

## 2014 FAIRVIEW TOWNSHIP ANNUAL MEETING

The Annual Meeting of the residents of Fairview Township was called to order at 6:30 PM on Tuesday, March 11th, 2014 in the Fairview town hall by Clerk Marla Yoho with the Pledge of Allegiance.

**Tom Dechmann/ Walt Richmond/ Unanimous: Motion to appoint Jim Weizenegger as moderator.**

**Tom Dechmann/ Walt Richmond/ Unanimous: Motion to accept the Minutes of the 2012 Annual Meeting as presented.**

### Treasurer's Report:

Marla Yoho presented the following **Financial Statement for 2013:**

			<u>BUDGET</u>	<u>BALANCE</u>
<b>BEGINNING CASH</b>	<b>1/1/2013</b>			
	Adjusted Checking	111,611.23		
	Bremer Money Market	<u>196,294.73</u>		
ADJUSTED BEG. CASH		307,905.96		
REVENUE				
	Interest	80.34	180	100
	Cass County	279,588.72	284,500	4,911
	MN Mkt Value Credit	2,931.79	500	-2,432
	Gas Tax Allocation	16,031.9	14,000	-2,031
	Miscellaneous	<u>3,668.91</u>	<u>1,025</u>	<u>-2,644</u>
	TOTAL	<u>302,300.85</u>	300,205	-2,096
<b>TOTAL CASH</b>		<b>610,206.81</b>		
ROAD & BRIDGE				
	Road Projects	129,684.87	110,000	-19,685
	Blacktop Maintenance	21,665.11	15,500	-6,165
	Gravel Maintenance	4,132.50	6,750	2,618
	General Road			
	Maintenance	9,285.91	19,500	10,214
	Snow Removal	<u>41,816.00</u>	<u>25,000</u>	<u>-16,816</u>
	TOTAL	206,584.39	176,750	-29,834
FIRE & SAFETY				
	Pillager	75,772.64	75,500	-273
	Mtgs & Signs	<u>2,063.96</u>	<u>2,200</u>	<u>136</u>
	TOTAL	77,836.60	77,700	-137
GENERAL				
	Administration	25,401.28	25,000	-401
	Supplies	1,408.66	2,000	591
	Public Notices	2,165.44	2,000	-165
	Insurance	3,417.00	3,500	83
	Dues & Subscriptions	230.00	1,000	770
	Mileage	1,974.68	1,750	-225
	Utilities	3,699.37	4,000	301
	Elections			
	Parks & Rec	4,500.00	2,000	-2,500
	Planning Comm	874.87	1,000	152
	Townhall Maintenance	1,944.17	1,750	-194
	Legal & Special	1,644.55	2,500	855
	IRS	782.66	2,250	1,467
	PERA	2,700.96	2,500	-201
	Medicare (Employee Share)	-391.33	-1,250	-859
	PERA (Employee Share)	<u>-1,349.48</u>	<u>-1,250</u>	<u>99</u>
		<u>48,975.83</u>	<u>48,750</u>	<u>-226</u>
<b>TOTAL EXPENDITURES</b>		<b>333,396.82</b>	303,200	-30,197
<b>ENDING CASH</b>	<b>12/31/2013</b>			
	Checking	62,832.29		
	(Outstanding Checks)	<u>-3,388.50</u>		
	ADJ Checking Balance	59,443.79		
	Bremer Money Market	<u>217,366.20</u>		
<b>ADJUSTED ENDING CASH</b>		<b>276,809.99</b>		

**CD INVESTMENTS**

\$122,064.11

(\$43,008.51 Community Projects, \$79,055.60 Road Reserves)

The Fairview levy tax rate for 2014 is based on a Taxable Market Value of \$276,684,400.

**Walt Richmond/ Tom Dechmann/ Unanimous: Motion to waive the reading of all checks** written during the year since the monthly expenditure reports are posted on the wall.

**Walt Richmond/ Tom Dechmann/ Unanimous: Motion to accept the Treasurer's Report** as presented.

**Fire Report:**

Walt Richmond reported it was a very busy year for the Fire Dept. They responded to **231 emergency runs in 2013**, 15 more than in 2012. 37 of the calls (or 16%) were in Fairview Township; this was 5 less than in 2012. Of those 37 calls, 30 were medical runs, with 8 of them at Mount Ski Gull.

There are 27 volunteers right now. Each volunteer is required to attend 40 hours of in-house training and 25% of all calls. All firefighters are required to be medical First Responder and 'Firefighter I with Haz Mat Ops' certified within 2 years of joining the team. Most all have gone on to be Firefighter II certified. They also must pass the physical ability evaluation every year. The newest recruit is a Brainerd Policeman who is already a certified EMT and has his Firefighter I and II certification.

The volunteers logged 1,261 man-hours of training in 2013 and approximately 2,668 man-hours responding to calls.... or an average of 170 man-hours per volunteer, with an average of 11 members per run. Les Fundine assisted in the delivery of a baby on a run, which is the first time that's happened in the 40 years the Fire Dept. has been operating.

The 2015 budget for the Pillager Fire Dept. will remain at \$171,950 (the same as 2014). This is the fifth year in a row where the budget has remained the same or been reduced. Fairview will be assessed 43% of that amount, or about \$74,750 for 2015. That budget is based on a total taxable market value of \$637 million, with almost \$277 million of that amount in Fairview Township. The Fire Dept. reimbursed \$848 to Fairview Township for electricity.

The Fire Association took in \$49,869 in grants and donations. The Fire Association used a \$5,000 donation from the Lion's Club and \$9,500 in gambling proceeds from the Firemens Relief Association to purchase a Lucas 2 CPR machine, which does chest compressions at a rate of 100 per minute. We are the only Fire Dept in the area that has one of these machines.

The department received \$6,000 from FEMA for their work at the Menagha Fire last spring.

They replaced the old 6 wheeler with a Polaris Ranger 6x6, which will be used for fighting grass fires and search & rescue efforts. The 6X6 cost \$18,300 with another \$8,000 expended to outfit it with a large water tank, pump, litter basket, etc.

All residents are reminded to replace their CO2 and Smoke alarms every 7 years.

East Gull Lake has requested an estimate on what it would cost to have the Pillager Fire Dept. provide their fire service. They are quite interested. If they eventually decide to join the Association it could potentially lower our Townships' payments. East Gull Lake already has a very active First Responders group.

**Road Report:**

Road Supervisor, Tom Dechmann distributed the following Road Report:

<b>Total expenditures for Road Maintenance and Construction in 2013:</b>	<b>\$206,584</b>
<b>Snow Removal</b>	<b>\$41,816</b>
<b>Blacktop Maintenance</b>	<b>\$21,665</b>
Includes:	
<b>Patching:</b>	\$3,769
<b>Crack Sealing:</b> 64,342 Linear Feet, or 12.18 Miles	\$12,714
<b>Sweeping:</b>	\$2,363
<b>Drainage, Misc:</b>	\$2,819
<b>Gravel Road Maintenance:</b>	<b>\$4,133</b>
<b>Grading, Class 5 Fill:</b>	\$2,690
<b>Drainage Issues:</b>	\$1,443

<b>General Road Maintenance:</b>	<b>\$9,286</b>
<b>Mowing Roadsides:</b>	\$7,813
<b>Roadside Clean-Up, Mailboxes</b>	\$710
<b>Retroreflectivity: Sign Installation</b>	\$763

**Road Projects:** **\$129,685**

**Red Oak Trail & Red Oak Drive:** \$81,720

Anderson Bros. graded and patched 17 different areas on the two roads, applied a 2" asphalt overlay.

**Rardin Rd & Hill Drive:** \$47,777

In order to limit the inconvenience for customers at Jake's City Grille, the crew milled the surface and placed the 2" asphalt overlay in two day timeframe.

**Red Oak Trail & Red Oak Drive:** In 2007 Fairview entered into a joint project with East Gull Lake to apply an asphalt overlay on an 815 foot portion of Red Oak Drive. The surface on the balance of that road and Red Oak Trail deteriorated and developed several sinkholes. Engineers from Bolton & Menk prepared specs and quote documents covering the necessary work. Two quotes were received, with the job being awarded to Anderson Brothers Construction. Their crew graded and patched 17 different areas on the two roads, then applied a 2" asphalt overlay. The project was completed on August 26<sup>th</sup> when the roads were shouldered. The total cost, including engineering, was \$81,720.

Gophers continue to tunnel under the edges of the road in a couple of areas, which may cause patching in the future.

In April, a culvert running under Red Oak Drive collapsed, causing a deep sinkhole. This culvert lies under the portion of Red Oak Drive that was overlaid in 2007, but the 15" culvert didn't allow enough room for a sufficient layer of gravel above it. It was not a part of this years' major road project, but the repairs were done in conjunction with that work. Anderson Bros. replaced the existing 15" culvert with a 40 foot long 12" culvert, 4" of compacted Class 5 and 2" of bituminous, which allows a thicker layer of road protection, at a cost of \$2,500.

**Rardin Rd & Hill Drive:** The paved surface of Rardin Rd. and Hill Drive was severely "alligatored" and uneven. Engineers from Bolton & Menk again prepared specs and quote documents. Two bids were received, with the job being awarded to Anderson Brothers Construction.

Rardin Rd. had to be milled and paved, while Hill Drive just required an overlay. In order to limit the inconvenience for customers at Jake's City Grille, the crew milled the surface on August 1<sup>st</sup> and placed the 2" asphalt overlay on August 2<sup>nd</sup>. The total cost to the Township, including engineering, was \$47,777.

There was an area at the intersection of Hill Drive and County 77 where a large puddle of runoff would accumulate after rainfalls. The Township contacted the Cass County Highway Dept. and alerted them to the problem. Cass County agreed to pay for the necessary corrections, which included cutting a trench to the swale and installing about 15 tons of asphalt.

**Gregory Drive:** The culvert under Gregory Drive was a problem again last winter. When the snow started to melt, the culvert remained frozen, causing the runoff to flow across the top of the road. In March, Fyle's used about 250 gallons of water to jet the culvert open.

**Pillager Lake Road:** While the natural springs along Pillager Lake Road continue to cause on-going drainage and wash-out issues, beavers clogging the culvert add to the problem. Beavers were trapped in May, June and October (7). The Board is still investigating the best possible way of dealing with the drainage issues, such as installing a Klemson Leveler, but the water may be too shallow to allow it.

**Mayfair Road:** Snow blowing across the open farm fields causes an on-going issue with Mayfair Road getting drifted in, preventing safe access for the residents. The Board is considering possible solutions for this problem. They discussed planting a row of trees to create a snow break, but the snow comes from the May Township side of the road.

**Rardin Minimum Maintenance Road:** A new property owner on the Minimum Maintenance portion of Rardin Rd approached the Board about his plans to build a home there. His immediate concern was having a 10 ft wide path cleared along the road right-of-way to allow Crow Wing Power to run electricity to his property. He

also was concerned about future improvement of the road to allow him more convenient access when his home is built.

The Township cleared a path up the undeveloped side of the road to prevent the need to acquire easements from adjoining property owners who had already landscaped within the right-of-way. The Board has discussed upgrading the quality of the road in view of the potential home construction and the increased usage of the road by residents and commercial vehicles. It was plowed and kept open this past winter. There is a low area in the road that is impacted by the wetlands near it, but, according to the Cass County Wetland Specialist, it is a small enough area that we won't have to get the MPCA involved.

**West Lake Ridge Dr. & Birch Forest Rd:** The Township worked with two separate residents on drainage issues this year. In one instance, the resident felt that the run-off flowing through their yard was caused by a back-up from beaver dams that exist in a slough near Cty. 77. The Township enlisted aid from the Cass County Wetland Specialist who supplied aerial thermal image "pictures" with actual elevations, which showed that the water from the slough could not feasibly flow onto the resident's property. He was able to show where natural springs were actually causing the run-off and explained that nothing could be done to prevent the flow. He suggested they should work with their landscaper to let it flow to the lake, unobstructed.

In the second instance, the resident complained that after the heavy early summer rains, the run-off flowed down the road so hard and fast that it rutted his gravel driveway. Fairview and Sylvan Townships worked together to install millings along the Township road to try to divert the run-off, but the property owner is responsible for crowning his driveway and creating ditches along the edge to divert the run-off on his own property.

**Crack Sealing:** The 12.18 miles of Township roads were crack-sealed in 2013 by Anderson Brothers, at a cost of \$12,714:

Antler Drive	Beauty Lake Road	Beaver Pond Drive	Birch Bay Drive
Birch Forest Rd	Forest Lane	Forest View Court	Green Bass Lake Lane
Gregory Drive	Gull Lane	Gull Lake Drive	Hines Circle
Holsapple Lane	Hunter's Point Rd	Hunter's Ridge Trail	Mayfair Road
Norway Pine Rd	Ossego Rd	Pillager Truck Trail	Quarterdeck Road
Richmond Rd	Rockwood Rd	Sandy Point Road	Shadow Trail Drive
Ski Gull Lane	So Agate Shores Drive	So Agate Shores Trail	Vansickle Bay Road
Westwood Shores Road			

**2014 Road Review:** Due to uncertainty about when the snow will be gone and the frost out of the ground, the date for the annual Road Review will be set at a later date.

**Future Road Projects Under Discussion:**

Fairview North Projects: Birch Bay Drive, Pillsbury Forest Rd.  
Fairview South Projects: Gregory Drive, Shadow Trails Drive  
Fairview West Projects: Pillager Lake Rd, Orchard Park Lane

The Seasonal Road Weight Limits will go into effect on roads in the metro and south areas on March 14<sup>th</sup>. That means our weight restrictions will probably go on about a week later.

**Pillager Park Report:** Walt Richmond reported they didn't have any luck finding a "host camper" to do light clean-up at the Park last summer, so Lee Shade took on the task. He refuses to do it again next summer because the bathrooms were so bad. The Park Board has put locked gates on the bathroom doors and signed a contract to have two porta-potties brought in next summer. They will be cleaned and refitted weekly. The Board is advertising in a national RV magazine for a host camper. If they find one, the gates will be removed and the porta-potties will be cancelled.

May Township wants electricity installed in the pavilion, but the Park Board feels it would be too hard to police it. They may reconsider if they can find a way to monitor usage or if they find a host camper.

The dues for the Park will be \$2,000 per member township/city again in 2014.

**Fairview Planning Commission:** It has been another fairly quiet year. Herb Richmond and Roger Zeeb joined Ken LaPorte, Joe Fitterer and Tom Dechmann on the Fairview Planning Commission.

In January, Tom Steffens and his group of backers from Florida submitted a request to change the CUP for

the Quarterdeck from interval ownership villas to a full-blown resort. The name changed several times from GullWing Resort to GullView Resort to LakeShore Lodge. The plans have been approved by the Cass County Planning Commission. According to Tom Steffens, they anticipated starting construction in 2014 if they had enough units presold. Nothing appears to have been started yet.

We had an application for a variance to expand a non-conforming residence on Otsego Rd with a 32'x53' attached garage/ upper living area. Our Commission suggested approval and Cass County Board of Adjustment did approve it.

There was an application for a variance on Hunter's Point Rd to construct a 1,150 sq ft structure. The current guest quarters (576 sq ft) will be converted to a garage. Land Use Ordinance limits a guest quarters structure to 900 sq ft on a riparian lot. The lot is 5.06 acres. The Fairview Commission could not identify a "practical difficulty" and recommended denying the variance, despite the large lot size. They also recommend that Cass County might consider revising the Land Use Ordinance for lots over 5 acres. The Cass County Commission did vote to approve the variance, and they will take the suggested stipulation under consideration.

The on-going issue with a property owner on Red Oak Drive has finally progressed towards solution. In the summer of 2011 the owners were denied an after-the-fact variance for placing a storage shed and raised patio within the 75 foot Shoreland set-back. The property owners sued Cass County P&Z, but lost, and refused to make the required changes. The Environmental Services Dept., after trying to reach a compromise, had to take legal action against the owners. In the fall of 2013 the property owners finally removed the shed and started removing the patio area within the set-back. The ESD will monitor the property in the spring to ensure the Shoreland area is reestablished to meet their requirements.

There were 26 Building Permits issued in Fairview Township in 2013 including four for new homes/ cabins. The majority were for storage buildings, garages and sheds. In addition, there were seven permits for Shoreland Alteration, three Variance applications and one Conditional Use Permit.

**Year In Review:** The Cass Cty Sheriff conducted a "**Community Appreciation Day**" at the Town Hall on October 9<sup>th</sup>. Sheriff Burch and two of his Chief Deputies brought the "Take It To The Box" drug collection box, many handouts and lots of information. They took applications from two residents for permits to carry a gun. A Public Health Nurse was here to administer flu shots. The Sheriff was pleased with the turn-out and we will plan this event again early next fall. Now that we are familiar with how it operates we can better promote it the next time.

**Mount Ski Gull** announced they were eligible for a \$10,000 grant if they could raise \$10,000 in matching funds. MN Statutes allow Townships to donate to a non-profit organization to provide social and recreational services within the Township. The Board donated \$2,500 for their matching grant with the stipulation that they add a reference to Fairview Township in their advertising when possible.

#### **General Items of Concern :**

**Sheriff Tom Burch and Sgt. Brad Rittgers** attended the meeting to present their **Annual Report**. Deputies have cut their average response time to calls from 15 minutes to 9.9 in 2013, despite a 5.4 % rise in the number of calls for service. This is primarily due to dispatching deputies based on GPS location. Of the 19,830 calls in 2013, 266 of them were in Fairview Township. Of those calls, 47 were Alarms and 32 were Medical, 12 were Animals, 11 were Disturbing the Peace, 11 were Speeding, and the balance were spread over fifty-seven other categories.

Throughout the County they responded to 313 Serious Offense calls which include assaults, burglaries, criminal vehicular operation and criminal sexual conduct. Of the 526 traffic crashes they responded to 264 were motor vehicle with no injury, 185 were motor vehicle vs. deer, and 4 of the 526 resulted in a fatality.

Aside from administrative staff, there are 3 Sergeants, 21 Patrol Officers (including a K9 Officer) and 3 Recreational Officers. They have established a "school substation" at Pillager School.

Other programs administered through the Sheriff's office include the Emergency Response Unit, monitoring predatory offenders, "Take It To The Box", monitoring scams, missing persons, civil process, recreational enforcement, emergency management, chaplaincy and TRIAD, which focuses on senior safety.

The biggest issue the Sheriff's Office is dealing with is scams. A complete copy of the Sheriff's report will be posted to the Township website.

The **Lake Shore Trail** committee has requested that Fairview Township consider participating with Nisswa and Lake Shore on a joint trail committee.

Lake Shore has just received a TAP (Transportation Alternative Program) grant for their trail work through Region Five Development. By combining this grant money with the monies received from Cass Cty Fund 73 and \$150,000 from a City contingency fund, they will have enough money to complete Phase 1 of the trail, from the Fairview/ Lake Shore border to Sherwood Forest. Phase 2 of the trail will be completed in conjunction with the

reconstruction of Cty 77. C Cty will use State Aid and County levy dollars for a \$3,150,000 match for a \$1,350,000 grant to reconstruct and re-pave from the south Lake Shore city limits to CSAH 78. Design work has already been started, with work expected to take place in 2018.

Fairview Township will soon be the large gap in the middle of the Paul Bunyan / statewide trail system. We cannot apply for grants or even get a cost estimate until the Township develops a plan including placement options. The plan could potentially be developed by Bolton & Menk (who are doing the Ripley Trail engineering) or SEH (who developed the plan for Lake Shore). It was agreed that the Township Clerk should develop a mailing to be sent to all property owners in which we include a return post card to compile a level of public interest in developing a trail and ask for residents to participate on a steering committee.

**Weather Warning Sirens:** The Township has the opportunity to purchase and install a weather warning siren in conjunction with an installation being done by the Leech Lake Band at the end of April. Price quotes were received for new voice and horn sirens (as across from the Town Hall) and a refurbished unit that does not have the voice function. The refurbished unit has a two-year warranty and can be fitted with the necessary solar panels. **Walt Richmond / Sharon Owen/ Unanimous: Motion to pursue the purchase of a warning siren** for placement on the west side of the Township; try to buy one of the refurbished units, but take a new unit if the refurbished ones are already sold. Jim will contact the DNR to find out what it would require to get an easement to place the siren on State administered land near Stark's Vista or Rock Lake Camp Ground.

In 2007 Sharon Owen took a Leave of Absence as Treasurer. At that time the Township voted to appoint Marla Yoho as Clerk/Treasurer. In 2010 Sharon was appointed as Treasurer (which saved the Township the expense of a yearly external audit) and Marla returned to serving as Clerk only. That year Marla was again on the ballot and re-elected to the Clerk position, but the position had already been switched to an appointed position. She will verify with the MAT attorney that she is actually now appointed. **Kathy Brown/ Walt Richmond/ Unanimous: Motion to have the Clerk's position be appointed** opposed to elected.

**Donations:** **Kathy Brown/ Sharon Owen/ Unanimous: Motion to** authorize the Board of Supervisors to, at their discretion, **make the proper donations** in 2014 to support the CCED, Cass County Historical Society and other non-profit organizations that benefit the Township residents, **up to a total of \$5,000.**

**Tom Dechmann/ Jay Rardin/ Unanimous: Motion to include a \$500 donation to the County Aquatic Invasive Species** fund as matching funds for a Cass County grant.

**2015 Levy:** The Levy for 2014 is \$284,200, as it was in 2012 and 2013. CliftonAllenLarson CPAs will be conducting an external audit this year, as required every 5 years by MN statute. When that audit is complete the Board will have a better idea if the various reserves are sufficient for each fund.

The Road and Bridge fund is currently debt free and has been building up a reserve to avoid having to borrow for anticipated work on an aging road system, as discussed previously in the Road Review. Snow removal expenses have been higher than normal the last two years and budgets must anticipate for that increased expense in the future. Also, the Fire fund is operating on a very small reserve.

**Jay Rardin/ Kathy Brown/ Unanimous: Motion to set a levy of \$284,200 for 2015 (same amount as 2012, 2013 & 2014) broken down as follows: Road & Bridge \$150,000, Fire & Safety \$85,000 and General Fund \$49,200.**

**Liquor and Gambling Licenses :** **Walt Richmond/ Kathy Brown/ Unanimous:** Motion to approve the Liquor Licenses for Jake's City Grille, Mount Ski Gull and the Quarterdeck/LakeShore Lodge.

**Walt Richmond/ Kathy Brown/ Unanimous: Motion to approve gambling permits** at Jake's City Grille, and Quarterdeck/ LakeShore Lodge, as well as any special case requests (such as Lakeshore Conservation Club raffle) that may be requested.

**Other Issues:**

**2015 Fairview Township Annual Meeting: Tom Dechmann/ Kathy Brown/ Unanimous:** Motion to approve holding the Annual Meeting on Tuesday, March 11th at the Fairview Town Hall. **Jay Rardin/ Kathy Brown/ Unanimous:** Motion to hold the meeting at 6:30 PM.

**2014 Board of Review** will be held on Friday, April 25th at 1 PM at the Town Hall.

**Tom Dechmann/ Kathy Brown/ Unanimous: Motion to adjourn** the Annual Meeting at 8:50 PM.

Respectfully submitted,  
Marla Yoho, Clerk

## FAIRVIEW TOWNSHIP ROAD REPORT FOR 2013

**Total expenditures for Road Maintenance and Construction in 2013:** **\$206,584**

**Snow Removal:** **\$41,816**

**Blacktop Maintenance:** **\$21,665**

*Includes:*

**Patching:** \$3,769

**Crack Sealing:** 64,342 Linear Feet, or 12.18 Miles \$12,714

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**Sweeping** \$2,363

**Drainage, Misc:** \$2,819

**Gravel Road Maintenance:** **\$4,133**

Grading, Class 5 Fill, \$2,690

Drainage Issues \$1,443

**General Road Maintenance:** **\$9,286**

Mowing Roadsides \$7,813

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Retroreflectivity: Sign Installation \$763

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