

BOARD OF SUPERVISORS MONTHLY MEETING

April 14, 2020

The Fairview Township Board of Supervisors held its regular monthly meeting on Tuesday, April 14th, 2020 beginning at 6:30 pm by “Zoom” teleconference due to the COVID-19 Pandemic and the peacetime state of emergency declared by Governor Tim Walz. All board members in attendance appeared by telephone or computer. All votes were held by roll-call votes as pursuant to Statute so that each board member’s vote on each issue can be identified. Chairman Jim Weizenegger called the meeting to order with the Pledge of Allegiance. Other Board members in attendance were Supervisors Walt Richmond, Tom Dechmann, Deputy Clerk-Treasurer Jenny Gunsbury and Clerk-Treasurer Marla Yoho.

Resolution Establishing the Ability to Conduct Open Meetings by Telephone: On March 13, 2020, Minnesota Governor Walz issued Executive Order 20-01 declaring a “Peacetime Emergency to Protect Minnesotans from COVID-19” under Minn. Stat § 12.31, subd.2. Minn. Stat § 13D.021 permits open meetings to be conducted with specific criteria. Weizenegger/Dechmann/ Unanimous: Resolution to conduct Open Meetings via teleconference. Weizenegger: Aye, Richmond: Aye, Dechmann: Aye.

Dechmann/ Richmond/ Unanimous: Motion to approve the **Minutes of the March Monthly Meeting** as presented. Weizenegger: Aye, Richmond: Aye, Dechmann: Aye.

Treasurer’s Report: The following are the March 31st balances in the Township accounts: \$118,643.58 in Checking and \$228,428.49 in Money Market funds. **Revenues for March were \$631.75** (\$184.59 interest on CD’s; \$173.92 MMI Interest, \$273.24 Gas and Electricity reimbursement); **Expenditures totaled \$26,900.92** (\$0.00 Road & Bridge; \$329.22 Fire; and \$26,571.70 in General Gov’t expenses). Richmond/ Weizenegger/ Unanimous: Motion to approve the Treasurer’s Report as presented. Weizenegger: Aye, Richmond: Aye, Dechmann: Aye.

Road Report:

- Tom requested a motion to open the **Minimum Maintenance portion of Pillager Lake Rd** for the summer. Richmond/ Weizenegger/ Unanimous. Weizenegger: Aye, Richmond: Aye, Dechmann: Aye.
- On March 13th Tom installed the **Road Weight Limit signs**, and secured their placement on April 1st.
- He checked all of the **township culverts** several times, but none of them needed “jetting” this year.
- Tom noticed a bulldozer clearing land on Lot 1 of “The Retreat” development and was concerned that the **load was over the posted limits**. After checking with Dave Rasinski about projected weight on the specific equipment and then speaking with the equipment operator, it was determined that the machine (17,500 lbs on the specific trailer) did fall under the current road weight limits. The operator did discuss the need for culvert placement under the new driveway. Tom explained the Township doesn’t supply them but does recommend their installation at the property owner’s expense.
- Tom asked Marla to write a letter to the owners of the property on **Birch Forest Rd** where there is a large pile of concrete slabs in the right-of-way. This is the same house where there was a large pile of rocks in the r-o-w and on the road last fall.
- Property owner **Heath Walker**, who owns a home at the very end of **Birch Bay Dr**, contacted Marla, asking why the road accessing his home has not been plowed all winter. Dave Rasinski had agreed to plow the section of the road that the Township had accepted for maintenance in 1998, with an 18-ft wide paved surface. At that time John and Kari Rihm agreed to construct that portion of the road to county spec if the township would accept it. Last fall questions arose concerning what portion of the road was declared township responsibility. The township had it surveyed, and it was determined the

platted road extended up to the top of the hill. The board was under the assumption that all the paved portion of the road had been accepted, even though it included a narrow cartway. Since Rardin's equipment is too large the township contracted with Rasinski to plow the portion the township had accepted for maintenance. Newfound information indicates the accepted portion only extends about 50' ft beyond the Rihm's driveway, not the narrow cartway up the hill, which hasn't been plowed all winter. In solution to the immediate issue of access, Rasinski agreed to open-up that portion of the road to allow Walker to reach his driveway. However, the issue must be discussed in some depth at a meeting in May or June, with the review of some documentation showing what portion of roadbed was actually accepted in 1998.

- In March, a Fairview resident on the mile of **Mayfair road maintained by May Township**, questioned the quality of the gravel road maintenance they are receiving. She was especially concerned about the large berm left by the grader. Tom checked the road last week after the snow was all melted. He reported there is no ridge and the road is graded very nicely. There are no potholes.
- The **Road Review** has been cancelled due to social-distancing concerns. Tom reported that he has seen only some **potholes** that need filling and suggests that we do not do any major projects this year. The only two roads that currently are in bad condition are **Orchard Park Ln and Gull Ln**. Tom will contact Anderson Bros. about **crack sealing**. There are some spots that could use **patching**. Rardins did a good job when they did that last year. Walt and Jim will accept Tom's opinion.
- The board set a Hearing Date of May 12th at 5:30 pm for on onsite review and hearing to consider the vacation of the portion of the **platted White Pine Drive adjacent to Thomas Young's** parcel of land off Ossego Rd.

Fire Report:

- Walt reported the April Fire meeting was held by phone, and it went pretty well.
- The 2020 budget has been set at \$212,710. The **Fairview assessment of \$88,700** is 41.078% of that amount, based on a market value of \$335,964,118. The Sylvan assessment is \$86,000, or 40% of the budget.
- The Fire department has revised how they respond to medical calls in view of the COVID-19 pandemic. **Only 2 responders enter a home at a time**. All training has been put on-hold for the time being.
- The department received **3 old radios (not serviceable) from Cass County** but were only charged for one.
- They received a 50/50 grant from the DNR for equipment.
- Greg Ringler and Colleen Putnam were given a little raise due to the large amounts of paperwork and reports they have had to handle.
- Donations from the calendar, **which now total almost \$14,000**, are still trickling in.
- Marla prepared **213 File of Life packets**, which were mailed the first week of April. She is accumulating another batch of requests and will compile and mail the packets by month end.
- The department had **19 runs in March**, for a total of 58, (70 in 2019). 2 were in Fairview.

Park Board Mtg:

- Walt was going to complete the application for a **Crow Wing Power Round-Up grant**, but it required paperwork and financial statements he didn't have, so Arlene Schmidt and Colleen Putnam will work together on it. The amount requested will be increased to \$3,100.
- They are going to contact the **weed treatment** company used last year and get that process started.
- The **park host** from last year will not be returning, but they have the name of a potential new host.

Trail Committee:

- Marla has been in contact with Bryan Drown and Darrick Anderson concerning the trail plans. Cass County has identified **6 parcels of land where the county has never had recorded road rights-of-way** beyond the standard 60 feet (not 120-ft like the rest). Three of the parcels are privately owned. In those cases, the trail must be routed closer to the roadbed. The other three are owned by the State of Minnesota. In that situation, the Township and the state must agree on a signed document allowing the placement of the trail outside of the standard r-o-w. Bryan has sent a letter to Matt Boyer at the DNR, explaining the situation and asking for some discussion. Until these problems are mitigated, the plans cannot be forwarded to the MNDot State Aid Highway department.
- These issues and plan approval delays will cause a delay in going out for bids. **The construction timeline is now moved to July through September.**
- Tonight the township will issue a check for \$33,605.01 to pay the February billing from Bolton & Menk. That amount is more than the dollars available in the Community Projects and Trail Funds. On Friday Marla submitted a request for **a reimbursement of \$32,000 from the BLACF Community Giving account**, which had an available balance of \$34,834.31. Another Bolton & Menk invoice should arrive soon. Marla will start compiling a reimbursement request from the \$100,000 DNR grant. This is the first one, and there is no way to gauge how long it takes to process it.
- Marla had to **file status reports for the three DNR and GRMPT grants**. At that time she also requested an extension on the \$100,000 grant that expires in June 2020, but there has not been a response.
- The Trail committee has scheduled a spring clean-up on the **Adopt-A-Highway portion of Cty 77** on Saturday, April 18th at 3 pm. If there are enough volunteers, the clean-up may extend onto the "Jake's Grill" portion of the road, since that business is up for sale.

Old Business:

Cancellations due to COVID-19: MAT Short courses, Region 5 Multi-jurisdictional meeting, 2nd quarter Emergency Management meeting and the Emergency Operation Center Exercise on June 17th have all been cancelled due to the Governor's order for social distancing.

Board of Equalization & Assessment: The LBAE meeting will be held, as scheduled, on Tuesday, April 21st at 1 pm. The Cass County Assessor and their staff will all remain in Walker, and the meeting will be held via teleconference. The township officially hosts the meeting, so it must be initiated from the town hall. The assessor feels that most property issues will be addressed by letter, but there must be someone available at the town hall. Jim will be at the town hall on the computer, Tom and Walt will both connect from their homes. Marla will set up the meeting on Zoom and will send out the invitations to Cass County and the Board. The Zoom Meeting ID will be posted on the front door.

New Business:

PNP Election: Marla compiled a PNP election expense reimbursement request and sent it to Sharon Anderson for submittal to the Secretary of State's office. There were some costs that would not be reimbursable, such as Marla's time for either election set-up or as an election judge since she receives a salary. The costs submitted total \$1,079.10.

Marla noted that the approved election judge pay rate is \$20 per hour for head judge and \$15 per hour for training and standard election judges. She erroneously paid all judges \$20 per hour for the PNP, or a total of \$170 too much. Tom suggested that all election judges be made aware of the error so they don't expect that same pay rate at the Primary or General election in the fall. Marla explained about the prospect of mail-in ballots this fall due to the COVID-19 outbreak. If that is approved, there may not be any in-person voting this fall.

Donations: The board discussed which donations should be considered. Marla will have checks ready for approval at the May meeting.

Teleconferencing: Due to the need for teleconferencing, Marla applied for a month-to-month account with Zoom at a cost of \$14.95 per month. This will allow unlimited length teleconferences for up to 99 attendees. (The Free account only allows meetings of up to 40 minutes.) Also, since the office computer does not have a microphone, she had to purchase an add-on. They are in very short supply since many people are having the same problem. The one she found was \$40, and is bigger than is necessary, but it was the cheapest one available.

Clerk's Report:

- Marla will start working on the spring newsletter.
- Board of Equalization: Tuesday, April 21st 1 pm.

Claims Submitted:			Weizenegger	Richmond	Dechmann	
10420	Xcel Energy	Natural Gas	\$200.36	Aye	Aye	Aye
20420	Bremer Bank Visa	Software, Supplies	60.52	Aye	Aye	Aye
30420	Crow Wing Power	Electricity	225.00	Aye	Aye	Aye
40420	Bremer Bank	Service Charge	7.50	Aye	Aye	Aye
50420	PERA	Retirement Contribution	436.37	Aye	Aye	Aye
60420	CTC	Internet, Telephone	100.86	Aye	Aye	Aye
4670	Rardin Excavating	Ice Removal, PNP election	150.00	Aye	Aye	Aye
4671	Forum Communications	Printed Notices	94.40	Aye	Aye	Aye
4672	Rardin Excavating	Ice and Snow Removal	5,562.50	Aye	Aye	Aye
4673	Cass County Auditor	Solid Waste Fee	66.00	Aye	Aye	Aye
4674	Bolton & Menk	Trail Engineering and Soil Work	33,605.01	Aye	Aye	Aye
4675	Frontline Warning Systems	Warning Siren Maintenance	800.00	Aye	Aye	Aye
4676	Tom Dechmann	Administration	453.72	Aye	Aye	Aye
4677	Jenny Gunsbury	Administration	175.46	Aye	Aye	Aye
4678	Sharon Owen	Administration	111.60	Aye	Aye	Aye
4680	Walt Richmond	Administration	430.33	Aye	Aye	Aye
4681	Jim Weizenegger	Administration	299.36	Aye	Aye	Aye
4682	Marla Yoho	Administration	1,641.75	Aye	Aye	Aye
			Total \$44,420.74			

Dechmann /Richmond/ Unanimous: Motion to adjourn at 7:38 PM

Respectfully submitted,
Marla Yoho, Clerk

Jim Weizenegger, Chairman