

## Board Members Present:

William Norris, Chairperson    Dennis Sazama, Supervisor    John Krueger, Supervisor  
Carol Nelson, Clerk    Karen Marthaler, Treasurer

Audience:    Rick Sonnenberg    Torey Sonnenberg  
Terry Marthaler    Lyle Smith

## TOWNSHIP BUSINESS

1. Introductions    Call to Order    Pledge of Allegiance

2. Agenda: Additions Norris added the following under Road Report:

Crack Sealing, Mailboxes & posts, brush removal on Fawn Oaks Road & Engstrom Beach Road, Snow fences  
Sazama made motion to approve the Agenda with the additions. 2<sup>nd</sup> by Krueger

3. Bounties: none

4. Road Report:

a. Contractor's report – gravel roads are currently soft, mostly snow free but slippery. Cannot disturb the roads until they are dry. Sonnenbergs' scraped away some asphalt & sod on one road. It was in the road right of way. Dora Township owns the road, Edna Township maintains the road.

b. Conditions – Schedule Spring Road Inspection, Norris has contacted Arntson's Construction & Howard's Driveway for crack sealing repair estimates. Howard's does not do that work. Sazama made motion to hire a contractor, to spend up to \$15,000 in materials, \$15,000 on labor, for up to 12 miles of crack sealing. 2<sup>nd</sup> by Krueger. Approved 3/0. Norris will call another contractor for an estimate. Edna Township will accept lowest estimate.

c. Road report; Krueger would like Edna Twp. To be involved in purchasing & installing swing away setups for mail boxes; Rick Hoium, Otter Tail County, supplied the necessary information to Krueger. Otter Tail County would supply the boxes & support for \$160 each. OTC buys the actual mailbox from L & M Fleet for \$10. Boxes could be placed farther back on shoulder if the shoulder can be driven on. Krueger believes Edna should start small. Ordering 15 setups/up to one pallet worth would bring the cost per set up for \$75. Let's put something on the web site to gather opinions.

d. Website announcement; Edna Supervisors could include on the web site, information concerning a mail box replacement policy if damaged during snow removal.

Sonnenberg suggests adopting a policy that when a road is repaired, the mailboxes & post will be changed out at that same time. The Contractor would figure that cost into the estimate. Krueger would like to charge the resident for the cost of the product, and have the installation done by a contractor. Norris would like to get estimates for installation of the units, professionally. Krueger made the motion; Edna Township would buy one pallet of posts & arms, a total of 15 units with an approximate total cost of \$1500. Motion 2<sup>nd</sup> by Norris. This would mean buying the kit, w/o the mailbox. Edna would sell the setup materials to residents. Edna Twp. would get estimates for the labor costs. When installed, could charge \$120-\$130 to each resident. The seller has a lot of them on hand. Passed 3/0

e. Brush removal- Sonnenberg does have a brush hog that could remove the brush. In close quarters, they will need to use a chain saw. Homeowners must be asked permission for trimmers to be on their property. Sazama made motion to get some estimates on brush removal, Norris 2<sup>nd</sup>. Will try to find 3 estimates. Passed 3/0

f. Snow Fence - could this be installed on troubled road areas? The supervisors will drive the roads now & see where the snow banks are located. MN Street & Devil's Lake Road cause snow build up problems. A resident has suggested that after the first major snow fall & the ground is frozen, made a straight cuts into the snow banks. This would then become a thawable snow fence. It could be a good idea for supervisors to meet with the lake associations to find where the bushes, rocks, and landscaping are causing the obstructions that create the snow drifts. Norris will call Engstrom Beach Association to attend their meeting.

g. Spring Road Inspection; Norris is available on Sundays for doing the spring road inspection. Inspection will be done on Sunday, April 21, 2013. Supervisors will meet at 1 p.m. at the Senior Center.

5. Clerk's Report: Correct & approve    Sazama made motion to approve this report as is, Krueger 2<sup>nd</sup>. Approved 3/0.

6. Treasurer's Report: received \$24,831.22 as the road allotment check. Expenses for the past month were \$16,485.28. Year to date \$30,279.22 in receipts was received, disbursements of \$35,4546.20 were paid. Total available cash is \$182,588.74. Edna Township expects to receive a tax check in June. Sazama made motion to approve the Treasurer's report. Norris 2<sup>nd</sup>. Approved 3/0. Resolution to approve motion made by Norris to approve. Sazama 2<sup>nd</sup>. Approved 3/0

7. Claims for Payment: Discuss & approve/not approve Sign Claims Approval Page  
 Motion to approve made by Sazama, Krueger 2<sup>nd</sup>. Approved 3/0

8. Public comments & correspondence:

- a. Heyer Land Surveying & Engineering Letter of Closing the business American Pavement solution for crack sealing, stenger's dust control for dust control & Fergus Power for dust control charges 83
- b. The culvert on devil's lake road has rebarred sticking up & will puncture a tire. Damage to a culvert. Will eliminate the culvert. Could add a rock check & add gravel. Good idea to put cones up to make the danger visible..
- c. Team labs in DL will do some patching for Hobart Twp. next week. Sonnenberg will pick up the materials and put that into the pot holes.

9. Unfinished business

10. New Business

Payment to Edna Township board members - Resolution for pay \$65/meeting, federal gov't mileage, salary for clerk & treasurer. Krueger made motion to approve the payment resolution, Sazama 2<sup>nd</sup>. Approved 3/0

11. Administrative Business:

- Web Site -Norris recently paid a bill of \$119.00, to get website up & running again. He did submit the receipt & will be reimbursed
- Education - Spring Short course reports submitted by Norris, Marthaler, Nelson and are attached to this report. Good attendance at the Alexandria meeting site.
- Job Descriptions – no changes

12. Other: Compare & Review Clerk's & Treasurer's Financial Records. Complete the in-house audit

Norris moved the Resolution to approve motion made by Norris to approve. Sazama 2<sup>nd</sup>. Approved 3/0

13: Adjourn Meeting at 9:31:

**CLAIMS TO BE PAID**

FOCUS	Legal ad announcing Audit	
Heyer Land Surveying	Engineer of roads, sign requirements	\$3512.50
Perham Office Supply	printing copies for Annual Meeting	\$8.30
Don Garber	Moderator for Annual Meeting	\$50.00
Otter Tail County Treasurer	Election supplies	\$199.59
Otter Tail County Treasurer	Mixed Sand & Salt	\$5,827.36
Karen Marthaler	Salary & 2 Meetings	\$285.33
Carol Nelson	Salary & 2 meetings	\$308.71
Sonnenberg Road Maintenance	Snow plowing 232.5 hours	\$18,832.50
Sonnenberg Excavating	Snow Removal 158 hours	\$15,075.00
	TOTAL	\$44,099.29

Meeting closed at 9:31.

IN house audit opened at 9:35.

Comparing of Carol's numbers to Karen's numbers.