



Minutes

Board of Supervisors Meeting
March 20, 2018 @ 7:00 PM

1. CALL MEETING TO ORDER

Pledge of Allegiance

B. Seekon called the meeting to order at 7:00 pm and the Pledge of Allegiance was recited.

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

Members Absent: Chairperson R. Keller

Others Present: Town Clerk K. Wood, Treasurer S. Aker, Planning Chair M. Willcoxon,
Town Engineer Joe Pelawa, 5 members of the public (signed in).

2. REVIEW & APPROVE THE AGENDA

T. Nelson made a motion to approve the agenda. Second by C. Cagle.

B. Seekon added K. Under New Business 1 Ton Truck. T. Nelson added under Roads: Road
Committee Report.

New Business I: Insurance

All in favor, motion carried.

3. APPROVE BOARD MEETING MINUTES FROM FEBRUARY 20, 2018

L. Johnson made a motion to approve the Board minutes from February 20, 2018.

Second by T. Nelson. All in favor, motion carried.

4. APPROVE INSURANCE REVIEW MINUTES FROM FEBRUARY 20, 2018

**T. Nelson made a motion to approve the insurance review insurance review minutes
from February 20, 2018. L. Johnson seconds. All in favor, motion carried.**

B. Seekon abstained.



5. APPROVE BUDGET MEETING AND BOARD OF AUDIT MEETING MINUTES FROM FEBRUARY 12, 2018

T. Nelson made a motion to approve the budget meeting and board of audit meeting minutes from February 12, 2018. Second by L. Johnson. L. Johnson said remove 500 and include 'all' on the top of page 3. All in favor, motion carried.

6. REVIEW & APPROVE CONSENT AGENDA

L. Johnson made a motion to approve the consent agenda. Second by B. Seekon.

Biweekly Payroll	3 checks	\$3,536.30
Biweekly Payroll	3 checks	\$4,301.66
Monthly Payroll	8 checks	\$4,537.23
Claims List	45 checks	\$24,608.49
Total		\$36,983.68

All in favor, motion carried.

7. TREASURER COMMENTS

S. Aker: None

B. Seekon asked if the safe deposit box was necessary. S. Aker said it has been almost 3 years since she has been in it. The bill was recently paid and the safe deposit box will be kept for now.

8. COMMITTEE REPORTS

a. Planning & Zoning

B. Seekon said there are some fees they would like to change to be more in line with the County. They are also going to discuss the Zoning Administrator further down the agenda. M. Willcoxon said the Zoning and Platting does not have the same language as the County. There may be some things as far as other language that will need to be addressed as well. B. Seekon said the Planning Commission is compensated \$25 and he wondered if they could adjust that. C. Cagle said that amount was set at the



beginning of the year. T. Nelson asked if there are parameters to decipher the difference between major and minor CUP fees. The answer is yes.

b. Roads

i. Maintenance Comments

None

Roads: T. Nelson there are not many issues with the roads.

Tire Quote

They received a revised tire quote because A1 recommended upgraded tires. The Board needs to make another motion.

B. Seekon made a motion to approve the tire quote from A1 Tire Service, Inc. for \$4,712.31. L. Johnson seconds. The better style of tire would make sense if they are going to be driving on blacktop. T. Nelson said Jeff at A1 said the tires from the previous bid would have to be replaced more often.

L. Johnson asked if we have received other quotes. T. Nelson said A1 is local and it is not worth the headache to go elsewhere. C. Cagle said she uses them for her vehicles and they provide great service. T. Nelson said Jeff from A1 will come out and put them on.

All in favor, motion carried.

Road Committee Report

T. Nelson received a call from the bank and figured someone from the public must be inquiring about loans because no one from the Board has called the bank.

He contacted 6 municipalities who have double chip seal and a lot of the roads are through roads. They recommend waiting until April to see what they look like. There is a road that has logging trucks on it and it has held up just fine after 3 years. They told T. Nelson to call them and they will take them around and show them the double chip roads.

T. Nelson said that as a Board they need someone overseeing the road projects. L. Johnson said the engineering firm would normally oversee it. T. Nelson said someone should be out there out there every day.

Joe Pelawa said he will write the specs and take the bids signed by the chairperson. There will be a pre-meeting and an individual at each job site. They can do many miles in one day. They know



how many tons per feet and pay by the square yards. It is the same with asphalt and depends on which direction the Board goes with.

T. Nelson said is it a good idea to have Maintenance wheel the first few roads to get the actual footage.

B. Seekon asked if Maintenance have been brushing. T. Nelson said they have been a little bit.

J. Pelawa said they are going to have a good enough number based off of the GIS. T. Nelson said he disagrees. He put together a map that will be close enough for bidding. This is what they typically do for a contractor. The second layer of chip seal goes on about a week later for the first to cure because sometimes they don't get it all swept.

c. Parks

- T. Nelson said the Lions have approved a donation for batter box mats to go at the three fields. It is on the agenda.
- He ordered a steering wheel for the yellow board for the park.
- He is waiting to hear back from soccer and football coaches.

C. Cagle asked if someone has talked to him about the cost of a handicap restroom by the park. She feels there should be one located by the play area. B. Seekon asked if there was a half way point between the ball field and the play area. T. Nelson said it could be bolted to the fence. C. Cagle believes more people would use the park if there was a restroom by the play area. The adults start playing ball the first week in May. K. Wood is going to get one out there toward the beginning of April. She is also going to have one at Reiger and at the ball field. Three total.

M. Willcoxon said Sunrise has pickle ball and it is popular with a long waiting list. It would fit in the Hall and he suggested the Board look into it. C. Cagle is going to check it out.

d. Building

C. Cagle said she picked out the flooring which will take 3 days to install. She is going to have the bathrooms done before the flooring is installed. She has met with the bathroom designer. The bathrooms would go up to the Hall and eliminate the hallway. The doors would come into the Hall and they could add a stall with the new plan. She is going to get a drawing. They would not have to add a lot of plumbing. L.



Johnson said they would lose the drinking fountain. C. Cagle said no one uses it anyway. C. Cagle said there needs to be some sight stopping to disrupt the flow for setting up for events. C. Cagle is going to receive the bid tonight. B. Seekon agrees that the hallway is pointless. C. Cagle said if you spend the money, you will see the return on it.

The most important item is the double door in the back corner of the Hall exiting straight outside. It would serve as an access for people to set up a band or as a fire exit. Currently, the month of May is set aside for renovations. C. Cagle is going to get together with S. Aker and put together a spreadsheet. Cost versus spending to move on to phase three. They are going to run the numbers to justify it and adjust fees accordingly. She wants to get the most important public impact done first. C. Cagle said there needs to be a direct exit. People cannot go into a room to exit on the South wall. L. Johnson confirmed it will be double doors and not a garage door. C. Cagle said she would like glass in the double doors to let some natural light in.

T. Nelson said it is one of the most inexpensive places around to rent. C. Cagle has been working our way up on the rent. L. Johnson said when this building was built it was not to make money. It was for scouts to have somewhere to meet. C. Cagle said there were not ADA guidelines in place. She feels there should be something going on in the Hall every day.

She needs a new quote on the fence. She wants one like one the by Coopers Corner. It is a double vinyl. It is needed so people do not drive straight across off the road. Screening around the Hall dumpster needs to be done this summer.

9. OLD BUSINESS

None

10. NEW BUSINESS

a. Zoning Administrator – WSB

B. Seekon said the Planning Commission recommended E. Maass and K. Bearinger take over as Zoning Administrator. Complaints will come to the office. E. Maass will get zoning questions, etc. K. Wood will direct questions to E. Maass when necessary. If they are simple phone calls or emails he does not bill for it. E. Maass is \$94 an hour



and K. Bearinger is \$77 an hour. M. Willcoxon said the PZ fund is not supposed to be making money.

L. Johnson asked why they are not using J. Kramer. M. Willcoxon said things were slipping through the cracks. They were catching it when there were another set of eyes on it. There needs to be a safeguard. C. Cagle said J. Kramer was not expecting to do the whole job of the Zoning Administrator. M. Willcoxon said P. Carlson and him would do the site visits. C. Cagle said E. Maass knows the answers because he helped write the answers. There will be an amendment to Chapter 6 and a public hearing in May at the Planning Commission meeting.

b. Schedule of Fees

The Board was given a copy of the County's and what the Township is charging now. M. Willcoxon said next at the next Planning Commission meeting they are going to discuss changes to the language. K. Wood is going to type up the numbers.

c. Chisago Lions Gambling Form

C. Cagle made a motion to approve the Chisago Lakes Gambling LG220 form. Second by L. Johnson. All in favor, motion carried.

d. Contracts for Services – Donations

B. Seekon read Bob Gustafson's services.

T. Nelson made a motion to approve \$1300.00 for Bob Gustafson. L. Johnson seconds. All in favor, motion carried.

B. Seekon read about CSOAF and the services they provide.

L. Johnson said they should look at all of the nonprofits before making motions. Family Pathways, Seven County Senior Federation, and the Fair. L. Johnson said that Family Pathways has been providing a lot of services to Township residents and Seven County Senior Federation does not do much in the area.

T. Nelson made a motion to approve \$700.00 for Family Pathways. B. Seekon seconds. All in favor, motion carried.



T. Nelson made a motion to approve \$500 for CSOAF. B. Seekon seconds. All in favor, motion carried.

T. Nelson made a motion to approve \$500 for Chisago County Ag. B. Seekon seconds. All in favor, motion carried.

e. Publishing Lent Township Legal Notices (Chisago County Press & Post Review)

L. Johnson made a motion to publish in the Chisago County Press and the North Branch Post Review. Second by B. Seekon. T. Nelson said they should not continue to publish in print at all. L. Johnson said it has to be done legally. C. Cagle said we used to only do one, but we ended up doing two. C. Cagle said when they went to the five member board they went to the two newspapers to get more information out. C. Cagle suggests they bring it up again at next year's Annual Meeting. **All in favor, motion carried.**

f. Legal Short Course (April 19th)

C. Carolyn, K. Wood and L. Johnson are going. K. Wood is going to check with R. Keller to see if he would like to go and sign everyone up.

g. Spring Cleanup Day (May 16th 4-7)

The date is set with Evergreen.

h. Portable Restroom for Swanberg Park

See above under Parks

i. Stacy Lions LG555 Batter Box Mats \$4,000 (Resolution 2018-6)

L. Johnson asked why Doyle Field is being run through the Township when it is owned by Stacy. T. Nelson said because they are buying them through one place and they are portable.

B. Seekon made a motion to accept resolution 2018-6 for \$4,000.00 from the Stacy Lions for Batter Box Mats. L. Johnson seconds. All in favor, motion carried.



j. Stacy Lions LG555 Parks & Rec \$500 (Resolution 2018-7)

C. Cagle made a motion to accept resolution 2018-7 for \$500.00 for parks and recreation. L. Johnson seconds. All in favor, motion carried.

k. One Ton Truck

The transmission went out and B. Seekon said they are always working on it. L. Johnson said they bought it from the City of Lindstrom and it is old. L. Johnson noted that they had authorized \$5k for a new truck. B. Seekon said that would buy them a low quality truck.

There was a lot of discussion where they should purchase the new truck, but ultimately they decided to leave it up to the Maintenance Staff with final approval coming from the Board.

B. Seekon asked what is currently in the road and bridge fund - \$21,700.

T. Nelson said they are going to be in the 20-30k range, but are not going to find anything under \$30k. C. Cagle said that it should come out of the PZ fund so they could do site visits with it.

T. Nelson said they need to give him a \$35k cap to find a new or used truck. They do not want them to sell it for waiting for Board approval.

L. Johnson made a motion to have M. Fehrman shop around with a cap of \$35k and then show the Board members for approval. They need to check Fleet Services and State Bid. B. Seekon seconds. All in favor, motion carried.

l. Insurance

T. Nelson has separate lists for inventory for Fire Department and Township. The Township was insuring 3 items it did not own any more. He gave the lists to Matt and TJ and gave them 2 months to finish it.

C. Cagle asked what they were going to do about the joint powers agreement. L. Johnson said they need to discuss a line item for building maintenance. C. Cagle said they need to sign it as a Board. This will be on the next Board agenda.



11. PUBLIC COMMENTS (ITEMS NOT ON THE AGENDA)

D. Stiers said he reads the newspaper.

12. CLERK COMMENTS

K. Wood is putting together a newsletter and she asked for input from the Board.

L. Johnson said he would like to advertise for someone to install blue signs and mower.

The mower position will be advertised only.

Install blue signs –

M. Willcoxon said they would have to pay workman's comp, do a 1099 and make sure they insured or bonded.

L. Johnson feels like it should be hired out versus having the Maintenance Staff install them.

13. SUPERVISOR COMMENTS

L. Johnson: There is a court date of April 17th for M. Lindgren he may go and is hoping to give input. MAT Board of Directors let their Executive Director go. Three people are gone now. He thinks it will be good moving forward. He reminded everyone they need to set a date for the annual road tour.

Wednesday, April 11th at noon Annual Road Tour

T. Nelson said the finance person will be at the next road committee meeting.

C. Cagle: None

B. Seekon said M. Olson stepped down as chair of the PZ and as a member. There are some people interested in becoming a PZ member.



UPCOMING MEETINGS

- ❖ Parks Meeting – March 27, 2018 – 6:00 pm
- ❖ Spring Short Course – March 27, 2018
- ❖ CCATO Meeting – March 28, 2018 – 7:00 pm
- ❖ Road Committee – April 2, 2018 – 7:00 pm
- ❖ Planning Commission- April 11, 2018- 7:00 pm
- ❖ Board Meeting- April 17, 2018- 7:00 pm
- ❖ Legal Short Course – April 19, 2018
- ❖ Board of Appeal & Equalization – April 26, 2018 – 6:00 pm

14. ADJOURN

L. Johnson made a motion to adjourn the meeting at 9:35 pm. Second by C. Cagle. All in favor, motion carried.

Board Chair Signature

Town Clerk Signature

