

BOARD OF SUPERVISORS MONTHLY MEETING

August 13th, 2019

The August 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.

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

Treasurer's Report: The following are the July 31st balances in the Township accounts: \$131,224.78 in Checking and \$405,462.01 in Money Market funds. **Revenues for July were \$52,133.39** (\$723.42 MMI interest; \$129.59 Gas and Electricity reimbursement; \$49,028.88 Cass Cty- Ad Valorem Taxes; \$2,251.50 Town Aid); **Expenditures totaled \$10,687.91** (\$4,710.74 Road & Bridge; \$178.03 Fire; and \$5,799.14 General Gov't expenses.)

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

Road Report:

- July 16th Tom sprayed **weeds on Rardin Rd and Cottage Wood Dr.**

- July 19th Greg Booth called Marla in reference to the road project currently contracted on **Gregory Dr.** The **Sylvan Board** was surprised they hadn't been advised of the road project since the last 1,435 feet of the road lies in Sylvan. Marla explained that this project was originally engineered and bid in 2015. At that time Roland Anderson (previous Road Supervisor) was advised of the project but said they didn't have the money to participate. The project was tabled due to the storm in 2015 but has now being resurrected. Greg questioned whether Fairview was honoring the **Road Agreement** for maintaining this portion of the road. He mentioned there was road work necessary on the Fairview portion of W. Lake Ridge Dr and that they would have to see what the cost might be.

Tom compared the two portions of road. Per the agreement Sylvan maintains 300 feet of W Lake Ridge (2 cracks sealed) while Fairview maintains 1,435 feet of Gregory Dr (60+ cracks). Fairview paid to construct W Lake Ridge Drive in 2009, while Gregory Drive was paved at the (minimal) expense of the residents and developer, with a too-small cul-de-sac.

On August 4th John Wolfe called Tom, asking about the schedule for repaving. It is unknown if they are going to have their portion of the road repaved.

The Board discussed the existing road agreement, which refers to grading and gravel work on W Lake Ridge Dr, and the disparity in the length of the two areas being maintained.

The Board directed Marla to write the **Sylvan Board a letter asking to update the Road Agreement** to reflect the length difference and the change in road surface.

Tom feels Sylvan should subsidize the road maintenance costs on Pillager Lake Rd, since four properties in Sylvan are accessed via this road. Sylvan has never accepted their portion of the road since it does not meet specifications. Legally they may not be able to spend money on a road that is not theirs.

- Marla presented the list of **Township Road Mileage** as it will be submitted to the State by the county. The list was forwarded from Lori Koch in the Cass County Highway Dept.

Fire Report:

Walt Richmond reported:

- Yvette Dullinger brought more information on the **calendars used by the Hackensack Fire Dept** as a fund-

raiser. The calendar has room for about 50 ads which are priced at \$175 per space (\$350 for a double). The advertising income doesn't cover the cost of printing the calendars (who pays postage?). However, they make about \$70,000 from the donations requested on the front card.

Yvette believes there are 3,668 addresses in the Pillager Fire Area (including East Gull Lake). She will do some checking on the cost of printing the calendar.

Walt volunteered to make a list of all the local businesses who might be interested in buying an advertisement.

- The **safety vests** have been ordered, but currently are on backorder.
- In September the Dept will be sending firefighters to St Cloud to receive **truck driver training**.
- There will be a **practice burn** in mid-October.
- There were 16 runs in July, with 5 in Fairview, Y-T-D count is 153 opposed to 161 in 2018.

Pillager Lake Park Board:

- Walt Richmond reported there was a large 4' wide x 3' deep washout right after the heavy rainstorm. They have hired Bob Anderson to fill the washout with washed sand, and to put some on the beach area.
- Someone vandalized the playground equipment and broke of the slide.
- The second weed killing treatment has been done in the swimming area and it's working well.
- Due to the rains, some of the docks are in high water and will have to be raised or pulled in towards shore.

Fairview Trail Update:

- Marla presented a list of all the **donations received for the trail** over the last two years including: \$11,551.14 in the **Brainerd Lakes Area Community Fund**, \$6,848.00 in **Cash donations** deposited into the Trail Fund, \$18,000 in additional **pledges**, and \$1,891 in **In-Kind or Promotional donations**. The list of donors and amounts is attached. *Richmond/ Weizenegger/ Unanimous: Resolution to accept all donations as documented on the list.*

- Marla has submitted all documentation required for the "**Park and Trail Legacy Grant Program – MNDNR Application**" to Dan Golner, except for the Archaeological Survey.

Bolton & Menk submitted the **Archaeological Survey** findings report to the DNR Office of Environmental Stewardship on June 25th. On July 16th that office submitted a "Tribal Notification Form" for review by three area Indian tribes and the MN Indian Affairs Council. They have until August 16th for a response.

- According to Dan Golner, they will need 3 to 4 weeks to generate **the contracts** after they receive the all-clear on August 16th. Marla will continue to check with him to follow the progress of the contracts. There was discussion about tabling tonight's Board meeting so it can reconvene as soon as the contracts from the state are available. At that same meeting, the Board could review and sign the contract with Bolton & Menk so they can start surveying and engineering work ASAP.

Bryan Drown has submitted a **Proposal for Phase 3 Trail Construction** for the Board to review. This contract cannot be signed or proceed until the contracts with the state are signed. The tentative proposal provided the following schedule: (Dependent on when the contracts get signed)

Preliminary Engineering and Layout Development: August 2019 - October 2019

Final Design and Plan Development: November 2019 - February 2019 (This phase includes Permitting)

Bidding: March 2020

Construction: June 2020 – August 2020

The Proposal Cost Estimate totals \$283,511, including \$236,720 for engineering and management; \$10,140 for Soil Investigation and \$36,651 for Construction Material Testing.

- **Lake Shore and Niswaga** just submitted a joint grant application to the GMRPT for \$2.4 Million. The application was bolstered by a donation of \$50,000 from a resident/ business owner.

- Jenny and Marla were just interviewed for an article about the development of the trail for the **IQ Magazine published by the Initiative Foundation**.

OLD BUSINESS:

Ski Gull: The **Ski Gull Board of Directors** approved the contract with Fairview Township and the \$2,000 donation check was mailed to them.

NEW BUSINESS:

Traffic Sign: Amanda Quisberg approached the Board to request a **warning sign on Shadow Trail Dr.** She explained there were 4 children when she moved there 9 years ago and now there are 25 under the age of 9. The children run back and forth between houses and across the road, but the cars and delivery trucks travel down the road much too fast.

Tom gave her the option of a 24x24 diagonal sign reading **"Watch for Children"** or an 18x24 sign reading **"Caution Children at Play"**. Amanda will talk to her neighbors and advise Tom of their preference.

She also asked about installing a road bump, but that would be a problem for snowplows.

CLERK'S REPORT:

- Marla has prepared the **MN Dept of Labor Employee Notice** forms for Sharon and herself. The form does not have to be prepared for elected officials.

- **New stationery** was ordered using the tree and sun logo previously used on the Length of Service awards. To keep printing costs at a minimum, the logo is in black with a yellow sun.

- While Marla is gone over the winter and trail engineering proceeds, there may be questions about the trail and a need for accessing the paperwork. **Jenny Gunsbury** is more familiar with this project. She has agreed to be appointed as **Deputy Clerk** over the winter, with **Sharon Owen still serving as Deputy Treasurer**.

- Marla requested the date of the January Board meeting be changed to a date closer to the beginning of the month for bookkeeping purposes. *Richmond/ Dechmann/ Unanimous: Motion to change the date of the January Board meeting to Tuesday, January 7th*

- Preparations for the Presidential Primary on March 3, 2020 have begun. It appears we will have enough election judges to cover the election without recruiting anyone new. All judges for this election will require a special one-hour training which may be available on-line. Also, all judges will have to sign a Statement of Affiliation declaring their political party for the purpose of verifying that at least two of the judges working at any time are from each major party.

Sharon Anderson will be delivering all election equipment in December to avoid winter access problems in March. A temperature of at-least 60' must be maintained while the machines are here. She will have them picked up right after the election.

The Secretary of State needed an estimated cost of our election expense (for judges) so they can budget for reimbursement. Marla submitted an estimate of \$1,230. That covers a Head Judge and 4 election judges for a 15 -hour election day plus 2 hours for Public Accuracy testing. The actual cost will probably be less since we may be able to use fewer judges when considering the turn-out may be smaller than for a normal election and many voters may opt for a mail-in ballot based on the time of year and nature of the election (declaring party).

- Marla showed the Board the steps she is taking to document how her job is normally performed in case someone had to step in without training. She mentioned that currently all township expenses are charged to her personal credit card, which isn't a problem, but it could be for someone taking her position. *Dechmann/ Weizenegger/ Unanimous: Motion to apply for a Fairview Township credit card at Bremer Bank*. Marla will create a "Credit Card Policy" for approval at the next meeting before applying for the card.

- Upcoming important dates:

August 21st: Noxious Weed Training, Walker, Afternoon TBD

MAT Dist 11 Annual Mtg, Walker, 5:30 p.m.

August 29th: Salt I Training/ Winter Road Maintenance, Walker 9 a.m.-2:30 p.m.

September 10th: Monthly Board Meeting

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

October 10th: Monthly Board Meeting

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

10819	Crow Wing Power	Electricity	143.00
20819	Xcel Energy	Natural Gas	27.30
30819	CTC	Phone, Internet	98.21
40819	PERA	Retirement Fund	407.62
50819	Bremer Bank	Service Charge	7.50
4571	Bolton & Menk	Road Project	120.00
4572	Bolton & Menk	Paperwork - Trail	1,035.00
4573	Anderson Bros.	Crack sealing	19,873.11
4574	Bolton & Menk	Archaeological Survey-Trail	7,395.00
4575	Bolton & Menk	Quotes for Road Project	4,502.00
4576	Electric, Etc	Replace Baseboard and Transformer	622.61
4577	Sylvan Township	Pillager Park Dues	2,000.00
4578	Marla Yoho	Stationery - Envelopes.com	423.90
4579	Tom Dechmann	Administration to 8/13	191.78
4580	Sharon Owen	Administration to 8/13	115.89
4581	Marla Yoho	Administration to 8/13	1,750.95
4582	Walt Richmond	Administration to 8/13	290.00
4583	Jim Weizenegger	Administration to 8/13	201.13
4584	Rardin Excavating	Mowing, Brushing, Grading	6,085.00

Total: \$45,290.00

Dechmann / Weizenegger/ Unanimous: Motion to table the meeting at 8:15 PM, to reconvene at 5:00 pm on August 28th for the purpose of signing contracts with the State and Bolton & Menk.

Wednesday, August 28th, 2019:

The Board of Supervisors meeting was reconvened at 5:00 pm to review the DNR Federal Recreational Parks and Trails grant contract (FRPT), the Greater Minnesota Regional Parks & Trails (GMRPT) grant contract and a Bolton & Menk contract for Phase 1 of the trail design and engineering.

Boards members present: Jim Weizenegger, Walt Richmond, Tom Dechmann and Marla Yoho

The Board read through the **DNR FRPT grant contract in the amount of \$150,000**. Tom had questions about the address used in the contract (Marla's house), but it is the official mailing address used for all mail.

The Township will be acting as the fiscal agent for this grant, as well as the \$100,000 DNR Regional Parks and Trails Grant.

Weizenegger/ Richmond/ Unanimous: Motion to approve the contract as written.

Ayes: Weizenegger, Richmond, Dechmann.

The Board then read through the **GRMPT grant contract in the amount of \$1,206,319**. Cass County will act as the fiscal agent on this grant and it will also require a signature by Sandra Norikane, Cass County Chief Financial Officer.

Richmond/ Dechmann/ Unanimous: Motion to approve the contract as written.

Ayes: Weizenegger, Richmond, Dechmann.

Finally, the Board read through the contract for **Preliminary Engineering and Layout Development presented by Bolton & Menk in the amount of an estimated \$77,620.00**. This contract covers: Survey work and preliminary design at \$67,480 and Soil borings by Braun Intertec at \$10,140, as per the proposal submitted at the last meeting.

Survey work to gather topographic, right-of-way, and utility location information will proceed upon contract approval.

Bolton & Menk will be complete a topographic survey of the west side of Cty 77 from the centerline for the entire 7.8 mile stretch of the trail. This survey will determine the existing right-of-way and coordinate the location of utilities that currently exist within that right-of-way. They will be gathering existing topographic information along the corridor to aid in preparing a surface model of the terrain in an AutoCAD format. This surface model will incorporate all the information obtained in the “wetland delineation report” completed last fall. This model will highlight major design features, identify wetland impacts, and will identify property impacts that require temporary construction easements or potential permanent easement acquisition needs.

Tom questioned the dollar amount of the surveying work and felt it might be better to have this go out for bid to other surveyors, such as Stonemark. Marla explained that the costs include much more than surveying. They include preliminary plans that must be submitted to various agencies for preliminary permit applications. If we aren’t going to accept the costs and timetable as submitted in the original Bolton & Menk proposal, we will fall much farther behind on the construction dates. Also, if we are going to start outsourcing bids, etc. from the Bolton & Menk proposal we might have to find someone else to be the engineer, which would put us even farther back, especially if we have to start bringing another agency up to speed on the trail work done to this point. We are already in danger of losing the \$100,000 DNR Regional Trail Grant if the actual groundwork isn’t measurable by June 30th.

Walt stated that Bolton & Menk has been a competent engineer for our road projects up to this point.

Richmond/ Weizenegger/ Unanimous: Motion to accept the contract with Bolton & Menk for the Preliminary Engineering and Layout Development of the Fairview Trail at a cost estimated to be \$77,620.

Ayes: Weizenegger, Richmond, Dechmann.

Weizenegger/ Richmond/ Unanimous: Motion to adjourn the meeting at 5:40 pm.

Respectfully submitted,
Marla Yoho, Clerk

Jim Weizenegger, Chairman