

BOARD OF SUPERVISORS MONTHLY MEETING

July 14, 2020

The Fairview Township Board of Supervisors held its regular monthly meeting on Tuesday, July 14th, 2020 beginning at 6:30 pm. The meeting was held in the town hall, with the proper social distancing taken into consideration. The meeting was also available by "Zoom" for anyone who was concerned about meeting COVID-19 restrictions. Board members in attendance were Supervisors Jim Weizenegger, Walt Richmond, Tom Dechmann, Clerk-Treasurer Marla Yoho and Deputy Treasurer, Jenny Gunsbury.

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

Treasurer's Report: The following are the June 30th balances in the Township accounts: \$167,181.80 in Checking and \$228,650.16 in Money Market funds. **Revenues for June were \$113,868.89** (\$224.91 MMI and CD Interest; \$115.34 Gas and Electricity reimbursement; \$1,079.10 PNP expense reimbursement; \$112,449.54 May/June Property Tax Settlement); **Expenditures totaled \$14,715.22** (\$0.00 Road & Bridge; \$44,570.59 Fire; \$6,017.62 General Gov't expenses; \$8,697.60 Trail).

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

Road Report:

- In response to a resident's request, Tom installed a "**Speed Zone Ahead**" sign on an existing post on **Orchard Park Ln.**
- There has been no update from Anderson Brothers Const as to a timeline for the work on **Ponderosa Ln.** Marla will advise resident Ron Miles as soon as we are notified.
- A resident advised that campers and RVs have continued to come down **Birch Bay Dr** to reach the campground, even though the RV Resort has changed their address to Sandy Point Rd and the road is now a dead-end. Tom took down a redundant "STOP" sign and replaced it with a second "No Campers/ RVs" sign. He also switched around the "No Outlet" sign. Marla contacted WAZE and Google Maps to have them update their maps to show the road is a dead-end, and to revise routing as far as possible. The address for the old Birch Bay Resort & Golf Course pop up as an entry is made in the map program, which still has a Birch Bay Dr address. She also spoke with Jodi Spohn who said she would check into revising the information on their website to advise not to take Birch Bay Dr. The resident said that the camper traffic has subsided but that there are still cars coming down the road. It is a public road.
- Tom checked the **Birch Forest culvert** 15 times over the last month. It was cleared out twice and Rardins have been checking it daily. Jim has taken 2 beaver and Rardins took one. There was discussion about whether the \$50 beaver bounty was sufficient.
- Tom met with **DNR Hydrologist Darrin Hoverson to discuss culverts on Orchard Park Ln.** Hoverson suggested "sleeving" the first culvert since it is 30-feet long and so deep. It would be quite costly to replace. Hoverson will talk to the DNR since the two culverts at the Rock Lake Campground aren't working and creating too much flow/pressure through our culvert. Nothing had been done as of July 7th. Hoverson also said that Klemson Levelers are not much good after the first year they are put into use.
- Most items on the **Road Review Work Order given to Rardins** on May 22nd have been completed, with the exception of Forest Ln, Mayfair Rd, Gull Ln, Beauty Lake RD and Red Oak Dr. Marla will send them a reminder.
- Tom asked **Rardins to give us a quote on possibly sleeving the culvert on Birch Forest Rd.**

Fire Report:

- Walt reported Greg has ordered **new replacement helmets**, which will provide more neck protection. He also demonstrated samples of **new gloves made of a composite silicone**. They are more flexible than the old

leather ones and may last longer since the water and chemicals will not affect them in the same way.

- They are giving the **boat back to Willow River** and watching a new online auction site that specializes in government boats and vehicles.
- **Trucks have an onboard compressor** that pumps air into the air brakes. Greg is investigating a new compressor that would sit in the hall and connect to each truck. This compressor would keep the brakes primed, and with quick disconnects, so the truck could take off immediately.
- Greg has instituted the maintenance schedule on all trucks. Checking for contaminants in the oil has been added to the schedule.
- Last Saturday the fire department joined with the Cass County Sheriff's office and 100 to 150 area residents in the **successful search for 2 missing girls** in the Pillager area.
- The department had **34 runs in June**, for a total of 143, (137 in 2019). 5 were in Fairview.

Trail Committee:

- **Bryan Drown of Bolton & Menk** made a presentation to the board concerning the status of the trail plans, which are 99% complete.

Cass County has reviewed the plans and made extensive changes to where the trail must be placed in order to prevent any drainage issues on their rights-of-way. **Trail placement now extends farther back from the roadbed than originally estimated**, which will cause much more extensive grading and retaining work than was originally estimated. Bryan presented drawings to illustrate how these changes effect the topography. He stated that the bids will be substantially more than the money acquired through grants up to this point. The only way to know the new dollar amounts is to go out for bids. If the ads are placed in the Brd Dispatch and Finance & Commerce tomorrow (Wed.) they will be published Friday (3 wks) and could be opened on August 10th. Dechmann/ Weizenegger/ Unanimous: Motion to proceed with the bidding process in order to determine how to proceed.

- Marla and Jenny participated in the **"State of the Lakes"** teleconference put on by the Brainerd Lakes Area Community Foundation. During the presentation, a listener placed a \$100 contribution.
- **The DNR is still in the process of creating the contract for easements** for three areas. It will also be necessary to acquire **"temporary construction easements"** from three property owners along Cty 77. Marla has written letters or contacted the affected owners.

Planning Commission:

- **Guy Willis owns two lots at the end of Pine Song**. They were conforming lots when he purchased them many years ago, and now he would like to build a structure on each lot. Land Use Ordinances have changed since then and neither lot meets the current guidelines for an undeveloped lot within ¼ mile of GD lake. There have been conversations with Jessica Manifold and Scott Navratil about them being "grandfathered" in. There will be more conversation about the issue and they may require a variance in the future.

Old Business:

- **A new posting location should still be considered**. There are currently 6 postings on the bulletin board in the window and several on both the inside front door and on the storm door. Aside from looking unprofessional, it is taking up the view on the front door. Jim thought that the message board in the entryway at Sunshine's Summer House may have been removed. Marla will check.

New Business:

- **COVID-19 CARES Act**: Governor Walz has made federal funds available to townships and cities based on \$25 per population, which allots \$21,900 to Fairview Township. The townships must make an application to the state using the "Coronavirus Relief Fund Certification Form". The money is then deposited directly into the township checking account. There are three specific criteria for the expenditure of the funds: 1) It must be

a necessary expenditure incurred due to the COVID-19 pandemic; 2) The expenditure must not have been in the budget most recently approved before March 27th 2020; and 3) The expenditure must be incurred between March 1, 2020 and December 1, 2020 (no prepaying). The funds must be accounted for on special federal government forms. Any funds not meeting the criteria and not spent by November 15th, 2020, must be reimbursed to the county by November 20th.

These funds can be used for any PPE supplies purchased (masks, hand sanitizer, disinfectant), as well as the Zoom.us membership being paid to facilitate teleconference meetings (up to the end of November). They can also be used to facilitate the necessity of moving the fall elections to the fire hall. Since the voting booths in the town hall are attached to the ceiling, they cannot be used in the fire hall. We will need approximately 10 individual voting booths, including one that meets ADA guidelines. We can borrow 4 booths from Sylvan Township since they are going to mail ballot for this fall only. Marla has ordered 6 individual booths and a set of ADA adapter legs for one booth. Total cost of \$1,114 should be covered by these funds, as well as the expense for pressure cleaning the fire hall floors and getting the bay(s) sanitized for the elections. Some election judge expenses may also be covered, such as a special training session to discuss how the space and equipment will be disinfected and how best to handle the social distancing requirements, and even a trained election judge whose primary responsibility is to sanitize the machines and surfaces.

Dechmann/ Richmond/ Unanimous: Motion to apply for the \$21,900 **Coronavirus Relief Funds**.

- **Fall Election Preparations:** The firefighters did an extensive cleaning at the fire hall. It should be much easier to pressure clean the floor and sanitize the bay(s) for the elections. The new individual voting booths have arrived, and Marla will pick up the 4 loaners from Sylvan before the election.

Pam Smith, who previously worked for the City of Walker, has been hired as a replacement for Sharon Anderson.

The Election Judge training modules have been difficult to navigate, but all the proposed judges will have completed their online Election Judge and Omni Ballot training by next week.

Jenny Gunsbury and Angie Rardin have completed the Head Judge (PowerPoint) training as well.

Marla has completed the Election Judge and Omni Ballot online training, the Head Judge (PowerPoint) training, the Clerk's (PowerPoint) training from Cass County, sat in on the Crow Wing County Clerks online training, attended the MAT "Frequently Asked Questions for Township Elections" training session and the MAT "2020 Clerks Head Election Official Training".

Marla is working on diagrams to best use the space in Bay 3 of the firehall to meet social distancing requirements and the best flow for voters. Greg Ringler said they would move the large fire truck out into the parking lot if we need the extra space. It is hard to anticipate how many voters will attend the Primary since there are only a couple of offices on the ballot. We may use only Bay 3 for the Primary and then expand into Bay 2 as well for the General.

Instructions for township voting options have been posted on the front door, the township website and the Facebook page.

CTC will be installing a wi-fi router in the firehall on July 16th.

- **Appointment of Election Judges:** Richmond/ Weizeneqger/ Unanimous: Resolution to appoint all Election Judges as listed on file with the Township Clerk.

- **MAT "Township Tuesday" Teleconference Calls:** Every Tuesday at 10 am MAT hosts a teleconference call where the MAT attorneys answer questions and discuss issues of importance to townships. Contact information is listed on the MAT website, but officers just call in to: (571) 317-3117 or (866) 899-4679 and use access code: 659-961-501, or on a computer or smartphone:

<https://gotomeet.me/LeslieRosedahl/townshiptuesday/> (must install GoTo Meeting App)

Clerk's Report:

- The paper feeder on the HP printer purchased in 2010 broke (discontinued model and not able to be fixed). Purchased a new **HP 9025 OfficeJet Pro** with dual trays and wi-fi connection capability. As a bonus, it prints 2 sides at one time.

- **2019 Population** figures from State Demographer: 895; 355 Households
- **Cass County is working on their updated Hazard Mitigation Plan** and is requesting participation from residents and officers.
- The town hall and fire hall are covered in bugs and dirt, and hasn't been cleaned since constructed. The board gave Marla permission to contact companies to obtain quotes for pressure cleaning the building and the voting area in the firehall.
- **Board of Appeals & Equalization** training is now available online. Tom's certification expires on July 20th.
- The **MAT District 11 annual meeting** on **August 26th** will be held via teleconference. Information will be in the next MAT "Insider".
- The **CCAT annual meeting** will be held via teleconference on **October 1st**. The agenda of presenters and connection information will be available in early September.
 - July 28-Aug 11 Township Supervisor Candidate Filing (Seat 2)
 - July 28th 3rd Qtr Emergency Management Mtg
 - July 29th Election Equipment will be delivered; due to the high humidity in the firehall they will be stored in the townhall until election day.
 - August 4th August Monthly Board Meeting
 - August 10th Poll Pad Pickup at East Gull Lake City Hall
 - August 10th Trail bid opening
 - August 11th Primary Election, Polls open 7am- 8pm (Judges 6am – 9pm)
 - August 12th Hazardous Waste Collection May Transfer Station 2-4 pm
 - August 18th Cass County Commissioners at Pillager City Hall 6pm

Claims Submitted:

Crow Wing Power	Electricity	94.00
Xcel	Natural Gas	41.42
Bremer Bank	Service Charge	7.50
Bremer Bank Visa	Zoom, Adobe, MSN	40.77
CTC	Internet, Telephone	99.97
PERA	Retirement	394.42
Croix PM	Mow Town Hall & Signs, Trim Tree	242.50
May Township	Mayfair Min Maint Fill	100.00
Tom Dechmann	Administration to 7/14	486.46
Jenny Gunsbury	Administration to 7/14	120.05
Marla Yoho	Administration to 7/14	1,686.44
Walt Richmond	Administration to 7/14	261.94
Jim Weizenegger	Administration to 7/14	130.97
Rardin Excavating	Road Maint & Mowing	7,508.86

Total \$11,215.30

Dechmann/ Richmond/ Unanimous: Motion to approve all claims for payment as submitted.

Dechmann / Richmond/ Unanimous: Motion to adjourn at 8:30 PM

Respectfully submitted,
Marla Yoho, Clerk

Jim Weizenegger, Chairman