snow onto the township roads. This is causing problems and is illegal.

After more discussion the Board decided to send a letter to all township residents to remind them that it is causing problems and is illegal to move snow onto township roads and right of ways. The Board wanted to make sure everyone is aware of the problem and request compliance before beginning legal actions. The clerk will do the mailing. The letter will be approved before being mailed.

Bucholz has the Annual Weed Report done and will get it filed.

The request to the county for reimbursement for Fort Thunder Road expenses because of the construction on County Road 34 has been sent with the approval of the supervisors.

Noted that The Bridge sent a letter requesting donations. They did not meet the requirements of the Donation Policy. The clerk responded with a copy of the policy and an example of a request that did meet the requirements. Noted the deadline for donation requests is the February meeting. They will have time to try again.

Schattschneider will be attending the Perham Area EMS meeting via Zoom. The RSVP has been sent.

The Work Comp report, Annual report of Indebtedness, Annual payroll reports – both Federal and State, 944, w-3, w-4, 1099-NEC, and Annual PERA reports have been filed.

The unfinished business items remain unfinished. Work on the town <sup>line</sup> ~~lien~~ road agreements has been on hold while the year end reports are being done. Bucholz is working on the Road Specs updates. Perham Area EMS semi-annual meeting (RSVP for Gary has been done). Unfinished business

378<sup>th</sup> – Mark Lenius, hold until Spring

Teal Lane – waiting for plat

Ditches – brushing, tree removal, spraying

Traffic control

Traffic sign inventory

Proposed schedules for continuing maintenance Town line road agreements, Dora, Hobart, Dead Lake

South View Lane - belongs to Rush Lake – a contract or agreement needs to be written up to specify who is responsible for what– clerk will begin working on this.

Policy for right-of-way maintenance

Policy for assessments

Noted that Bucholz and Dockter have filed for the election. No other candidates filed.

Sazama made amotion to pass the Resolution establishing the polling place for 2022. Bucholz seconded the motion and it passed unanimously. Attached. ~~and the~~

The regular Board meeting was adjourned.

*Addendum to the minutes:*

*The Resolution to Spend ARPA Funds on the Lost Revenue Replacement Category was also passed at this meeting. Motion made by Sazama, 2nd by Schattschneider, passed unanimously.*

*Dennis P. Sazama*

*Edw J Dockter*

1-18-22

Henry Dittorich  
John Lotzer  
Torrey Sonnenberg

Date Range : 1/1/2022 To 1/18/2022

<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>
01/17/2022	Otter Tail East, County Association	Dues for 2022:629.60 - State; 90 County	3334	\$719.60	100-41110-433-	Council/Town Board	\$719.60
01/17/2022	Sonnenberg Excavating	Trees-E Big MC=150, Snowplowing 11/15-12/19=20358	3335	\$20,508.00	201-43125-224-401	Ice and Snow Removal	\$20,508.00
01/17/2022	Forum Communication Company	Publishing notice of filing	3336	\$53.78	100-41131-351-214	Publishing	\$53.78
01/17/2022	Karkela, Hunt & Cheshire, PLLP	Phone conference with Dennis, meeting with Gary and Echo re minimum maintenance roads	3337	\$180.00			
01/17/2022	Photo Magic	Copies made by Dennis	3338	\$2.00	100-41110-201-	Council/Town Board	\$2.00
01/17/2022	Karen Marthaler	Reimbursement for a HP Printer ink/toner	3339	\$21.99	100-41110-201-	Council/Town Board	\$21.99
01/17/2022	City of Dent	Annual Rent (increased by \$300)	3340	\$1,500.00	100-41140-412-	Hall Rent (Paid)	\$1,500.00
01/17/2022	Minnesota Department of Revenue	Monthly withholding	3341*	\$110.08	100-41110-103-	Council/Town Board	\$110.08
01/17/2022	United States Treasury	Form 944 Deposit - medicare taxes for employer and employees for the year and withholding	3342*	\$221.15	100-41110-103-	Council/Town Board	\$221.15

Date Range : 1/1/2022 To 1/18/2022

<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>
				\$23,316.60			\$23,316.60

Total For Selected Claims

*[Signature]*  
1-18-2022

Town Supervisor

Benjamin D. Bucholz

*[Signature]*  
1-18-2022

Chair, Town Supervisor

Dennis Szama

*[Signature]*  
1-18-2022

Town Supervisor

Gary Schattschneider

EDNA TOWNSHIP  
OF OTTER TAIL COUNTY, MINNESOTA

RESOLUTION DESIGNATING ANNUAL POLLING PLACE

**WHEREAS**, it is important that citizens exercise their right to vote at their local polling place;

**WHEREAS**, Minn. Stat §204B.16 requires the town board to designate its local polling place for elections annually;

**NOW, THEREFORE, BE IT RESOLVED**, that the town board of Edna Township, Otter Tail County, Minnesota does thereby designate the Dent Community Center at 201 Birch Street, Dent, Minnesota in Otter Tail County as its polling place in 2022.

**BE IT FINALLY RESOLVED**, that the township notify residents of this designation by following the requirements of Minn. Stat. §205.16

Adopted this ~~18th~~ day of January, 2022.

By the Edna Town Board

Attested to by

Town Chair *Dennis P. Lazama*

Town Clerk *Edw J Dockett*

## **Resolution to Spend ARPA Funds on Lost Revenue Replacement Category**

**WHEREAS**, the American Rescue Plan Act, H.R. 1319 (ARPA) was signed into law by President Biden in March of 2021,

**WHEREAS**, ARPA modifies provisions of Title VI of the Social Security Act (42 U.S.C. § 801 et seq.),

**WHEREAS**, 42 U.S.C. § 803 (b)(2) appropriates \$19,530,000,000 to nonentitlement units of government (NEUs) to mitigate the fiscal effects stemming from the public health emergency with respect to COVID-19,

**WHEREAS**, the appropriations under 42 U.S.C. § 803 (b)(2) are titled State and Local Fiscal Recovery Funds (SLFRF),

**WHEREAS**, A nonentitlement unit of government is defined as "... a 'city', as that term is defined in section 102(a)(5) of the Housing and Community Development Act of 1974 (42 U.S.C. 5302(a)(5)), that is not a metropolitan city." 42 U.S.C. 5302(a)(5) defines a city as: "... any unit of general local government which is classified as a municipality by the United States Bureau of the Census ...", which covers all townships in Minnesota,

**WHEREAS**, Edna Township (the Town) is a nonentitlement unit of government and has received its portion of the SLFRF,

**WHEREAS**, 42 U.S.C. § 803 (c) permits NEUs to spend ARPA funds under one of four major categories, which include (A) responses to the COVID-19 Pandemic and its negative economic impacts, (B) providing premium pay to essential employees, (C) for government services to the extent of the reduction in revenue, and (D) investments in water, sewer, and broadband,

**WHEREAS**, 86 Fed. Reg. 26,801 (May 17, 2021) indicates that any amount attributable under lost revenue replacement can be used towards government services, but cannot be used as debt service or to create or replenish savings (rainy-day fund),

**WHEREAS**, in January of 2022 the Department of Treasury (Treasury) released the completed Interim Final Rule titled SLFRF Final Rule (Final Rule), establishing the completed guidance for the SLFRF,

**WHEREAS**, page 240 of the Final Rule indicates that the Treasury allows lost revenue replacement to be calculated through a formula as provided by the Treasury, or by a \$10,000,000 "standard allowance,"

**WHEREAS**, the Town will use \$ 49,340.94 as allotted to them by the standard allowance,

**WHEREAS, the Town seeks to pay for government services with funds out of lost revenue replacement,**

**WHEREAS, the provisions of government services is a permitted expenditure category by the United States Department of Treasury in its Compliance and Reporting Guidance for State and Local Fiscal Recovery Funds,**

**NOW THEREFORE BE IT RESOLVED, that The Town will use ARPA funds to pay for the provision of government services in 2022 as part of lost revenue replacement,**

**~~BE IT FINALLY RESOLVED, that the provision of government services for (202    ) is project # (Appropriate Year-00X)~~**

Passed this 18<sup>th</sup> day of January, 2022

Dennis P. Sayama  
Town Board Chair

Edu G. Dodds  
Town Clerk