

Minutes

Board of Supervisors Meeting
April 17, 2018 @ 7:00 PM

1. CALL MEETING TO ORDER

Pledge of Allegiance

R. Keller called the meeting to order at 7:01 pm and the Pledge of Allegiance was recited.

Members Present: Chairperson R. Keller, Vice Chair B. Seekon, Supervisor L. Johnson, Supervisor C. Cagle, Supervisor T. Nelson

Members Absent: None

Others Present: Treasurer S. Aker, Deputy Clerk B. Schule, Town Clerk K. Wood, 6 People (signed in).

2. REVIEW & APPROVE THE AGENDA

B. Seekon made a motion to approve the agenda. L. Johnson seconds.

R. Keller moved Shawn from North Branch up to 2a

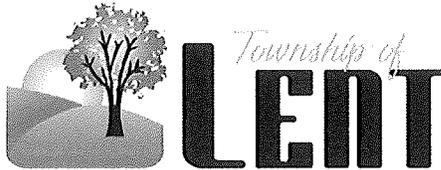
All in favor, motion carried.

a. Shawn Williams, Public Works Director City of North Branch

S. Williams had a map of the town line road North Branch shares with Lent Township – 360th Street.

R. Keller said it would be approximately \$40k for North Branch's half of the blacktop. North Branch sets their budget in June so they might need to be carried for a year. T. Nelson said he is comfortable with the Township carrying them for a year. R. Keller said it is up to the Board. North Branch is willing to give the Township a letter of intent.

S. Williams said he would take it back to the City Council. T. Nelson said not to give them a set in stone number yet. There is 100' on Hemingway so the number will fluctuate a bit. The width of the blacktop will be 22'. S. Williams wanted to know if they could go 24' wide. R. Keller said they could. T. Nelson said they could go 22' and do shoulders. There is a lot of ditching that needs to be done. S. Williams said they almost have 28' of width with some narrow spots. L. Johnson confirmed they are not striping any roads. T. Nelson would like to look at the expense as far as the width. 2 foot shoulders would get them to 26'. Most of



Lent's roads are 22'. S. Williams said they have about 500 cars per day on that road. T. Nelson said most of the ditching is on the north side toward Forest Blvd. S. Williams said they do not have frost boils or drainage issues.

S. Williams said people tend to drive in the middle of the road so they might do double yellow for the safety of the residents. It is \$3,500 for a mile of double yellow.

B. Seekon asked why 360th is going to be done this year. R. Keller said North Branch is willing to share the cost. R. Keller said Grand Avenue is going to be done so it makes sense to do 360th Street. T. Nelson said it could wait. L. Johnson said it makes sense to do it when Grand is done. S. Williams said it is the high traffic count that is driving the need for blacktop. It is their number two busiest road next to Grand.

R. Keller made a motion to go ahead with 360th Street based on the verbal agreement with North Branch. L. Johnson seconds.

T. Nelson is going to go out with S. Williams and M. Fehrman because T. Nelson is concerned about the width.

R. Keller amended his motion to move ahead with 360th Street when they have something in writing. L. Johnson seconds.

Motion carried 4-1. B. Seekon nay.

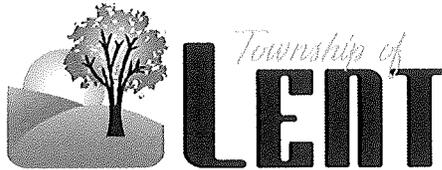
3. CLOSED MEETING TO DISCUSS EMPLOYEE REVIEWS

Meeting Closed at 7:21 pm for a performance evaluation of Maintenance Staff as permitted by State Statute.

Called back to order 7:45 pm

4. APPROVE MEETING MINUTES FROM MARCH 20, 2018

T. Nelson made a motion to approve the minutes from March 20, 2018. Second by B. Seekon. All in favor, motion carried. R. Keller abstained.



5. REVIEW & APPROVE CONSENT AGENDA

Biweekly Payroll	3/30/2018	3 Checks	\$3,701.62
Biweekly Payroll	4/13/2018	3 Checks	\$4,237.46
Monthly Payroll	4/17/2018	8 Checks	\$3,444.25
Claims List		41 Checks	\$44,664.00
Total			\$56,047.33

B. Seekon made a motion to approve the consent agenda. L. Johnson seconds. All in favor, motion carried.

6. TREASURER COMMENTS

None

7. COMMITTEE REPORTS

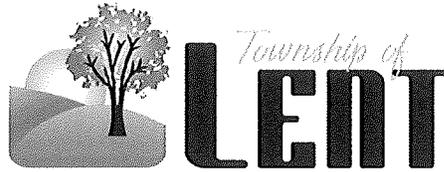
a. Planning & Zoning

B. Seekon said he will be talking about the new members later on the agenda. WSB as the Zoning Administrator has been going well. One of the solar companies requested a W9.

b. Roads

T. Nelson said everything was still frozen when he did the road report. It was 31 degrees and there was barely any snow at that time. He went out and wheeled almost every road. He and D. Chelberg did Jewel Lane, Jewel Court and some of the widths are as narrow as 18'. The main roads are pretty narrow. R. Keller said he is not surprised by this. T. Nelson said they could possibly get 22' on some of them. He wanted to let people know that they are not going to all be 22'. Hemingway North could be 18' all the way down. He looked up the MnDOT specs and 18' is the minimum. They will talk about widths at the Road Committee meeting. There could be gravel under the grass once it is pulled in.

R. Keller said he has been meeting and talking with a lot of people. He has talked to Shawn with North Branch as well as Jason with Chisago. Ivywood might be done on the Township side only. Kable Avenue might be done with the new school going in.



Matt from Chisago Lake Township would like their Ivywood done, but has to ask his Board. T. Nelson said that does not affect us. R. Keller said it was a courtesy call. R. Keller has all the lengths and T. Nelson has all the widths. B. Novack met with Jason the double chip person to get the lengths. Everything needs to be put together. T. Nelson and D. Chelberg looked at Ivywood South and some curbing needs to be done so when they bid they will have the number. R. Keller got two quotes from Knife River and Dresel. They changed some roads that will be blacktopped and double chipped. R. Keller said if there are spots where there is a concern to let them know now so they can do soil borings. T. Nelson said then there will be documentation. L. Johnson said they should do 3 spots on 360th Street. C. Cagle said they should do some Hemingway Ave.

i. Maintenance Comments

M. Fehrman said an excavator is \$2200 per week and they are going to have to move it several times which costs \$200. He wanted to know if they could rent one of R. Keller's excavators. The consensus from the Board was no because it may look bad.

R. Keller said he is thinking there is about 4-6 weeks of prep work to do. T. Nelson said Maintenance Staff has routine work to do during that time as well. M. Fehrman said there will be a seasonal worker to help out.

T. Nelson asked K. Wood to put a notice in the newsletter to watch for road prep.

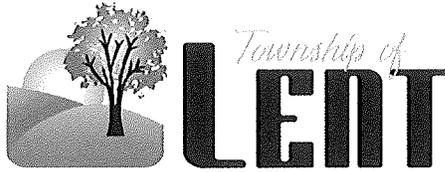
c. Parks

T. Nelson said he has the brackets for the two yellow signs. He will get them mounted in the park when the snow is gone.

d. Building

C. Cagle said the bathroom project has to wait because her manpower has been taken up with the road projects. It may happen a year from May.

She handed out a flooring quote to replace the flooring in the hallway into the kitchen and it will give her extra for when the renovations are done. Total: \$13,138. It can be



done in 4 days. T. Nelson said she should do the bathrooms before the flooring. C. Cagle said she did not get a bathroom quote because M. Fehrman is going to be busy.

The other quotes are the office doors – 2 new steel doors. B. Seekon had purchased locking units. C. Cagle said the fire exit door is \$7k. The quote for the handicap push button door is \$11k. She found them online for \$3k but labor is not included. C. Cagle said the door needs to stay open on its own for people who cannot keep the door open on their own.

T. Nelson said there is not going to be any manpower next year either because the roads are a 2-3 year project.

C. Cagle said the bathrooms are going to use up all the money in the fund. T. Nelson said to find the additional money somewhere else. C. Cagle said she is worried what the public is going to think. T. Nelson said she showed the public that she was going to get this done and it needs to be done to be ADA complaint. B. Seekon said, "If we delay these bathroom remodels, it is not going to look good". T. Nelson said to get a quote to get it done, floor to ceiling. C. Cagle said it is going to be \$40k - \$60k. C. Cagle does not want people to be upset that there are hall renovations and road renovations at the same time.

S. Aker said \$35k was taken out of the building fund to light Reiger Field. T. Nelson said they have paid back all but \$10k. T. Nelson said that will get paid back.

C. Cagle is going to get the bathroom quotes.

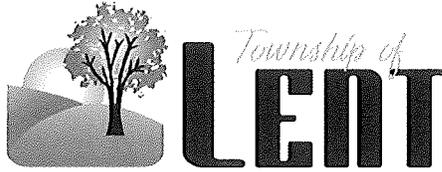
i. Dumpster Screening

This is going to wait until summer

8. OLD BUSINESS

a. Employee Insurance – HSA

Done



b. Pole barn for Maintenance

R. Keller received quotes on a pole barn and Custom had the best quote. They would require \$12k and it would come out of the PZ fund. There was discussion regarding Township funds and the consensus was to wait on the pole barn at this time.

c. Office Phones

L. Johnson said the phones have not been working and he feels the Township should go back to Verizon. **L. Johnson made a motion to go with the home connect device from Verizon. R. Keller seconds. All in favor, motion carried.**

9. NEW BUSINESS

a. Joint Powers Agreement

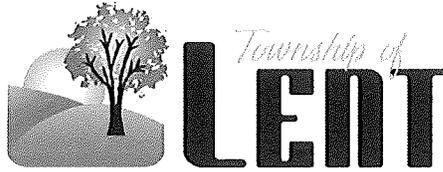
T. Nelson made a motion to approve the Joint Powers agreement. B. Seekon seconds.

R. Keller said there is a cost to sharing the SLFD building. L. Johnson said there should be a line item in the SLFD budget for maintenance budget. T. Nelson said any leftover money goes back to the Joint Powers. L. Johnson said that changed and they are going to keep it and it will be subtracted from what we are going to pay in. T. Nelson said they need to make sure it is kept separated. Building maintenance needs to be in a separate fund that is not rolled over.

T. Nelson said they need to be at the \$100k mark in 5 years for the roof to be done. The labor and the dumpsters are not included in that cost.

L. Johnson said that the Mayor feels \$15k is okay. The Board decided they need to budget \$20k for the 5 years and set up a separate fund. Money cannot be made off that fund. T. Nelson said the Township could put its 70% in a fund to be held. They do not know if they can roll over money. R. Keller asked about putting 70% into a fund and having Stacy give their 30% to put in the same fund opened by the Township. L. Johnson or S. Aker is going to check with S. Fenske on the details.

All in favor, motion carried.



b. Rental House Rent Increase

The current rent is \$500 plus utilities. Previous Board members wanted the rental for low income people and there has never been an increase on the rent.

T. Nelson made a motion to raise the monthly rent of the rental home to \$750 plus utilities. R. Keller seconds. L. Johnsons said he feels that is a big rent increase and believes the renters should receive a warning. T. Nelson rescinded his motion to start the rent increase of \$750.00 plus utilities on July 1, 2018. R. Keller seconds. Motion carried 4-1. L. Johnson nay.

c. Priority in plowing

Maintenance has been plowing the roads first, the Fire Hall and then the Town Hall. People got stuck in the snow at the Fire Department. T. Nelson said it is case by case because they are public safety. R. Keller said he would like to call Matt from Lumber Jack if there is over 6" of snow. If he cannot do it, Maintenance Staff will do it. R. Keller will get the number of the person who plows on the FD and he will call him when there is snow.

R. Keller is going to re-route Maintenance or have numbers of people on the FD. Their insurance must be filed with the office before they do any work with the Township.

d. Escrow Accounts

R. Keller made a motion to have the township Treasurer open one escrow account at First State Bank of Wyoming for all solar projects in the township; the Township would only have access & earn any interest on the account. Also the Solar companies cannot start any projects until the money has been deposited into the account, until the CUP is recorded with Chisago County & they have received a building permit. C. Cagle seconds. There was discussion regarding the escrow and decommissioning. All in favor, motion carried.

e. New Planning Commission Member

B. Seekon said M. Olson stepped down from the Planning Commission. D. Milles and L. Sinna would like to join the Planning Commission. They would like to have an



alternate member and keep it at a 5 members. L. Sinna would like to be the alternate and D. Milles would be the member.

B. Seekon made a motion to have D. Milles join the Planning Commission and L. Sinna join as an alternate member who will only vote if there is a member absent. T. Nelson seconds. All in favor, motion carried.

f. Stacy/Lent Cemetery

T. Nelson said the wall is in and the bench there. They are asking for \$5k. There is going to be an unveiling before Memorial Day. The Township had said they would double the City's donation. It came out of the general fund. **B. Seekon made a motion to give \$5k to the Stacy-Lent Cemetery Association. L. Johnson seconds.** T. Nelson said once this columbarium is paid off, it will pay off the next one with the money from the niches. It was installed a couple weeks ago and there is a new sign. **All in favor, motion carried. T. Nelson abstained.**

g. Lions LG555 (Resolution 2018-8)

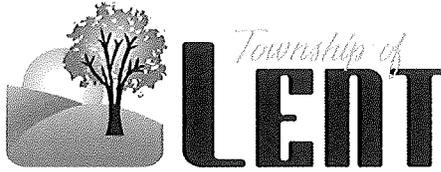
T. Nelson made a motion to accept resolution 2018-8 accepting money from the Stacy Lions for Parks and Rec in the amount of \$500. L. Johnson seconds. All in favor, motion carried.

h. Land for parks

R. Keller said they have wanted a park on the west side of town. L. Johnson said it is all swamp with birch trees on that parcel. C. Cagle asked if they can get a road in it and R. Keller said yes. **R. Keller made a motion to purchase the property. T. Nelson seconds.** C. Cagle said it is really wet and L. Johnson said he wants no part of it. It is an outlot from a development. **Motion carried 4-1.** L. Johnson nay.

i. Stacy Lions Liquor License (Resolution 2018-9)

T. Nelson made a motion to accept resolution 2018-9 approving the Stacy Liquor License. B. Seekon seconds. All in favor, motion carried.



10. PUBLIC COMMENTS (ITEMS NOT ON THE AGENDA)

Chris Dubois introduced himself and said he is running for the County Board. The filing date is the beginning of May.

11. CLERK COMMENTS

K. Wood said the printer repair person is coming back to fix the copier and the newsletters will go out as soon as it is repaired.

12. SUPERVISOR COMMENTS

L. Johnson said he received a call asking about the escrow accounts. He has been attending the County meetings. M. Lindgren did not show to his court date and was issued a bench warrant

T. Nelson is working on getting serial numbers. TJ is getting them too and has until May 1. He said to get rid of safe deposit box if it is not used. S. Aker said there are CD papers in it.

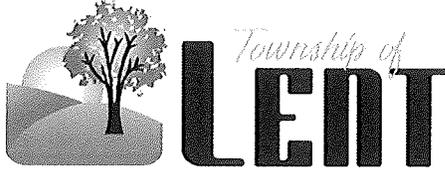
B. Seekon: None

C. Cagle: Going to get a quote for the restrooms

R. Keller: has been really busy on roads. Maintenance will probably be out next week working on Grand Ave.

13. UPCOMING MEETINGS

- ❖ Town Law Review – April 19, 2018
- ❖ Parks Meeting – April 24, 2018 – 7:00 pm
- ❖ CCATO Meeting – April 25, 2018 – 7:00 pm
- ❖ Board of Appeal & Equalization – April 26, 2018 – 6:00 pm
- ❖ Road Committee – April 26, 2018 – 7:00 pm
- ❖ Planning Commission- May 9, 2018- 7:00 pm
- ❖ Board Meeting- May 15, 2018- 7:00 pm
- ❖ Spring Cleanup Day – May 16, 2018 – 4-7 pm



14. ADJOURN

L. Johnson made a motion to adjourn the meeting at 9:52 pm. B. Seekon seconds. All in favor, motion carried.

Board Chair Signature

Deputy Clerk Signature