



Minutes

Board of Supervisors Meeting
December 19, 2017 @ 7:00 PM

1. CALL MEETING TO ORDER

R. Keller called the meeting to order at 7:00 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, Town Clerk K. Wood, 3 people (signed in).

2. REVIEW & APPROVE THE AGENDA

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

L. Johnson added:

Resolution 2017-41 for \$40k from the SLFD Fire Relief under JJ.

Phone and Internet service under k.

Solar site permit fee under l.

All in favor, motion carried.

3. APPROVE BOARD MEETING MINUTES FROM NOVEMBER 21, 2017

T. Nelson made a motion to approve the Board meeting minutes from November 21, 2017. B. Seekon seconds. All in favor, motion carried.

4. REVIEW & APPROVE CONSENT AGENDA

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



5. TREASURER COMMENTS

S. Aker said she met with B. Schroeder they talked about running the LG555 out of the equipment fund. Everything has been transferred. She took money out of fire and put it in the equipment fund. She is going to keep the funds separate.

T. Nelson asked why the simulator is being run through the general. He thought it should go into the fire fund. R. Keller explained that it is one checking account. T. Nelson just does not want the number to affect the general fund number. He feels it should be set aside. S. Aker provides a spreadsheet every month. C. Cagle said at the Annual Meeting we need to show the separation of the general fund to show it is not all of our money. T. Nelson said it could get a little confusing.

S. Aker said the \$370k check from the County was received.

She provided a Federal Holiday sheet for everyone to agree on. **R. Keller made a motion to agree that the 11 2018 Federal Holidays will be paid holidays. T. Nelson seconds. All in favor, motion carried.**

L. Johnson asked why there is a negative number on the LG555. S. Aker explained that it is not negative. S. Aker said not all of the money from the LG555 was in the fire equipment and out of the general fund. She went through the funds and did the transfers. She wanted to talk to B. Schroeder before she did anything.

L. Johnson said it looks like the fund is starting out -\$24,153.64. C. Cagle said it is not because it was out of the general fund.

R. Keller said the reason it is negative was because the money was put into the general fund and not the equipment fund.

6. COMMITTEE REPORTS

a. **Planning & Zoning**

B. Seekon said they discussed shipping containers and E. Maass is going to check with the County to see if they are allowed. The lot line adjustment is on the agenda. The setback text amendment will be discussed later on the agenda as well.



b. Roads

T. Nelson said there were a few issues when he did his report because they were still grading at the time. There are still some missing signs.

R. Keller said the mount is on the grader for the Walk and Roll. He said they have plowed and sanded. Maintenance has scraped off some of the ice. The blacktopped roads are pretty good right now.

T. Nelson noted that he has received a couple complaints that they did not salt far enough in.

c. Parks

No meeting.

d. Building

C. Cagle said that she and K. Wood have adjusted the Hall rental rates and have added a yearly fee for adult meetings. She has been trying to get ahold of Fair for All to have it held in the evening at the Hall. L. Johnson asked what it is. C. Cagle explained that it is for all income levels to help stretch people's food budgets. She emailed the person who heads it and she would like to do it from 5:30-7 pm because it would make more sense for working people.

C. Cagle held off on scheduling for the bathrooms because she would like to work on the grant, but she is going to go ahead and schedule them. It is on her list of things to do. She would like to consider adding the replacement of the flooring in the hallway and have it run into the bathrooms as well. R. Keller asked about the doors. She does not have anything on the doors yet. SeeBee had given her the original quote and will have to re-quote it. T. Nelson suggested she get a quote from the person he uses for commercial doors.



7. OLD BUSINESS

a. **WSB Services**

B. Seekon noted that E. Maass is going to take over as Senior Planner. **B. Seekon made a motion to continue working with WSB for 2018. L. Johnson seconds. All in favor, motion carried.**

8. NEW BUSINESS

a. **LG555 Fire Relief \$5,000 for Power to Rieger Field (Resolution 2017-37)**

L. Johnson made a motion to accept resolution 2017-37 accepting \$5,000.00 from the Fire Relief for power to Rieger Field. R. Keller seconds. All in favor, motion carried.

b. **LG555 Lions \$500 for Park and Rec (Resolution 2017-38)**

B. Seekon made a motion to accept resolution 2017-38 accepting \$500 from the Stacy Lions for Park and Rec. L. Johnson seconds. All in favor, motion carried.

c. **Proposed Text Amendment for Chapter 2, Section 5.10 Dimensional Standards Regarding the Setbacks of Structures**

R. Keller said this clarifies setbacks and makes it better for J. Kramer.

T. Nelson made a motion to approve the text amendment for Chapter 2, Section 5.10 Dimensional Standards Regarding the Setbacks of Structures. L. Johnson seconds. All in favor, motion carried.

d. **Koecher - 9035 360th Street**

B. Seekon made a motion to approve the Koecher lot split. T. Nelson seconds. B. Seekon said this makes B2 and A into one parcel. There is plenty of road frontage and there is buildable area in the back. All in favor, motion carried.



e. Set Budget Meeting Date (February)

The date for the Budget Meeting is Monday, February 12th.

f. Hall Rental Rates

C. Cagle said non-resident rates went up \$100 and resident rates went up \$50. There are going to be some items added to the custodian or Maintenance Staff duties in the building. The kitchen needs to be cleaned.

g. Hall Rental Policy

C. Cagle and K. Wood changed some of the wording in the policy.

h. Annual Meeting Pay

L. Johnson made a motion that the Clerk and Treasurer are paid \$60 for the Annual Meeting and if the Deputy Clerk or Deputy Treasurer fills in for either of them, they are paid \$60.00. B. Seekon seconds. All in favor, motion carried.

i. 2018 Compensation Fee Schedule (2017-39)

B. Seekon made a motion to approve resolution 2017-39 2018 Compensation Fee Schedule. T. Nelson seconds.

C. Cagle said she is going to charge \$35.00 per year for adult meetings. The capacity will be no more than 30 people that meet on a regular basis. They need to set their date and time. An event takes precedence over a meeting. **All in favor, motion carried.**

j. Zoning Administrator and Deputy Zoning Administrator

B. Seekon said that neither of them have time and they are not being compensated. They talked about having a position for it. M. Olson said he was doing it for free and there is a lot of time involved in it. M. Olson asked about the verbiage in the bylaws and possibly changing it so anyone could do it.

L. Johnson said the members on the Planning Commission are appointed.

C. Cagle said they could turn in all the mileage and get compensated that way.

T. Nelson said he could turn in his time and get paid \$15 an hour.



C. Cagle said the appointed person for the Planning Commission Chair is the Zoning Administrator. They would have to come back to the Board and amend it.

L. Johnson said they may need to change the bylaws for the Board Chair to delegate who can do the field inspections.

T. Nelson makes a motion to add a fee to the permits to cover the zoning administration costs. T. Nelson rescinds the motion and tables it.

The Board decided they are going to stay with the \$15 per hour and mileage.

B. Seekon is going to bring the topic to the January Planning Commission meeting and let the Board know what works best for them.

jj. Resolution 2017-41 for \$40k from the SLFD Fire Relief

L. Johnson made a motion to accept resolution 2017-41 for \$40k from the SLFD Fire Relief for the equipment fund. R. Keller seconds. All in favor, motion carried.

k. Phones and Internet

B. Seekon stopped by the office Saturday morning and he fixed everything. He did some computer updates. When he came back he lost Internet. He said there is plenty of bandwidth. He put Norton on the computer at the Maintenance shop and got rid of the other computer. B. Seekon said that his number used to come up on the caller ID and now it comes up as unknown.

C. Cagle is going to talk to her IT person.

L. Johnson has a quote from Verizon to switch everything back to the way it was. He said to see how everything works as is for a month.

B. Seekon said he donated everything and the Maintenance Staff can pick up an inexpensive laser printer. HP or Lexmark because it will not dry out.

B. Seekon said they should have a scanner. C. Cagle and L. Johnson said they can just come to the office if they need to scan.



B. Seekon made a motion to go buy a black and white multi-function laser printer. T. Nelson seconds. C. Cagle said it would be better for L. Johnson to pick it out. D. Chelberg found one on Amazon for L. Johnson to order. All in favor, motion carried.

I. Solar Site Permit

L. Johnson made a motion for the Solar Site permit fee to be \$125. R. Keller seconds. All in favor, motion carried.

9. PUBLIC COMMENTS (ITEMS NOT ON THE AGENDA)

D. Chelberg asked how B. Seekon and D. Stiers road mileage count went. B. Seekon said they have not had the time to complete it yet.

10. CLERK COMMENTS

K. Wood said that she has requested a quote from D. Benson to clean the kitchen.

11. SUPERVISOR COMMENTS

L. Johnson talked to Chris Sauro about the annual insurance review. He usually does it at a Staff meeting. He asked if the Board was interested in resuming Staff meetings after the New Year. The rest of the Board said no. The review takes about an hour and a half and will be open to the public. L. Johnson is going to find out from C. Sauro to see when the date should be.

He did a quick review of the levy.

He was at court for the Lindgren case and the judge said there are no continuations. K. Wood will get an email.

He will order the printer.

T. Nelson would like his email to come to his phone and B. Seekon said he will set it up after the meeting.

B. Seekon is waiting on a quote for the parking lot lights. The lights would be on all night.

C. Cagle is going to work on her list.



R. Keller said J. Cash has given his two weeks' notice.

T. Nelson asked if they should go back to the ones who had applied before.

R. Keller said it has to be posted and the starting wage is \$20. They are having a hard time keeping people at these wages.

R. Keller said he feels they should give M. Fehrman a raise.

R. Keller made a motion to raise M. Fehrman's hourly wage two dollars per hour to \$26. B. Seekon seconds. All in favor, motion carried. This will be effective December 18, 2017.

R. Keller said the pheasants, turkeys, etc. events are coming up and Todd Angel wants to use the office to call the FBI for gun sales. R. Keller said T. Angel has been using the room in the past. If it is just T. Angel and D. Benson in the office, he thinks it is fine.

T. Nelson made a motion to allow Todd Angel to use the office for events and use his own equipment. R. Keller seconds. All in favor, motion carried.

R. Keller said M. Fehrman told him that the 1 ton is broken again. He has seen a lot of them coming out the Dakotas for \$500. R. Keller said Maintenance needs a new one. L. Johnson asked if they need a dually. R. Keller said no, just a one ton. R. Keller is asking for authorization for a decent one under \$2k.

L. Johnson made a motion to purchase a truck in the amount no more than \$5k. T. Nelson seconds. The Board said to make sure it is a diesel. **All in favor, motion carried.**

R. Keller made a motion to use Joe Pelawa from Bolten and Menk as the Town Engineer. B. Seekon seconds.

R. Keller said J. Pelawa worked with Oxford Township on Typo Creek Drive. There are funds out there for Jewel, Ivywood, and Kale. J. Pelawa knows how to get the money. R. Keller said he feels he could save the Township a lot of money. **All in favor, motion carried.**

B. Seekon said he was asked a lot of questions at the Planning and Zoning meeting regarding the road committee. They wanted to know how the road committee came up with the numbers. They did not agree with the \$1.5 million. They did not think it was a good idea to



not use an engineer. R. Keller said an engineer would cost a lot of money. WSB charged \$70k for Hemingway.

12. UPCOMING MEETINGS

- ❖ CCATO Meeting – January 31, 2018 – 7:00 pm
- ❖ Road Committee Meeting – January 4, 2018 – 7:00 pm
- ❖ Planning Commission- January 10, 2018- 7:00 pm
- ❖ Board Meeting- January 16, 2018- 7:00 pm

13. ADJOURN

T. Nelson made a motion to adjourn the meeting at 9:34 pm. L. Johnson seconds. All in favor, motion carried.

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke.

Board Chair Signature

A handwritten signature in black ink that reads "Betsy Schul" in a cursive script.

Clerk Signature