



## MINUTES

Board of Supervisors Meeting  
June 20, 2017 @ 7:00 PM

### 1. CALL MEETING TO ORDER

The meeting was called to order at 7:00 pm by Chairperson R. Keller 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, Deputy Clerk D. Hoppe, Ten members of the public (signed in)

### 2. REVIEW & APPROVE THE AGENDA

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

B. Seekon added Assign Weed Inspector

C. Cagle removed 4.08 Accessory Structures

R. Keller added discussion about Zoning Administrator, M. Olson

R. Keller added Record Retention

**All in favor, motion carried.**

### 3. APPROVE BOARD MEETING MINUTES FROM MAY 16, 2017

**B. Seekon made a motion to approve the meeting minutes from May 16, 2017. L. Johnson seconds. All in favor, motion carried.**

### 4. APPROVE AUDIT WORKSHOP MINUTES FROM JUNE 6, 2017

**T. Nelson made a motion to approve the minutes from the audit workshop June 6, 2017. L. Johnson seconds. All in favor, motion carried.**

### 5. REVIEW & APPROVE CONSENT AGENDA

R. Keller said there is a bill from Ziegler he would like to dispute. They came out around seven times for service calls and he would like to talk to them before the \$6,889.97 is paid.



C. Cagle would like to dispute the bill from Hawkinson Anderson. She asked for a sketch and she feels S. Nelson should review the bill before it is paid. C. Cagle is going to call S. Nelson.

Biweekly Payroll 5/26/2017	\$2,949.92
Biweekly Payroll 6/9/2017	\$2,829.10
Monthly Payroll 6/20/2017	\$1,872.92
Claims List 44 Checks	\$138,916.67
B. Schroeder	\$1,020.00
Hawkinson Anderson	(\$585.00)
Ziegler	(\$6,859.97)

**New Total \$132,490.70**

L. Johnson mentioned that the bill to Valley Paving was \$95,485.13.

**L. Johnson made a motion to approve the consent agenda to include the two bills that R. Keller and C. Cagle are looking into.** The two invoices are \$585.00 for Hawkinson Anderson and \$6,859.97 for Ziegler. The payment is being approved but first we want to see if it can be reduced. **T. Nelson seconds. L. Johnson amended his motion to remove the two invoices from being approved to be paid. T. Nelson seconds. All in favor, motion carried.**

## **6. TREASURER COMMENTS**

None

## **7. COMMITTEE REPORTS**

### ***a. Planning & Zoning***

C. Cagle told the Board that the Planning Commission looked over four maps that showed different options for County Road 19. They discussed it and felt that the first option was the best. The Commission noticed that the County did not consider that there is a carwash there now. The other options stopped the flow of traffic too much.



Tomorrow morning she and M. Olson will meet with J. Triplett at the Hall to give them the Township's input.

They are going to discuss boxed eave requirements on accessory buildings at the next Planning Commission meeting.

**b. Roads**

T. Nelson said he did the road report the end of April. The roads were dusty and there were some missing signs. The chloride has been done since the road report was done. ROW's have been an issue. The Maintenance Department has been grading quite a bit.

R. Keller said that Iris Ave has been finished. They are starting to mow ditches. They have not started graveling and probably won't until July.

**c. Parks**

T. Nelson presented information regarding the two parks.

*i. Goals for 2017 at Swanberg Park*

1. Move the borders on the east side to line up all the way down to the north end around the Sway fun
2. Add chips to fill this in up to the border elevations
3. Remove the border on the west side and put it next to the fence
4. Put chips in to fill up to the border and help with the fall zones
5. The paver area is 4' x 16' on the north west corner of the playground, the black top will need to be cut out and squared up with the fence, excavation of this area and put the pavers that we already bought into the place of this area.

*ii. Goals for Reiger Olson Park by Stacy Daze*

1. Power is in and all is done with Excel
2. T. Nelson has two bids to set poles
3. The Board approved \$2k for a new swing set and he has not had any luck finding one for that price. He has found one for \$2,500 and he said that the Lions will help out with the additional \$500.

**B. Seekon made a motion to take the \$500 out of the LG555 for the swing set for Reiger Olson Park. L. Johnson seconds. All in favor, motion carried.**



4. *Fencing around the swing set area:* R. Keller had said Maintenance would take care of it. It will be a 38' x 32' "L", 2 sides only; T. Nelson said he will take care of the installation of the swing set.

5. Sometime in the next month or two a small load of the RED lime will be needed for the park, it is getting a little thin on the north east side.

The Fire Department gave another \$5k for the lighting at Reiger Park. There is a total of almost \$16k in the fund. T. Nelson said the bids are around \$50k. That leaves them around \$34k short. The Fire Department said they will keep giving when they are able.

He asked the Board if they would consider fronting the money until they can get donations to pay it back. The Stacy Lions will also keep giving when they are able. T. Nelson said it would be like what they did with the burn building. It would come out of parks because it is mostly out of LG555 money. He does not want to wait until July because then they would not have it done by Stacy Daze. It will take around 3 weeks to get it done. They do not know how long it will take to pay it back. He said he feels it could be paid back within six months.

**R. Keller made a motion to approve T. Nelson to pick the better bid and to loan \$35k and to set up a fund for Reiger ball field lighting fund. L. Johnson seconds. All in favor, motion carried.**

T. Nelson asked if Maintenance can spray the poison ivy at Swanberg Park. R. Keller said yes.

R. Keller said he has to talk to Chisago about regravelling north of 19 (Ivywood). The Township does not own it. R. Keller is going to talk to Justin at Chisago. M. Fehrman is going to chloride/grade it tomorrow and then bill Chisago for it.

B. Seekon said that the road counters have not been put out yet. He is going to coordinate with Maintenance to get them out.

**d. Building**

**i. Handicap Stall**



C. Cagle said the Hall is being rented out pretty regularly and the Board is going to have to look at raising the rent in the near future. The women's bathroom stall needs to become ADA compliant. She and M. Fehrman looked and they felt they can move one of the partitions. T. Nelson said they should do the men's restroom as well. She would like to start the project in the fall.

She is going to talk to D. Benson about the floor scrubber. She would like a wider one. He is watching for one to come into Hillyard.

She looked at purchasing floor mats for the Lions room and they were not interested at this time. She said they may want to revisit that in the future.

The breaker needs to be fixed in the Stacy Lions room. B. Seekon is going to look at it tonight after the meeting. She said she can get bids from other companies if the Board feels it is necessary. B. Seekon is going to see what is going on with it first. If it only needs the breakers switched out he said he can do it.

They need to look at getting an overhead exhaust hood for the stove to release heat. The kitchen is a serving kitchen only. T. Nelson asked if she has the money to purchase a hood. C. Cagle said she does not have any money for next year so she has to pick the ADA bathroom first.

## OLD BUSINESS

### *a. Cemetery Request*

T. Nelson attended the City of Stacy's meeting and they are going to look at their budget to see when they are able to donate to the Cemetery Association. M. Utecht said it was not budgeted for 2017 so they have to wait. He said that the City is going to give \$10k but they don't know when. 2017? 2018? 2019? They have a verbal donation for \$10k from the City of Stacy.

**B. Seekon made a motion to give \$10k toward the purchase of the new columbarium for the Stacy Lent Cemetery. L. Johnson seconds. All in favor, motion carried. T. Nelson abstained.**

## 8. NEW BUSINESS

### *a. Anderson Property*

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R. Keller was approached by the Anderson's and they have requested to be annexed to the City of Stacy. M. Utecht said they wanted to know how to best market the property when they go to sell in the future. They have a no annexation agreement. He does his part to work for the City. He said he prefers the Township style of government. He wants to make sure that everyone knows that the City did not seek this out. They are going to help the Anderson's do what they want to do.

L. Johnson asked if the City is ready to update the sewer and water. M. Utecht said the City would not extend services without a development agreement. If it is a high water development then the developer would have to pay for it.

B. Seekon said that if they want to leave the Township then the Board should quit talking about it. B. Seekon asked what the reason was to annex. Mr. Anderson said that it is not any of their business.

R. Keller said that we do not have much of a leg to stand on if we want to fight it.

T. Nelson said we need to be respectful of the Anderson's wishes.

***b. SLFD Flooring***

B. Schroeder said he would like to talk about the countertops too. He received a quote for \$2,765.75. He has seen some of their work and was impressed and thought the quote was reasonable. They fabricate it, glue it over existing and they are done. They have around 300 square feet of countertop. He wants to dress it up and make it look nice. It will come out of the donations.

**C. Cagle made a motion for the Fire Department to move forward with the countertops from B & N Sheet Metal. L. Johnson seconds. All in favor, motion carried.**

B. Schroeder said his quotes on the flooring are varied for the epoxy floors. He did not like the full chip because it is pretty rough and hard to clean. He wants a logo put down. He likes the quote he has for \$38,800. They are out of Hutchinson. He has to get more detail and thinks that it is a five day setup. He passed out a sample and explained that they will park the trucks at locations so they are ready to go.

C. Cagle asked how it is if oil is spilled on it. B. Schroeder said that you just wipe it.



They were more willing to work with B. Schroeder than the other companies.

**R. Keller made a motion to let B. Schroeder move forward with the epoxy flooring for \$38,800. L. Johnson seconds.** B. Schroeder said he would like to start in July. **All in favor, motion carried.**

B. Schroeder said there is a spot that is sinking in front of the Fire Hall and in need of mud jacking. They need to have this done right away so they do not have to have it replaced. It will be paid for out of the building fund. B. Schroeder will get a quote for the next Board meeting.

B. Schroeder asked to use the Township dump trucks for water ball. R. Keller said yes.

~~e. 4.08 Accessory Structures and Uses~~

**d. Staff Reviews**

R. Keller and C. Cagle met with the Maintenance employees and they would like to make M. Fehrman the lead. They recommend giving M. Fehrman a \$4.00 per hour raise and G. Snelson a \$2.00 per hour raise. T. Nelson agrees that M. Fehrman should be lead due to his experience. L. Johnson said the wages proposed are fair. The pay would be from Monday forward.

**L. Johnson made a motion to approve the recommend wages for the Maintenance employees and naming M. Fehrman Lead Maintenance employee. T. Nelson seconds. All in favor, motion carried.**

They also gave the Clerk her review and recommend a \$2.00 per hour raise.

**T. Nelson made a motion to approve a \$2 an hour pay raise for K. Wood. B. Seekon seconds. All in favor, motion carried.**

R. Keller said that the Maintenance employees brought up sick time at their review. There is no paid sick time right now. PTO would have to have some rules. R. Keller said it would be easier to set a number of sick days per year. T. Nelson said he is against PTO. If he does not go to work, he does not get paid. R. Keller said it is just something to think about.



The office hours are 9-4 M, W, F and the Clerk brought up in her review that Monday, Tuesday, and Thursday may accommodate more residents based on her analysis of emails, phone calls and resident input.

*e. Tax Forfeited Property*

L. Johnson said it is a little sliver and there is no use for it. B. Seekon said if nothing is said or done, the County will sell it.

*f. Lions Room Breaker*

B. Seekon is going to look at it after the meeting. R. Keller said it has to work because there are weddings coming up in August.

*g. Lions LG555 – Resolution 2017-23*

**T. Nelson made a motion to accept resolution 2017-23. L. Johnson seconds. All in favor, motion carried.**

*h. SLFD LG555 – Resolution 2017-24*

**L. Johnson made a motion to accept resolution 2017-24. T. Nelson seconds. All in favor, motion carried.**

*i. Xcel Energy – 30403 Karmel*

**B. Seekon made a motion to approve Xcel Energy doing work on Karmel Ave. R. Keller seconds. All in favor, motion carried.**

*j. Weed inspector*

It was decided that T. Nelson will inspect the weeds because he is the road inspector.

*k. Mike Olson, Zoning Administrator*

M. Olson came to C. Cagle and R. Keller and would like to get paid for his duties because he spends a lot of time as Zoning Administrator.

L. Johnson said that he should get paid. C. Cagle said that she is concerned because if it is a paid position it should be posted. She understands that he is already doing it. She said he can submit his mileage. K. Wood is going to check with MAT to see if it needs to be posted.

B. Seekon said that he thought that the Planning Commission had an hourly rate. He does not know why they do not have an hourly rate like the Supervisors do.



L. Johnson said that J. Kramer gets a portion of the fees from the permits.

**R. Keller declared the meeting recessed at 9:08 pm**

**R. Keller resumed the meeting at 9:12 pm**

***1. Record Retention***

K. Wood explained that a motion must be made to put someone in charge of data requests.

**R. Keller made a motion that the Clerk is the person who handles the data requests person and the Treasurer is the assistant. B. Seekon seconds. All in favor, motion carried.**

We should put everything on a jump drive quarterly and put in the safe deposit box.

**B. Seekon made a motion to charge \$.25 for copies. R. Keller seconds. All in favor, motion carried.**

**T. Nelson made a motion to accept resolution 2017-25 regarding record retention. R. Keller seconds. All in favor, motion carried.**

**9. PUBLIC COMMENTS (ITEMS NOT ON THE AGENDA)**

S. Sinna: Sunrise Prairie Trail is going to be resurfaced July 12th. She said she tried to find the meeting agenda and could not find it on the new website. K. Wood showed her how to find it. She asked if they could do a family restroom instead of changing the current stalls. C. Cagle said it would be too expensive.

**10. CLERK COMMENTS**

None

**11. SUPERVISOR COMMENTS**

L. Johnson: Said the County is going to go over the new comp plan at their next meeting



T. Nelson told B. Seekon said that D. Frechette took care of the water situation and said to call him if anything happens.

He asked where the Township is at with the ticket money. He was told it is a waste of time because it goes to the County. There was a presentation on this at CCATO. The Township would only get a small portion of it because it goes to the State and the County. We would have to contract with the Sheriff.

B. Seekon said that he is at the point of telling the website person that the half is all he is getting. He has to have it done by Friday.

**B. Seekon made a motion to forfeit the other half of the payment to be made to the website designer if the website is not done by July 7th. L. Johnson second. All in favor, motion carried.**

B. Seekon and K. Wood are going to write the website designer a letter.

C. Cagle would like to work on the employee manual with the Clerk.

R. Keller wants a go ahead to blacktop Hemingway Ave. There is an extra \$10k because we no longer have to fix the bridge. R. Keller says that the wear and base will be around \$87k

T. Nelson said they should wait another year because it was so bad last year. It was muddy and had terrible ruts. Maybe it needs waterproof fabric on some of those spots. S. Olson said that there is a sinkhole. They decided to hold off on blacktopping it this year.

Tomorrow morning the meeting is going cancelled with J. Triplett. K. Wood will let M. Olson know and C. Cagle will let J. Triplett know.

## **12. UPCOMING MEETINGS**

- ❖ Parks Meeting- June 27, 2017 - 7:00 pm
- ❖ CCATO Meeting – June 28, 2017 – 7:00 pm
- ❖ Planning Commission- July 12, 2017- 7:00 pm
- ❖ Board Meeting- July 18, 2017- 7:00 pm



13. ADJOURN

**L. Johnson made a motion to adjourn the meeting at 9:46 pm. B. Seekon seconds. All in favor, motion carried.**

*Minutes Submitted by Kelly Wood, Township Clerk*

A handwritten signature in black ink, appearing to be "L. Johnson", written above a horizontal line.

Board Chair Signature

A handwritten signature in black ink, appearing to be "Kelly J. Wood", written above a horizontal line.

Clerk Signature

