

**EDNA TOWNSHIP BOARD MEETING    February 15, 2011**

Report of 1/18/2011 Board Meeting

Approved on 2/15/2011

Present:	James Nigg, Chair	William Norris, Supervisor	Dennis Sazama, Supervisor
	Carol Nelson, Clerk	Karen Marthaler, Treasurer	
Others:	Terry Marthaler	Ray Sazama	Jeff Stabnow
	Odell Nelson	Rick Sonnenberg	

1. James Nigg opened the board meeting at 8:00 p.m. with the Pledge of Allegiance.
2. The following item was added to the agenda;; add policy for repair of mailboxes when damaged by snow or snowplow.
3. Call for gopher bounty --no response
4. Sonnenberg Road Maintenance Report

The Supervisors did a performance review with Sonnenberg's just before this meeting. A resident mentioned a concern with the width of 430<sup>th</sup> Street (Polish road) as it comes off S. Paul Lake Drive & connects with old Hwy 35. This road is narrow. Can the sides be pushed out? A resident brought up a concern of South Little McDonald Drive. Where the turn-around is placed, snow is being pushed into Mike & Deb Teigen's driveway. Part of the problem is that the turn-around is not of legal size. Sonnenberg's will check on both of these spots & make possible corrections.

5. Clerk's Report                      Additions/Corrections

No corrections or additions were made. Sazama made the motion to approve the Clerk's Report as written, 2<sup>nd</sup> by Norris. Report approved 3/0.

6. Treasurer's Report

No corrections were made. In 2010, Edna Township received \$419,879.33 in receipts and spent \$405,201.27 in claims. The budget was overspent by \$202,864.22. On December 18, 2010, claims of \$33,899.73 were paid. \$47,591.50 is the cash balance as of 12/31/2010. Claims to be paid 1/18/2011 total \$21,695.12.

Sazama made the motion to approve Report, 2<sup>nd</sup> by Norris. Report approved 3/0.

7. a. Resolution for Election Judges.

Sazama made the motion to approve the list of election judges for the Annual election, 3/08/11.

Norris 2<sup>nd</sup> the motion. Motion approved 3/0. They are Echo Dockter, Head Judge, Patricia Dubord, Sharon Guck and Darlene Wodrich. Norris made the motion to approve the resolution as written. Sazama 2<sup>nd</sup>. Motion approved 3/0

b. Absentee Ballot Board

The judges named above are appointed as the Absentee Ballot Board.

8. Snow and Ice Removal

Jim Nigg read aloud the 8 pages regarding Edna Township's policy regarding road care in the winter. This policy was developed from the Minnesota Association of Township documents. Norris made the motion to approve the policy with corrections. Sazama 2<sup>nd</sup>. Policy approved 3/0. The U. S. Postal standards for mail boxes are also included in the document.

9. Moving the Annual election to November

At the 2010 annual Meeting, a motion from the floor was made to move the Annual elections to November to coincide with state & federal elections. The reasons for this move are;

a. save \$\$\$\$. Edna Twp must use the AutoMark machine for any voters who wish to use it. That means ballots must be specially ordered & printed through the Otter Tail County Auditor, the AutoMark machine rented, and four election judges hired. Originally, this was expected to cost close to \$1,000.00 each year. However, in 2010, Edna Twp paid \$222 dollars as the cost was shared by other townships, and

b. There might be greater voter turnout in the fall before residents moved south for the winter.

However, this motion cannot be decided at an annual meeting. It must be placed on the ballot and offered to all residents of the township who vote.

Discussion ensued: Board terms would need to increase in length – supervisors could serve 6 year terms, clerk and treasurer could serve 4 year terms. The Annual Election would only be held in the same years as general elections. With such extended terms, the volunteer pool for board positions could become limited. It is late to be getting this information to residents at this time. It could be presented in a legal ad but may be lengthy and expensive.

Norris made the motion to include this question on the March ballot. 2<sup>nd</sup> by Sazama.

Nigg voted No. Norris voted NO. Sazama voted No. Motion defeated. This information will be presented at the Annual Meeting March 8, 2011.

#### 10 Road Miles and Sign Inventory

Roads Edna Township has 25.7 miles of gravel roads and 28.8 miles of asphalt roads, totaling 54.5 road miles. In 1985, the original documents gave mileage of 45.7 miles. Mileage should have been updated when roads were added, the last addition was made in 1994. Supervisors will generate a letter to Rick West, Otter Tail County correcting the mileage. (Include on February agenda.) More research is needed first. State gas tax dollars received are dependent on road miles.

Signs Edna Township owns 25 different types of signs, including Stop, Stop Ahead, and chevrons, with a total of 413 to 415 signs on Edna Twps. roads. Signs placed since 2009 follow legal requirements. Speed limit signs may include speeds as low as 25 miles per hour if the Board follows the legal requirements. There still is a need for a post inventory since government regulations require 3 pound break away posts for driver safety. All signs must meet uniform specifications no matter where located in the United States. In regard to replacing sign posts with breakaway posts; no more than 2 square tube or tubular posts should be used for a single sign without addition of a breakaway feature. This is usually accomplished on square tube post installations by adding a slip base mechanism to the sign foundation, which allows the post to easily slip off the foundation when struck, yet resist wind and other non-impact loads (see diagram). Tubular steel posts require a breakaway slip plate, or the use of a proprietary breakaway coupling system. More information is necessary before Edna Twp can comply with the mandate.

11 Comparison of Board salaries with other Otter Tail County Townships. No information is available at this time. Clerk Nelson will make contact with the Clerk of East Otter Tail County's Association of Townships before the February meeting. Carol Jacobson, Clerk of East Otter Tail County Association of Townships, 218-864-5727 has the raw data. She intends to have the figures available for the E.O.T. Cty Association of Twps meeting on March 7, 2011, in Ottertail.

#### 12 Shared Township Lines

No changes at this time.

#### 13 Job Descriptions

Clerk Nelson has some additional tasks to add to the clerk's job description. They address the requirements for a Notary Public.

Serves an EX OFFICIO NOTARY PUBLIC within the state, during the term of office.

- a. act as an official, unbiased witness to the identity of the person who signs a document. (MN Statute 359)
- b. administer oaths & affirmations
- c. take & certify all depositions (witness testimonies)
- d. witness or attest a signature
- e. take & certify all acknowledgements and instruments in writing
- f. record all notarial protests
- g. register notary public commission with Otter Tail County
- h. record in a journal all notarial acts (recommended, not required)

Safeguard this journal because it serves as an important public record.

- i. Purchase a stamp that conforms to MN Stat. 359.03 subd. 3, at a stamp vendor or office supply store.

If the notary public stamp goes missing, notify the MN Secretary Of State.

- j. pursue training & education of duties & responsibilities of a MN notary public (recommended, not required.)

Motion to add listing of notary public duties to Job Description, item #26 made by Norris. 2<sup>nd</sup> by Sazama. Motion carries 3/0.

14. Beaver Trapping Three beaver were trapped & removed. The trapper will check in the spring to see if more beavers need to be trapped. A bill has not yet been turned in.

#### **15 OTHER**

##### **a. Recent Correspondence**

Hobart Twp asks if Edna would like to coordinate with them in hiring a survey company for the process of recording and describing roads. Norris will contact Supervisors at Hobart Twp to see what are the benefits.

MNPCA has dismissed charges against Edna Twp for alleged violations on West Little McDonald Drive. The dismissal is due to corrective action taken by the Township.

Letter from Attorney Svingen. Land & Resource Mgmt has dismissed & expunged criminal charges against Edna Twp for wrong doing on West Little McDonald Drive. Corrective actions have been completed.

b. Accepting a claim if the postmark indicates they were sent in time to be part of the payments at the Board Meeting. Sometimes legal holidays can interfere with mail delivery. The Board agrees this would be acceptable. Norris made the motion to accept claims if they were postmarked 5 days before the Board Meetings. Sazama 2<sup>nd</sup>. Motion approved 3/0.

c. Website The MN Association of Townships states, "Development of a website requires a resolution be created by the Supervisors. Web Site ownership is not a ballot question for resident voting". The Web Site must be current & functioning. Upkeep of the web site cannot be considered a volunteer position. Scrambler and Dunn Townships do have functioning web sites. An additional plus for having a web site is; a web site that has been in operation for 6 months, can be used for all legal ads, including requests for bids. In 2010, Edna Twp spent \$1003.40 on legal ads.

Norris reported the setting up a website appears to be very straight forward and easy to do. It can be tied into Otter Tail County's web site. Any established website must be kept current and functional. Norris is in favor of a web site for Edna Twp but believes it would be best if done as a paid position. The website may take one day a month to update. Clerk Nelson doubts she is skilled enough to take on this task.

d. Noxious Weed Survey There were six weed inspections done by Supervisors in 2010. These residents were notified of their responsibilities in person. No letters were needed.

e. Preliminary Budget Discussion

Supervisor Bill Norris stopped at O. T. County Auditor's office and checked out levy amounts assessed by surrounding townships. These amounts are worthy of discussion at the Annual Meeting & then may be recessed until August to fine tune the dollar amounts.

Edna = 9.584

Perham = 12.670

Hobart = 12.598

Treasurer had individual compiled pages of budgets passed for Supervisors comparisons. Some tentative changes were penciled in. Supervisors will do more research before the February meeting.

f. Norris made the motion to approve payment of all claims (\$21,695.12) submitted for payment in January, 2011. Sazama 2<sup>nd</sup>. Motion approved 3/0.

g. Norris will create a claim and submit to Dora Township for snow removal done on a shared town line.

Norris made the motion to adjourn the meeting. Sazama 2<sup>nd</sup>. Meeting adjourned.

Respectfully Submitted,

*Carol Nelson*

Clerk, Edna Twp

Claim #	Vendor	Purpose	Amount billed	Check ##
1.	Otter Tail County Highway Department	mixed sand 38 cu yds x \$31/yard salt 4 cubic yards x \$114/yard	1636.36	2192
2.	Karen Marthaler	salary & meeting	\$177.74	2193
3.	Sonnenberg Road Maintenance	snow plowing & sanding fuel @\$3.60 gal 131.5 hours x \$76 hours	\$9994.00	2194
4.	E. O. T. Focus	legal ad	\$77.40	2195
5.	Steve's Road Maintenance	mixed sand and salt 12 cubic yds x \$38/yard	\$456.00	2196
6.	Dennis Sazama	meeting & light road maintenance	\$105.71	2197
7.	Carol Nelson	salary & meeting	\$247.91	2198
			\$12,695.12	