

## BOARD OF SUPERVISORS MONTHLY MEETING

**JANUARY 7, 2020**

The January Monthly Meeting of the Fairview Township Board of Supervisors was called to order at 6:30 PM in the Fairview Town Hall on Tuesday, January 7, 2020 by Chairman Jim Weizenegger with the Pledge of Allegiance. Other Board members in attendance were Supervisors Walt Richmond, Tom Dechmann, Clerk-Treasurer Marla Yoho and Deputy Clerk-Treasurer Sharon Owen.

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

**Treasurer's Report:** The following are the year-end balances in the Township accounts: \$165,755.46 in Checking and \$227,737.29 in Money Market funds. **Revenues for December were \$180,763.96** (\$452.50 interest; \$149.18 Gas and Electricity reimbursement, \$2,251.50 Township Aid, \$360.30 Agric. Market Value Credit, \$141,498.92 Property Taxes, \$52.00 insurance refund, \$35,999.56 Community Projects CD proceeds); **Expenditures totaled \$80,328.56** (\$10,280.50 Road & Bridge; \$37,165.11 Fire; and \$32,882.95 in General Gov't expenses).

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

### **Road Report:**

- Tom reported the month was very quiet except for the **4" and 8 to 10" snowfalls**, as well as several smaller amounts, which have clogged the roads.
- **Dave Rasinski** provided an estimate of \$150 per plow for clearing the end of **Birch Bay Drive**. He explained that due to the compacted area and the small turn-around at the base of the hill, he must blow the snow away, which takes considerable time. Dechmann/ Richmond/ Unanimous: Motion to contract with Dave Rasinski to provide snow removal for the far end of Birch Bay Dr. when the snow fall is 3" or more at the rate of \$150 per event.
- Tom Young has approached the township about vacating the portion of land fronting his property on **Ossego Rd. (parcel 14-353-0211 Lot 2)**. This area was originally platted as White Pine Drive on the Birch Bay on Big Gull plat, but the road was never developed due to its' proximity to Cty 77. Owners of Lots 3 to 10 successfully petitioned the court in 1977 to vacate the platted road by their lots. Dechmann/ Richmond/ Unanimous: Motion to proceed with the vacation provided Mr. Young covers the costs for the survey and paperwork (no cost for the township).

### **Fire Report:**

- Walt reported that all 34 ads on the **fire calendar** have finally been approved. The company put 2,750 calendars into production as soon as they received the payment of \$8,976 covering production, labeling, inserting a self-addressed envelope and mailing costs. Each calendar costs \$1.96 (which includes a charge of 12 cents each (\$321) for the File of Life printing on the back of the letter. The total cost of the calendar was more than offset by the revenue received from the sale of the ads.
- All of the firefighters have now passed their **driver's training**.
- Greg Ringler met with Rob Mason and Dave Kavanaugh to discuss the **East Gull Lake contract**. EGL is locked in for 2020 at the 2019 rate. In 2021 it will raise by 5% to \$57,000. After that they will contract on a year-to-year basis with their contract increasing or decreasing in the same percentage as the budget.
- In order to support the ordinance passed by **Sylvan Township requiring a yearly fire inspection of all rental units**, they will add Greg Ringler as an employee so he will be covered by their liability insurance. He will be paid an hourly rate plus mileage.

- The department had one new recruit starting on January 1<sup>st</sup> and sent out one probation letter.
- The newly published incident report shows that while 80% (215) of the calls were rescue and emergency medical incidents, 62% (167) of those runs were for medical assists.
- The department ended the year with 268 runs, which is up from the 260 in 2018. There were 3 runs in Fairview.

**Reorganizational Meeting:**

Dechmann/Richmond/Unanimous: Motion to have all Supervisors remain in the positions they currently hold (White Ballot) as follows:

**Chair:** Jim Weizenegger;

**Vice Chair:** Walt Richmond;

**Road Supervisor:** Tom Dechmann;

**Fire Liaison:** Walt Richmond

**Noxious Weed Inspector:** Tom Dechmann

Weizenegger/Richmond/Unanimous: Motion to appoint Planning Commission: Board Liaison: Tom Dechmann.

Weizenegger/Dechmann/Unanimous: Motion to appoint the following Planning Commission

**Members:** Ken LaPorte, Walt Richmond, Herb Richmond, Joe Fitterer (Walt Richmond abstained)

Richmond/Weizenegger/Unanimous: Motion to maintain all checking and savings funds in Bremer Bank and all CDs in BlackRidge Bank.

Dechmann/Richmond/Unanimous: Motion to designate the following newspapers and posting places for public notices:

**Published:** Brainerd Dispatch and Lake Country Echo

**Posted:** Jake's Grill (if open) and the Town Hall

Dechmann/Richmond/Unanimous: Motion to raise the stipend paid to Board members for Township Board and Fire Board meetings to \$135. Planning Commission Liaison is \$130.00 plus Mileage. (Ayes: Richmond, Dechmann, Weizenegger). (Based on 3% COL increase)

Richmond/Dechmann/Unanimous: Motion to increase the Clerk's salary by 3% to \$25,750 yearly.

Dechmann/Richmond/Unanimous: Motion to leave the hourly rate paid for office work and duties outside the regular monthly meeting at \$20.00 per hour, which is in line with rates paid in the area for similar responsibilities. (Ayes: Dechmann, Richmond, Weizenegger).

Richmond/Weizenegger/Unanimous: The rate paid for Mileage reimbursement will follow the 2020 IRS rate of \$.575 per mile. (Ayes: Dechmann, Richmond, Weizenegger)

Weizenegger/Richmond/Unanimous: Motion to pay Trail Committee Chair \$35 per organized meeting, as approved by the Board.

**Conflict of Interest Resolutions:** The elected board members (supervisors) signed Conflict of Interest Resolutions covering any wages they are paid for work done outside of the actual board meeting. Sharon Owen and Marla Yoho are employees and do not require resolutions.

Dechmann/Richmond: Authorizing Contract with Interested Officer- Weizenegger: Weizenegger Abstained; Richmond Aye, Dechmann Aye.

Dechmann/Weizenegger: Authorizing Contract with Interested Officer- Richmond. Weizenegger Aye; Richmond Abstained, Dechmann Aye.

Weizenegger/Richmond: Authorizing Contract with Interested Officer -Dechmann: Weizenegger Aye; Richmond Aye, Dechmann Abstained.

The "Important Dates" schedule for 2020 was reviewed and approved for posting.

Weizenegger/Dechmann/Unanimous: Motion to move to the following monthly Board meeting dates:

February: changed from Tuesday 11<sup>th</sup> to Tuesday 4<sup>th</sup>, March: changed from Tuesday 10<sup>th</sup> to Wednesday 4<sup>th</sup>, August: changed from Tuesday 11<sup>th</sup> to Tuesday, 4<sup>th</sup>. (Complete list attached)

**Trail Committee:** Jenny and Marla updated the Board on the progress made this last month.

- Bolton & Menk has determined the trail will displace a maximum of 1.8 acres of wetland opposed to the original estimate of 2.2 acres. This will mean a savings of at least \$4,800. Marla spoke with Conrad Kragness of Aitkin County to confirm the amount to be held. The credits don't have to be paid for until they are actually used/ or replaced. The actual amount needed may be lower.

- Bolton & Menk has been completing the preliminary plans and are ready to move on to the next level, which is the final design and plan development, including preparation of plans for submission to various agencies for approval. They submitted a contract for Phase 3 at a cost estimated at \$74,260. Richmond/ Weizenegger/ Unanimous: Motion to approve the contract for Phase 3 with Bolton & Menk. (Ayes: Weizenegger, Richmond, Dechmann)

#### **Old Business:**

- Aitkin Shirts Plus will create a patch of the township logo for application to personal apparel. They should be ready mid-January.

#### **New Business:**

**Board of Audit:** The Board reviewed the checkbook, bank statements, financial reports (manual and CTAS generated) and claims from 2019. These are the same documents submitted to Clasen Stegner Schiessl CPAs for the external audit.

Richmond/ Dechmann/ Unanimous: Motion to approve the finance and cash records of 2019 as presented to the Board of Audit. (Aye: Weizenegger, Richmond, Dechmann)

**Presidential Nominating Primary (PNP):** Richmond/ Dechmann/ Unanimous: Motion to approve the following election judges for the PNP on March 3<sup>rd</sup>: Paul Cibuzar, Ellie Dechmann, Jenny Gunsbury, Mary Hietala, Angie Rardin, Marla Yoho. Alternates are: Jerry Jensen and Sharon Owen.

- All judges will be required to have a **one-hour training session**, but the State hasn't been able to pull the information together yet and there is no video or training scheduled at this time.

- The election equipment has already been delivered. The heat must be kept no lower than 60' while the machines are here.

#### **Clerk's Report:**

**2019 External Audit:** Susan Schiessl and another accountant from Clasen Stegner Schiessl were in the office on January 3<sup>rd</sup> for the beginning of the audit. They will review the information and advise of any changes required on the CTAS system before the year-end report gets submitted to the State Auditor's office.

**Year-End Reports:** All of the year-end reports such as W-2's, IRS and Minnesota Revenue filings, Workers Comp Audit, Outstanding Indebtedness report, have been filed.

**Out of Office:** Marla will be out of the office from January 10<sup>th</sup> through February 29th, but she will be monitoring all township responsibilities via the internet, and the township phone will roll to her cell phone for immediate response. Sharon will be collecting all township mail. Jenny Gunsbury will be serving as Deputy Clerk.

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

10120	Crow Wing Power	Electricity	171.00
20120	Xcel Energy	Natural Gas	163.14
30120	Bremer Bank Visa	Software, Fire Extinguisher	319.97
40120	CTC	Telephone, Internet	
50120	Bremer Bank	Service Charge	7.50
60120	PERA	Retirement Contribution	363.18
4633	Cass Cty Assn of Townships	CCAT & MAT Dues	1,056.88
4634	Bolton & Menk	Birch Bay DR Survey	978.00
4635	Bolton & Menk	Trail-Survey & Engineering	14,930.50
4636	Tom Dechmann	Administration to 1/7/20	126.29
4637	Sharon Owen	Administration to 1/7/20	107.31
4638	Marla Yoho	Administration to 1/7/20	1,641.75
4639	Walt Richmond	Administration to 1/7/20	252.58
4640	Jim Weizenegger	Administration to 1/7/20	126.29
4641	Jenny Gunsbury	2019 Trail Meetings	240.00
4642	Rardin Excavating	Snow Removal 12/12-1/6/20	13,460.00

Total: \$33,944.39

Weizenegger/ Dechmann / Unanimous: Motion to adjourn at 8:15 PM

Respectfully submitted,  
Marla Yoho, Clerk

Jim Weizenegger, Chairman