

BOARD OF SUPERVISORS MONTHLY MEETING

September 10, 2019

The September Monthly Meeting of the Fairview Township Board of Supervisors was called to order at 6:30 PM in the Fairview Town Hall by Chairman Jim Weizenegger with the Pledge of Allegiance. Other Board members in attendance were Supervisors Walt Richmond, Tom Dechmann, Deputy Clerk-Treasurer Sharon Owen and Clerk-Treasurer Marla Yoho.

Dechmann/ Richmond/ Unanimous: Motion to approve the **Minutes of the August Monthly Meeting** as presented.

Treasurer's Report: The following are the August 31st balances in the Township accounts: \$97,733.05 in Checking and \$406,151.97 in Money Market funds. **Revenues for August were \$12,488.23** (\$689.96 MMI interest; \$102.18 Gas and Electricity reimbursement; \$11,033.81 PILT; \$662.28 Forfeited Tax Settlement); **Expenditures totaled \$45,290.00** (\$30,650.11 Road & Bridge; \$162.30 Fire; and \$14,477.59 General Gov't expenses.)

Dechmann/ Richmond/ Unanimous: Motion to approve the Treasurer's Report as presented.

Road Report:

- August 19th Tom measured for the "Caution Children at Play" and "No Outlet" sign placement on **Shadow Trail** and called for a Gopher One "locate". One of the neighbors removed the stakes and moved them. On August 22nd, Tom replaced the stakes and called for a new "locate". On August 27th he moved the "No Outlet" sign on Shadow Trail to allow the right spacing for the new Caution sign.
- August 25th Tom marked holes in the asphalt on the road edge of **White Pine and Gull Lake Drive** for Rardins to cut out and fill.
- A resident called about potholes in **Ski Gull Lane/ Gull Lane**. After inspecting the road it was determined that it is in very poor condition and should be considered for repaving in 2020. The holes were filled on a temporary basis.
- Sept. 4th Tom worked with Ted Sullivan to determine what trees needed to be cleared along **Pillager Lake Rd**. Tom reports that Ted did a very good job. Bud Monson called with safety concerns about the tree stumps that were left behind. Tom explained that the stumps had been marked with red paint as a warning and that Ted would be back to grind them out.
- On Sept. 6th Tom walked **Gregory Dr, Birch Bay Dr and Quarterdeck Rd** with a fellow from Knife River Paving to identify areas that needed patching. The patching was finished today. Gregory Dr is in very rough condition and is very hard to patch due to the thinness of the current surface (installed by the residents).
- Rose Ann Brown and Bud Monson contacted Marla about the high water in **Pillager Lake**. (Bud and Tony Buettner were able to follow the back-up to a large beaver dam on Rice Lake.) The water is already eroding the shoreline and they are concerned it will reach the cabins. Marla contacted Kelly Condiff at Cass Cty ESD who inspected the area and said the water is flowing well under Cty 1, which is their responsibility. He forwarded Marla to Darrin Hoverson of the DNR who reported the beaver dam is on private property and provided contact information for the residents to contract with a trapper.

Sylvan Township Road Agreement- West Lake Ridge Dr / Gregory Dr: John Wulff, a Sylvan Township Supervisor was in attendance in response to our letter asking to revise the existing Road Agreement. The existing agreement, drafted in 2000, still refers to **West Lake Ridge Dr** as being gravel and requiring grading. Sylvan is responsible for maintaining approximately 300 feet of that road, while Fairview maintains about 1,435 feet of **Gregory Dr** for Sylvan.

In 2015, when the township was originally going to repave **Gregory Drive** they had requested that Sylvan join in the repaving project and consider increasing the size of the cul-de-sac as it is too small to allow a large vehicle or emergency vehicle to turn around. They didn't want to do that then. They now have approached Knife River about paving their portion of the road, but still have no interest in increasing the size of the cul-de-sac.

Sylvan would like our Board to come up with a dollar figure on what the difference in maintenance is between the two sections of road. Tom will talk to Mike Rardin to try to come up with a fair figure. John Wulff complimented the township on how well their part of the road is mowed and maintained.

Fire Report:

Walt Richmond reported the Fire Meeting was delayed until the 11th this month due to Labor Day. He has been contacting area businesses to see if they have an interest in advertising if the Association decides to move ahead on a **Fire Dept. calendar**. The only "no's" he has received are from Essentia, Lakewood Health and Casey's. Jim was able to provide him with a generalized cost estimate from Bang Printing. Rick Peterson, a representative from GBC Company, a custom fundraising calendar company, will be at their meeting to explain how to get the calendar started up and what they could potentially receive from their efforts in producing such a calendar.

Planning Commission:

- On September 3rd, the Fairview Planning Commission attended a field inspection at the Birch Bay RV Resort to review their CUP application for the 3rd Phase of the resort, which will include 47 camp sites and a septic install. There have been no complaints recently, the resort seems well maintained, well run, clean, and it has not created any boating issues on Agate Lake. The Fairview Planning Commission sent a letter recommending approval of the application. The CUP application was approved by the Cass County Planning Commission at their hearing on September 9th.

Fairview Trail Update:

- Jenny Gunsbury updated the Board on recent actions.
 - It was noted that it took exactly one year to complete the pre-contract requisites for the grants. The contract for the wetland delineation was signed August 16, 2018 and the final sign-off on the archaeological survey (SHPO) with the state was on August 16, 2019.
 - On August 20th Marla received executed contracts for the DNR Regional grant and the GMRPT grant. On August 28th, the Fairview Supervisors reconvened their last Board meeting and passed resolutions to approve both contracts. In addition, they signed a contract with Bolton & Menk to start the preliminary survey and planning portion of their proposal, including soil borings by Braun Intertec.
 - Bolton & Menk survey trucks have been working in the area, but we will be slightly behind schedule due to the contract delays.
 - The Fairview Trail Advisory Committee met on August 26th and set a date for the next Adopt-A-Highway clean-up for Sunday, September 29th at 2pm.
 - Marla has updated the Fairview website and the two Facebook pages with current trail information.
 - The Board reviewed the overall proposal submitted by Bolton & Menk and discussed the timeline and proposal specifics. Weizenegger/Richmond/Unanimous: motion to accept the proposal as submitted with the understanding that the various portions of the proposal will be covered by separate contracts, giving an opportunity to review and discuss prices.
 - Marla and Jenny will be meeting with Bob Musielewicz of Bremer Bank to discuss a Letter of Credit which will be needed to cover trail expenses until we are reimbursed by the state.
- Richmond/Weizenegger/Unanimous: Resolution to approve an application for a Letter of Credit for temporarily covering trail construction costs until reimbursement.

OLD BUSINESS: None

NEW BUSINESS:

Marla has been working on **Policies** that are personalized to fit the needs and requirements of our township. The Board reviewed and discussed each policy. The policies can be revised to adapt them to changing situations.

Fiscal Policy - Weizenegger/ Dechmann/ Unanimous: Resolution to approve the acceptance of the Fiscal Policy as written.

Credit Card Policy – Dechmann/ Weizenegger/ Unanimous: Resolution to approve the Credit Card Policy as written with the agreement that one credit card would be sufficient and the credit limit should be set at \$2,000. The balance on the credit card account will be deducted from the township checking account on a monthly basis.

Personnel Policy – Weizenegger/ Dechmann/ Unanimous: Resolution to accept the Personnel Policy as written.

Offensive Conduct and Harassment Policy – Richmond/ Dechmann/ Unanimous: Resolution to accept the Offensive Conduct and Harassment Policy as written.

Expense Reimbursement Policy – Weizenegger/ Richmond/ Unanimous: Resolution to accept the Expense Reimbursement Policy as written.

Fund Balance GASB 54 Policy – Dechmann/ Weizenegger/ Unanimous: Resolution to accept the Fund Balance Policy as written.

Internal Controls Policy – Richmond/ Weizenegger/ Unanimous: Resolution to accept the Internal Controls Policy as written.

Administrative Guidelines – Weizenegger/ Dechmann/ Unanimous: Resolution to accept the Administrative Guidelines document as written.

Clerk-Treasurer's Compensation/ Job Performance Review: In an effort to make her position and responsibilities more visible, Marla submitted a 6-page summary of the every-day tasks that are currently assigned to this Clerk-Treasurer. This should help the Board if and when they are in a position where they have to appoint a new Clerk-Treasurer. Marla reported that her workload and the hours required to accomplish her responsibilities have changed over the years. In 2016 she worked an average of 17 hours a week when averaged over 52 weeks a year. In 2017 the average weekly hours increased to 18 with work on the trail. In 2018 those hours increased to an average of 21 per week as applying for grants and promotion of the trail increased, as well as work related to two elections. Now the trail should require less work, but we will be holding 3 major elections in 2020.

The Board acknowledged that Marla does more than the average Clerk – Treasurer and that it would be hard to find someone to fill her position if she were to leave. In a show of appreciation, the Board offered to move her from an hourly wage to a salary of \$25,000 per year, including attendance at monthly meetings. Expenses would still be compensated separately. Marla voiced a concern about being sporadically away from the office during the winter months. The Board said they took that into consideration because they know she still covers her responsibilities even when she's not in the office.

Richmond/ Weizenegger/ Unanimous: Motion to approve a yearly salary of \$25,000 for Marla Yoho as Clerk-Treasurer. It was agreed this compensation would not necessarily carry forward to anyone else holding this position.

CLERK'S REPORT:

September 11 & 12: Marla will be making a presentation at the MAT Legislative session in St. Cloud

October 3rd: CCAT Annual Meeting, Bear Pause Theater, Hackensack 8am-1pm

October 10th: Monthly Board Meeting

Marla will be out-of-town, but reachable. Office phone will role to her cell phone and all files will be accessible via Dropbox: Sept. 11, Sept 18-19, Oct 9-14, Oct 21-Nov. 1.

Dechmann/ Richmond/ Unanimous: Motion to approve payment of all Claims as submitted. (Aye: Weizenegger/ Richmond/ Dechmann).

10919	Crow Wing Power	Electricity	104.00
20919	Xcel Energy	Natural Gas	26.85
30919	CTC	Phone, Internet	97.25
40919	Bremer Bank	Service Charge	7.50
50919	PERA	Retirement Fund	459.52
60919	US Treasury	3rd Qtr Withholding	1,566.10
70919	Minnesota Revenue	3rd Qtr Withholding	225.36
4585	Ken LaPorte	Planning Commission	50.00
4586	M-R Sign Co	Traffic Signs	73.74
4587	MATIT	Liability & Property Insurance	2,652.00
4588	Herb Richmond	Planning Commission	50.00
4589	Tom Dechmann	3rd Qtr Expenses	252.30
4590	Walt Richmond	3rd Qtr Expenses	87.00
4591	Jim Weizenegger	3rd Qtr Expenses	34.80
4592	Sharon Owen	3rd Qtr Expenses	16.24
4593	Marla Yoho	3rd Qtr Expenses	471.23
4594	Tom Dechmann	Administration to 9/10	659.53
4595	Sharon Owen	Administration to 9/10	107.31
4596	Marla Yoho	Administration to 9/10	1,765.25
4597	Walt Richmond	Administration to 9/10	322.75
4598	Jim Weizenegger	Administration to 9/10	173.07
4599	Rardin Excavating	Mowing, Brushing, Grading	4,130.00

Total: \$13,331.80

Weizenegger/ Dechmann/ Unanimous: Motion to adjourn the meeting at 8:45 pm.

Respectfully submitted,
Marla Yoho, Clerk

Jim Weizenegger, Chairman