



Minutes
Staff/Board Meeting
April 3, 2017 @ 9:00 am

CALL MEETING TO ORDER

Chairperson R. Keller called the meeting to order at 9:02 am and the Pledge of Allegiance was recited.

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

Absent: None

Others Present: Treasurer S. Aker, Town Clerk K. Wood, three members of the public (signed in)

REVIEW AND APPROVE AGENDA

T. Nelson made a motion to approve the agenda. L. Johnson seconds.

T. Nelson added: Roads 5D 1. Gravel. 2. Right away 3. Lease 2nd grader.

L. Johnson: 4g Set Date for Annual Road Tour

All in favor, motion carried

APPROVE MINUTES from the March 6, 2017 Staff Meeting and Budget Meeting

L. Johnson made a motion to approve the minutes from the March 6, 2017 Staff/Budget meeting minutes. C. Cagle seconds. All in favor, motion carried.

STAFF MEETING (No Public Comment)

Maintenance Comments

M. Fehrman said the one ton truck is in need of tires and an alignment. He has a quote from Russ' Automotive. They found a boom mower that will work on the tractor. T. Nelson said that he feels they are going to need it for faster brushing.

C. Cagle said that they need reevaluate the budget because it is \$3k more.

One can be rented for \$1700 per week.

T. Nelson said the right-of-ways are really bad right now.



There are two different grades of tires on the quotes. T. Nelson said he has the better tread on his truck.

B. Seekon made a motion to go with the quote for \$1159.50 from A1 for new tires for the one ton plus \$200 for the alignment at Russel's Automotive. L. Johnson seconds. All in favor, motion carried.

Brush Hog

It is brand new and it will mow and be self-contained. There will be a brush head on it.

C. Cagle asked if they need the brusher and the flail mower that was just purchased.

R. Keller said we have old rotary mower that goes on a loader. The pump that is needed is \$1700. The quote is for \$18k and it reaches 16.5 feet.

B. Seekon made a motion to take the previously appropriated \$15k and add \$5k to pay for boom mower RMB1660 and any shipping costs that go along with it. T. Nelson seconds. All in favor, motion carried.

They are keeping the hydraulic mower just in case it is needed in the future.

R. Keller said that Maintenance is doing a lot of service that has not been done on the equipment. The sweeper is broken and it happened when M. Fehrman was sweeping the road. T. Nelson said it is a piece of equipment that should be repaired. He wants a price to fix the current one or a price on a new one so they can attach it to the loader. M. Fehrman is going to look into it and he is going to look for a used one first. T. Nelson said there is money in the Road and Bridge equipment fund.

G. Snelson said that a lease may be a good idea. B. Seekon did not agree and said there would be a lot of wasted time to go back and forth to pick it up and drop it off.

M. Fehrman is going to look at buying and G. Snelson is going to look at leasing.

M. Fehrman wanted to get the roads cleaned off, especially for motorcycles. C. Cagle commented that there is a ton of trap rock on Echo.

R. Keller wants to get the edges pulled in before the grass starts growing.

R. Keller met with O. Good because they are going to blacktop Iris Ave. A culvert may be needed when they put the ditch in and he asked his permission.

R. Keller requested gravel quotes for 5k tons. That is 2 more than last year. L. Johnson said that seemed short. He said there are 39 miles of gravel roads and they need to do six miles a year as to not fall behind. R. Keller is going to change it to 7k tons.

T. Nelson said Gopher Drive was done a couple years ago it doesn't need to be done again but it is pretty bad.



R. Keller is going to up it to 8k tons and he will have the quotes at the Board meeting.

T. Nelson said that they should start thinking about dust control because the roads are already bad. R. Keller said that it usually rains in April so they should wait to see what happens.

M. Fehrman said Jewel Ln and Jewel Ct need to get the sides pulled in and do not need to be graveled.

R. Keller said to grade Gopher and Grand and have the other Maintenance person pack it right after it is done.

M. Fehrman said he writes what he does and what needs gravel so he will make copies for T. Nelson.

T. Nelson said there was a good size tree down on the side of the road. Most of the items on the report are in the right-of-way. They need to figure out where our right-of-way goes to. Ivywood south is really bad.

L. Johnson said that if the tree is 6" over you need to ask permission from the owner to cut the tree up.

There are trees on Jewel Ave and the homeowner does not want them to be cut down. T. Nelson said that the branches were hitting his car. They will make notes on the annual road tour.

M. Fehrman said some of the items on the report have already been brushed.

T. Nelson said the Elk turnaround is really bad.

T. Nelson said that Karmel Ave. looked fine. It needs a culvert because there was a complaint of eroding. It is north of 302nd on Karmel that needs a culvert.

Maintenance is going to find the boundary by School Lake.

A bill needs to be sent to Linwood Township for plowing 320th Street to Lyons Street and. L. Johnson asked if they have been billed and they have not billed them yet in case it snows again.

There are 14,006 hours on the grader and is a late 1995 model. L. Johnson said other Cities and Townships lease graders and the Board should look at that when ours hits the 20k mark.

Roads

See above



Parks

T. Nelson asked if Maintenance was going to mow the parks or contract it out. Rieger Field starts being used May 1 and Swanberg June 1. Maintenance has to turn on sprinklers because it is all manual.

B. Seekon said that Maintenance can do the mowing and they will see what happens.

The fields are used Mondays, Tuesdays, Wednesdays, and Thursdays so Maintenance must drag them every day.

M. Fehrman asked the Board if they wanted to set a date to do the park project. R. Keller said no, just work it in. The concrete needs to be cut out by the Sway Fun.

T. Nelson said the picnic table needs paint and not stain. S. Sinna specified a color for the other picnic tables. She does not want the tables too dark.

T. Nelson asked what the groomer does. R. Keller explained that it pulls up the edge of the road. Maintenance can go down a bunch of roads faster. It pulls up the rocks and the problem is when you have bigger rocks. M. Fehrman said it saves a lot of time.

M. Fehrman noted that there are drums at the shop and they need to go. One has anti-freeze in it.

C. Cagle said she has a stock tank at the shop and it is a flower planter that will be placed at the Town Hall.

G. Snelson said that Menards has to special order the office doors and C. Cagle did not like the idea of ordering them. T. Nelson said he should check Twin City Doors. B. Seekon said that he should buy some double A batteries when he is at Menards. C. Cagle said that they should buy a rug for the front of the desk. They are also going to buy a phone for the shop.

B. Seekon said that D. Hoppe had called K. Wood and G. Snelson had to come in after hours for a mound of dirt on her road. It was about ankle high and was not deemed an emergency by Maintenance. C. Cagle said that she needs to be told that it should be done during Maintenance hours. G. Snelson fixed it on his own time and did not charge the Township. He was thanked.

Treasurer Comments

S. Aker said that she needs everyone to submit their timesheets. S. Sinna was wondering about the \$1594.42 red line item. She wanted to know why it was negative and T. Nelson clarified that it was done with the transfer. \$6,500 of equipment was purchased and transferred. When the money was coming in before it was just going in to the playground fund. The money has been designated for the pour and play. The \$6,500 was transferred in the account. S. Aker said we should wait until the garage sale to make the adjustment.



C. Cagle asked why the Township is not taking unemployment insurance out of the checks. Government entities do not pay in to UI. Lindgren said it was less expensive to do it the way we are instead of paying quarterly payments.

C. Cagle said that he is having some issues about the MAT lawyer being inconsistent.

T. Nelson said that we should follow what the Township Attorney says.

L. Johnson said the MAT lawyers are there for general guidance.

M. Pofhal called R. Keller and said that S. Aker has the books looking good. He is going to come to the Board meeting.

L. Johnson asked how close S. Aker is to getting the new QuickBooks. She said it is on the to-do list.

Old Business

None

New Business

None

Staff Comments

K. Wood asked if M. Fehrman should have a credit card because there is one in G. Snelson's name. C. Cagle does not feel that there needs to be a bunch of cards out there. It was decided that only G. Snelson, S. Aker, and K. Wood have cards.

Supervisor Comments

T. Nelson: None

B. Seekon: Website and email: Tony was supposed to call K. Wood. He said that he talked to Tony and he was going to work on the website and call the Clerk. He is hoping that he will call soon. He was told that they needed the Town emails switched over by May 1. April 18th is the Board meeting and they need it to go live by then or they are going elsewhere. There is an issue of copy and pasting it so he has to transfer the info by hand.

L. Johnson: Went to the County Board meeting and they turned down a request for a new cemetery and have now reversed their decision.

C. Cagle: None

R. Keller: None



Annual Road Tour

T. Nelson, R. Keller, C. Cagle, L. Johnson, M. Fehrman, and G. Snelson are going to go on Thursday, April 13th at 8:00.

BOARD MEETING

Old Business

None

New Business

Tesoro Tobacco Form

C. Cagle made a motion to accept the Tesoro license for tobacco. B. Seekon seconds. All in favor, motion carried.

LG555 Lions

C. Cagle made a motion to accept the \$1k from the Lions. T. Nelson. All in favor, motion carried.

Staff Meeting – date/time

T. Nelson said that he checked with MAT lawyers and that HR can sit down with staff to talk about day to day operations. Discipline, complaints, concerns need to come to a recorded meeting.

C. Cagle said that things came up in the middle of the month and they needed a second Board meeting at that time. If there is a second Board meeting it should be in the evening.

L. Johnson said that they would approve some checks and take care of other items while they were doing a staff meeting.

S. Aker asked if they could move the Staff meeting before the Board meeting.

L. Johnson said that would not work.

R. Keller said they should try to skip the second Board meeting for the summer and see how it goes.

B. Seekon made a motion to abolish the staff/board meetings on the first of the month. T. Nelson seconds. All in favor, motion carried.

Parks Committee

T. Nelson said they had a meeting last week. Family Pathways is going to receive the food donations collected at the Easter Festival. T. Olivolo needs to get in to the Hall to set up on the 12th, 13th, and 14th. T. Nelson said he will let him in.



T. Nelson is working with B. Schroeder to get stickers for the Fire truck playground toy.

Pour in place

S. Sinna has received a lot of donations for it. It is an expensive product and there is 1200 square feet and it will be around \$15k if the Township installs it. S. Sinna wants it to be 2 or 3 inches thick.

The County approved the welcome and leaving signs. They will not approve the other signs along the trail. It is somewhat of a safety issues and they don't want to set up protocol for the other trails. Sue is going to put signs on her own property.

They are waiting on lighting quotes and working on getting swing set pricing for Rieger Field.

Roads

T. Nelson asked when the Township normally starts gravelling. R. Keller said June, July or August—it depends.

He asked if Right-of-ways can they done now. R. Keller said that should be done in the winter.

T. Nelson asked if the Township would we be better off leasing a second grader. R. Keller said he does not think so because the other guy can go out with the groomer.

T. Nelson asked if the Township should send out a notice because they need to talk to the people if we go over 6" on their property. R. Keller said they need to deal with it case by case.

Planning and Zoning

C. Cagle heard from a citizen who is willing to pay out of pocket to have MidCo Internet come to his home.

She is meeting with Mark Koran and is also meeting with the Capitol to discuss the broadband issue. L. Johnson said Sunrise Township did it.

R. Keller said that mass transit only serves the Metro area and his Internet is so slow. He said, "There is a severe educational disadvantage out here."

Building Committee

C. Cagle is going to let G. Snelson figure out the office doors.

She is working on marketing plan for the Hall.

She has received 5 calls from individuals wanting to rent the kitchen. The Township kitchen is not a licensed kitchen. It would be 1000s of dollars to do it.

T. Nelson: G. Snelson needs to check the salt in the softener.

Clerk Comments

Bob Gustafson is sending a \$500 check because his office made a mistake on the invoice. The Township paid \$1800 and it should have been \$1300.



Supervisor Comments

T. Nelson: None
B. Seekon: None
L. Johnson: None
C. Cagle: None
R. Keller: None

Public Comment

D. Milles said will not be at the next Board meeting. He noted that Family Pathways is a great organization.

D. Stiers said that the trap rock is really abrasive and there is a lot of it on the roads.

UPCOMING MEETINGS

- ❖ Planning & Zoning Meeting – April 12, 2017 7:00 pm
- ❖ Board Meeting – April 18, 2017 7:00 pm
- ❖ Parks Meeting – April 25, 2017 7:00 pm
- ❖ CCATO Meeting – April 26, 2017 7:00 pm
- ❖ Staff Meeting – May 1, 2017 9:00 am
- ❖ Lent Landscapers Meeting – April 4, 2017 6:30 pm
- ❖ Board of Appeal Meeting – April 27, 2017 – 6:00 pm
- ❖ Joint Powers Meeting – June 5, 2017 7:00 pm

ADJOURN

T. Nelson made a motion to adjourn at 11:42 am. L. Johnson seconds. All in favor, motion carried.

Chair, Richard Keller

Clerk, Kelly Wood

Minutes submitted by Kelly Wood, Town Clerk