

BOARD OF SUPERVISORS MONTHLY MEETING & CONTINUATION OF SPECIAL ROAD VACATION HEARING

July 10, 2018

The July Monthly Meeting of the Fairview Township Board of Supervisors was called to order at 6:30 PM in the Fairview Town Hall on Tuesday, July 10th, 2018 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. This meeting will also include discussion on the proposed vacation of S. Agate Shore Drive (Birch Drive).

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

Treasurer's Report: The following are the June month-end balances in the Township accounts: \$185,811.75 in Checking and \$322,879.23 in Money Market funds. **Revenues for June were \$122,155.00** (\$19.69 interest; \$125.27 Gas and Electricity reimbursement; \$122,010.04 May/June Property Tax Settlement); **Expenditures totaled \$47,689.30** (\$1,513.38 Road & Bridge; \$37,223.62 Fire; and \$8,952.30 General Gov't expenses). Dechmann/ Richmond/ Unanimous: Motion to approve the Treasurer's Report as presented.

Marla reported on conversations with Bremer Bank concerning the **Pledged Collateral** the township maintains to cover funds over \$250,000 in our checking and Money Market accounts that exceed the FDIC coverage. They are suggesting the township consider switching to a **Letter of Credit** held with another bank that would cover any balance exceeding \$250,000. The township pays a percentage fee to have the Pledged Collateral which, in turn lowers the interest rate we receive on Money Market funds (currently about .7%). If we were to switch to a Letter of Credit, the interest rate would be about 1.43%. Chris Clasen will check into the Letter of Credit scenario and advise us.

The two checks that were issued to Marla in June have been **lost in the mail** for a month. Bremer Bank will charge **\$35 to stop payment** on the two checks. Marla will pay the \$35 fee if the township will issue new checks. Checks #4364 and #4372 will be stopped and checks #4379 and 4380 will be issued in their place.

2017 Audit: Chris Clasen reported the 2017 External Audit went very well. The records were in good order and the financial statements were fairly stated. There were no compliance issues concerning laws, regulations, contracts, or grant agreements. The 2017 General Fund balance is up from 2016, ending at \$168,493. It is considered to be a healthy fund balance. The total General Fund receipts were 55.8% higher than budgeted, and other financing uses were 12% higher than budgeted. It was noted these figures are based on the information contained in CTAS which has had a budgeting glitch over the last couple of years which has been fixed. They encourage mid-year budget reviews to keep the numbers in line. One issue of note was the usual concern that there is only one person responsible for all the funds (Lack of Segregation of Duties), but it was agreed it isn't feasible to increase the staff or segregate duties in this office environment. The other problem they found was considered a "Significant Deficiency" in reference to the payroll issue brought to the Board on May 8th where Social Security hadn't been deducted from Marla and Sharon's payroll checks after the positions were combined and shifted from DCP (elected) to Defined Benefits (appointed) under PERA. Social Security has been deducted from their checks back to the first of the year and a report submitted to the IRS.

Road Report:

- On July 10th Tom checked out the hole reported in the pavement at the intersection of Forest Ln and Rockwood Rd.
- Checked on the crack sealing project after Anderson Bros. was done. All looked good.
- Checked on Ossego Rd to see if the boring under the road had started for the Roth's septic drainfield, but not started yet. The contractor has agreed to put metal pins in the ground to identify where the water and drainfield pipes are located.
- He checked on the Anderson Bros. Poly Patch crack sealing job on Cottage Wood and Rardin Roads.
- Tom sprayed Canadian Thistles on Pinewood Ln.
- The boat trailers and boat lift have been removed from the right-of-way across from the Jensen home, but there is another resident with a boat trailer and recycling bin in the right-of-way a couple of houses down. A letter will be sent.
- The contract covering the repaving and additional paving of 400-ft of S Agate Shore Dr has been signed with Anderson Bros. Total cost for both projects will be \$93,577.00. The township has also received a copy of a signed contract between Birch Bay RV Resort and Anderson Bros for the construction and paving of a cul-de-sac at the end of S Agate Shore Dr. Tom will talk to Al Knowlen to see if the projects can be coordinated so they won't be driving the heavy trucks over the newly paved road. There is no timing for either project yet.

- The township has received complaints from residents along S Agate Shore Dr concerning the excessive speed of the RVs and campers. There are concerns about safety, dust, and noise. Even if the RV Resort changes their address, it will take a long time before the S Agate Shore address stops popping up on navigational systems. The township will have signs made to be posted at the two points where vehicles traverse S Agate Shore Drive. The signs will read:

NO RV's or CAMPERs BEYOND THIS POINT

Return to Cty Rd. 77 Use north entrance to RV Resort ½ mile north on Sandy Point Rd.

- The township incurred approximately \$1,192 in clean-up from each of the storms on June 15-17 and June 28th. While the dollar amounts help Cass County reach their threshold for reimbursement, they are too low for us to make a claim since the minimum damage for a claim is \$3,250.

Fire Report:

- Walt reported they have received the 7 new radios from Granite City Electronics and they saved 50% on the programming over what it would have cost at their first source.
- They have received all the fully stocked medical supply bags purchased with the Relief Assn. donations. The bags cost \$300 each and are as good as the ones they had before at more than twice the cost.
- The new truck will be coming at the end of July or first of August.
- The two new firefighters are all equipped. There is a registered nurse interested in joining the department just for medical calls (as an EMT).
- The boat is in the harbor by Maddens and is ready for search & rescue calls. The proposed switch from the boat to a pontoon has been tabled for this year due to the purchase of the new truck.
- There were 18 runs last month, with 2 medical calls in Fairview, bringing the total runs for the year to 143.

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

- On June 16th we received notification the trail has been awarded a DNR Federal Recreational Grant in the amount of \$150,000 as well as a DNR Regional Trail Grant in the amount of \$100,000. The Federal grant can be used as “matching” funds for the GMRPT application but not the state grant. There is now a total of \$511,800 in grants, donations and township funds committed towards the trail costs.
- On June 21st the trail committee painted the “Get Hooked on the Trail” logo on the “rock” (pictured attached), and it remained intact for 6 days, but then someone sprayed painted a red circle and diagonal line over it. It was effective though. Pictures are on various Facebook pages and the township website. During the Community Outreach Day, Lakeland News interviewed Marla and the portion that aired was all about the trail.



- Committee member Larry Zarling staffed a table at the Firecracker Run where he spoke to runners about the trail, collected Comment Cards and passed out Pledge forms.
- Jenny is busy writing the dialogue for the extensive GMRPT application that is due on July 31st. Marla is collecting and compiling all of the necessary support documents. They have worked with Bryan Drown at Bolton & Menk to compile maps showing the highlights of the area and the overall trail layout and connections.
- We will set up a display at the “Habitat for Humanity 500” rest stop on the 20th.

Planning Commission:

Askegaard Variance – This application on Gregory Dr. was to construct 30’x50’ garage on an area that was 55-60 ft from the OHWM. Due to wetlands on the property they were a little limited on where they could build. After attending the field inspection on July 3rd the Fairview Planning Commission sent a letter to the ESD in which they suggested the building be moved 20-feet to the southeast and 5-feet farther southwest from the OHWM, which would minimize excavation. The Cass County Planning Commission was in agreement and approved the variance with that condition.

Special Meeting Business:

Vacation of S Agate Shore Drive (Birch Drive):

This special meeting to hear the vacation of S Agate Shore Dr. (Birch Dr.) has been continued from April 14 and May 8. Unfortunately, Shorty Spohn is not in attendance, and since this vacation affects his property, it is essential that he be a part of the discussion.

The township did receive a copy of a signed contract between Birch Bay RV Resort and Anderson Bros for the construction and paving of a cul-de-sac at the end of S Agate Shore (for \$3,400).

The Board needs to discuss the following before they can resolve to vacate the road:

- Birch Bay must change their mailing address from S Agate Shore Dr SW to Sandy Point Rd SW to prevent RVs and Campers from using their GPS and still traveling on S Agate Shore Drive.
- The cul-de-sac should be constructed either before or in conjunction with the township paving project to prevent the large trucks traveling over the freshly paved roads.
- The proposed fence to close off the RV Resort from the residential portion of the road should be installed within 5 days of the completion of the cul-de-sac.

The Birch Bay Rv Resort sign out on Cty 77 (at S Agate Shore Dr) should be removed, as well as the mailbox.

Weizeneqger/ Dechmann/ Unanimous: Motion that since the Spohns aren't here, the special meeting will be tabled one more time to Monday, July 24th at 6:00 PM. Marla will send a letter to the Spohns advising of the meeting and advising of the conditions.

(From Road Report)- The township has received complaints from residents along S Agate Shore Dr concerning the excessive speed of the RVs and campers. There are concerns about safety, dust, and noise. Even if the RV Resort changes their address, it will take a long time before the S Agate Shore address stops popping up on navigational systems. The township will have two signs made that will be posted at the two points where vehicles traverse S Agate Shore Drive. The signs will read:

NO RV's or CAMPERS BEYOND THIS POINT

Return to Cty Rd. 77 Use north entrance to RV Resort ½ mile north on Sandy Point Rd.

Old Business:

Community Outreach Day: The event was very well attended. Sheriff Burch and two of his deputies were here with the "Take It To The Box". They processed some gun permits and shared information with several residents. Sharon Anderson had a new tabletop display highlighting the changes we can expect in the voter registration process and showing the new election equipment. Jenny Gunsbury manned a display on the Fairview Trail, dispensed Gull Lake Trail Mix and collected Comment Cards. Tom cooked up brats and hot dogs while Sharon and Ellie served up sloppy joes, chips and desserts.

A representative from Rick Nolans office spent well over an hour here taking to residents and presenters. A reporter from Lakeland News was here and interviewed Marla. The portion of the interview that aired focused on the trail.

Culvert Money: No money has been allocated for township culverts yet. The county would like to create a database of all the primary culverts within the county. Then, when money becomes available they may be able to help.

New Business:

Cass County Economic Development: Mike Paulus has been the Executive Director of CCEDC since 2016 and recently moved into Fairview Township. From the beginning of October to the end of September the CCEDC has spent 444 hours providing guidance and support for businesses that have created 80 new jobs with wages of \$15 or more per hour.

Mike explained that they are interested in helping businesses that are already existing, including home based businesses. They can help them grow by counseling and providing funding advice. The CCEDC can provide low interest gap funding from their loan pool which has grown to \$600,000. They are a non-profit, member funded organization. They will be holding their annual meeting at the Quarterdeck on October 11th.

Election Judge Training: Marla took a Clerk's Election training in June at the MAT Short Course and with Sharon Anderson in Backus. She will conduct an in-office "online" training session for 4 election judges tomorrow (Ellie Dechmann, Sharon Owen, Mary Hietala and Angie Rardin). Two new election judges attended an in-person training in Backus last week (Paul and Roxanne Cibuzar), and Marla and Jenny Gunsbury will attend a Head Judge training session in Backus on the 18th. Jerry Jensen is taking the on-line EJ training session on his own. On August 8th Jenny, Angie Rardin and Marla will attend a special training for the new electronic Poll Pads in Backus on August 8th.

Richmond/ Weizeneqger/ Unanimous: Motion to approve the following election judges for the August 14th Primary Election: Paul Cibuzar, Roxanne Cibuzar, Ellie Dechmann, Jenny Gunsbury, Mary Hietala, Jerry Jensen, Sharon Owen, Angie Rardin, and Marla Yoho.

Clerk's Report:

Filing for Township Office: Filing will open for Township Board positions Seat 1 (Walt Richmond, incumbent) and Seat 3 (Tom Dechmann, incumbent). Filing will open on Tuesday July 31 and close at 5PM on August 14th.

Meeting Schedule:

July 11: In office Election Judge training (9AM to 12 PM)
July 18: Election Judge and Head Judge Training in Backus 1-5:30 PM
July 20: **Habitat for Humanity 500-mile Bike Ride Rest Stop** 7-10 AM
July 30: **MAT Dist. 11 Annual Meeting** at the Walker Area Community Center 6- ? PM
August 1: Election equipment delivery and Public Ballot Testing 9-10 AM
August 8: **Election Poll Pad Training** in Backus 4- 5:30 PM
August 14: **Primary Election**, Polls Open 7 AM – 8 PM.
August 16: August Board Meeting
August 29: MAT Dist 11 Annual Mtg 8PM in Walker

Dechmann/ Richmond/ Unanimous: Motion to cover the expense of rolls or doughnuts for the 100+ bike riders expected at the Habitat 500 rest stop.

Richmond/ Dechmann/ Unanimous: Motion to approve payment of all Claims as submitted. (Aye: Weizenegger/ Richmond/ Dechmann). Total: \$38,651.30

10718	CTC	Internet & Phone	96.08
20718	Xcel Energy	Natural Gas - Fire Hall	26.85
30718	Crow Wing Power	Electricity	121.00
40718	PERA	Retirement Fund	447.61
50718	Bremer Bank	Monthly Service Charge	7.50
60718	Bremer Bank	Stop Payment Charge	35.00
4374	Anderson Bros.	Rubberized Crack Sealing	14,843.21
4375	Anderson Bros.	Poly Patch Crack Sealing	6,410.68
4376	Justin Clasen & Co	2017 External Audit	5,400.00
4377	Honey Wagon	Pump Septic Tanks Bid Processing - S Agate Shore Dr	245.00
4378	Bolton & Menk		1,633.50
4379	Marla Yoho	Replace Check #4364	\$1,776.57
4380	Marla Yoho	Replace Check #4372	\$1,386.12
4381	Joe Fitterer	Planning Commission	63.63
4382	Herb Richmond	Planning Commission	60.36
4383	Ken LaPorte	Planning Commission	50.00
4384	Tom Dechmann	Payroll to 7/10	392.91
4385	Sharon Owen	Payroll to 7/10	184.57
4386	Marla Yoho	Payroll to 7/10	1,815.89
4387	Walt Richmond	Payroll to 7/10	299.36
4388	Jim Weizenegger	Payroll to 7/10	135.65
4389	Rardin Excavating	Grading & Road Maintenance	6,382.50

Dechmann/ Richmond/ Unanimous: Motion to adjourn at 8:20 PM

Respectfully submitted,

Marla Yoho, Clerk

Jim Weizenegger, Chairman