

Clear Lake Township

Board Meeting Minutes

November 20th, 2018

Unapproved minutes of the November 20th, 2018 Clear Lake Township Board meeting held at the Clear Lake Township Hall.

Members present were: Chairman: Gary Gray, Supervisors: Bud Stimmler and Joe Goenner, Treasurer: Paul Goenner, Road Engineer: T. Vander Eyk and Deputy Clerk: Gary Anderson.

Others present were: Penny Leuthard, Chris Aleshire, Ron Juenemann, Craig Wensmann and Glenn Gohman.

The meeting was called to order at 7 p.m. by Chairman Gary Gray.

The Pledge of Allegiance was recited.

Minutes of the October meeting were read with one change. Under the PARK & TRAILS agenda section the word, “trailers” was changed to “residents”. With this change, the agenda item now reads as:

Travelers Park blew out the water lines so most of the residents will be moving out of the park.

The minutes were then approved with the one noted change.

After reviewing the bills presented, Joe Goenner motioned to pay the bills with a second made by Bud Stimmler. Motion carried. Bills were paid.

SHERIFF’S REPORT:

Deputy Chris Aleshire reported on the month of October where 50 calls for service were received including 1 burglary, 20 traffic violations, 2 thefts, 2 fires, 1 lightning strike and 7 medicals.

LIBRARY BOARD ADVISORY GROUP

Gary Gray reported there was no Library Board meeting last month.

WATER ADVISORY GROUP:

Gary Gray reported there was no Water Advisory meeting last month.

FIRE DEPARTMENT ADVISORY BOARD:

Gary Gray reported the Fire Department Advisory Board met and had a brief discussion over the fire fill-station.

PARK & TRAILS REPORT:

Bud informed the Board that Nelson’s Sanitation picked up the portable out-house (per the pickup schedule defined on the Townships contract with them). Bud held up an aerial photo of the Clear Lake Township Park he received from Eyk and thought the Township could consider displaying it as a sign at the park. He also noted that 4 new houses are being built in the residential area next to the Township Park. Eyk added that the Township received driveway permits for three of the four new homes but not the fourth one. Gary Gray suggested the Township follow up on the driveway permit for the fourth home.

ROAD REPORT:

70th Avenue BNSF Railroad Crossing

- Eyk provided the agreement document between BNSF Railroad and the Township for BNSF Railroad's need to repair the railroad crossing at 70th Avenue. Eyk and Gary Gray had an onsite meeting with three representatives from BNSF on November 9th. They found that the main-line crossing is distressed, and the Township agrees with BNSF that the crossing needs to be repaired. As noted in the contract, the Township is responsible for traffic control, such as setting up detours and barricades during the time the project is underway.
- Eyk noted that the wording of the agreement indicates a condition where the Township might also make improvements to its roads. The Township is not proposing to do this, but instead, MN-DOT has agreed to take care of some road issues such as patching.
- Eyk suggested the Board read through the first three pages of the agreement from BNSF before signing off on the project. Eyk pointed out the Township's participation involves a not-to-exceed amount of \$30,000 for materials, plus the Townships expense of traffic-control. BNSF's participation is \$50,000.
- The project is targeted sometime during the summer of 2019 and BNSF estimated the repair work could last about a week. The Township informed BNSF the need for the project to be completed before the beginning of August, in time for crop harvest activity in the fall. During the Board members' discussion, they agreed to the contract with BNSF when Gary Gray requested a motion to approve. Bud made the motion to approve, second by Joe Goenner and the motion carried.

Partial Payment for Replacement of Town Hall Sidewalk

- Eyk met with Schirmers Concrete, the contractor hired for the replacement of the Township Hall sidewalk, and asked that they return to the project to complete caulking where the new sidewalk meets the exterior of the Town Hall. Schirmers agreed to do so.
- The original quote for this project was in the amount of \$2,900.00, while the actual Claim submitted by Schirmers came to \$3,000.00 as a result of a Change Order submitted by the contractor. The City of Clear Lake agreed to pay \$2,030.00 toward this project. Treasurer Paul Goenner brought up the issue where the Township received a Claim from contractor Jeff Rhodes in the amount of \$920.00. Eyk mentioned that Jeff Rhodes added some patching around the new sidewalk.
- Eyk asked the Board for a motion to approve the partial pay to Schirmers Concrete in the amount of \$3,000.00. Bud made the motion to approve, second by Joe Goenner and the motion carried.

Striping Project

- Eyk presented the list of Township roads that he thought might be candidates for striping of the white fog lines, the subject that was originally discussed during the October-2018 Board meeting. He provided a list of Township roads to the Board that were presented to the county for state funding, but the county suggested that only major roads should be included. Eyk presented a map showing 5 Township roads the county formally presented to the state for the special funding program. The county also identified additional roads into a supplemental agreement and submitted that to the state. With the November 21st deadline to request special funding of road striping, Eyk informed the Board that he submitted the request for special funding on November 20th.

CSAH 8 Fire Department Fill-Station Update

- Eyk informed the Board that a survey crew from Bogart-Pederson surveyed the property to locate the eight-inch riser and to determine the topography surrounding that riser. Eyk is proposing to create preliminary drawings for the location of the horseshoe-shaped road that will lead into and out of the proposed fill-station. Eyk will then give that drawing to Bogart-Pederson to have them draft up the construction plan. A legal

description for an easement on the Imholte property will also be created, which will then be sent to the Township Attorney.

- Gary Gray offered information about the Imholte easement presented at the recent Fire Board meeting. The Fire Board approved Imholte's request to show the billing period be defined from November to October. Gary and Eyk reaffirmed that the County has given an informal approval to add the roadway to the Fill-Station, but the exact location of that road has not been defined. Gary then asked the Township Board for a motion to approve the Imholte easement, the same easement recently approved by the Fire Board. Bud made the motion to approve, second by Joe Goenner and the motion carried.

Arial View of Township Park

- Eyk presented a photo showing an aerial view of the Township Park. Eyk request this photo from the County after learning that they took aerial photos of the entire county this past summer. The Township now has electronic versions of this image.

OLD BUSINESS:

Town Hall Updated Plan

- Gary Gray met with the architect to make changes to the floor plan. Recent improvements to the Town Hall floor plan include: Adding a larger storage room at the back of the building. Repositioned the mechanical room. The front entrance now has a second doorway into the building where the walk-up window is now positioned between the front door and the second door allowing for better security for Township personnel when working with the public. A fourth office was added where the other offices were located. The open area in the office space can now accommodate a larger conference table.
- The Supervisors will sit on a fixed, raised floor, above the main floor seating area for the general public. A ramp is added to the left of the raised floor.
- Gary Gray will ask the architect to create elevation plans plus 3-dimensional drawings in time for the next Board meeting. A public open house will be scheduled within the following months, followed by a working set of prints to be completed by the architect. The working set of prints will allow contractors to create bids so the Township can get a feel for the cost of the new Township Hall.

CRS Realtor Contract

- Gary reminded the Board that the contract with the existing realtor was set up as an annual contract, to be automatically renewed month-to-month after that. After the first year, the contact could be cancelled with written notice. Paul mentioned that there was a low offer and the realtor refused it. Gary said he will meet with the realtor to have all future offers go through him. Gary asked the Board for input about cancelling the contract or keep it going. The board agreed to keep the contract for now.

NEW BUSINESS:

Ellen Acres 2nd Edition

- Craig Wensmann spoke on behalf of Glenn Gohman to present the Simple plat named *Ellen Acres, Second Edition* to the Township Board. The purpose of the second edition is to create one additional lot. Craig has responded to questions and comments from the Sherburne County Zoning, Public Works, and Surveyor's offices. Craig is asking for any questions or comments from the Township Board. With no concerns stated from the Township Board, Gary Gray agreed to approve the request to create this Simple plat for *Ellen Acres, Second Edition*. The signed comment form will be emailed to the County Zoning department.

Emergency Services Ordinance Amendment

- Gary Gray explained how the Emergency Services Ordinance is tied to the fire contract that the Township has with the City of Clear Lake. Various costs for fire department services are listed in this Ordinance. With recent changes made to the new fire contract, the rates for various services have changed and must also be updated in the Emergency Services Ordinance.
- The Township is researching what action must first take place before the Emergency Services Ordinance can take effect. Such action may require a publication in the local newspaper, and/or, require a public hearing.

Replacement of Resident Address Signs

- Paul Goenner inquired about a road-side address sign that may need replacing in White Farm Estates. He will look into the condition of that sign and purchase a replacement if necessary, along with other address signs that need to be replaced.

Joe Goenner made a motion to adjourn, second by Bud Stimmler. Meeting adjourned. The next meeting will be held on Tuesday, December 18th, 2018 at 7:00 pm.

**Respectfully Submitted,
Gary Anderson
Clear Lake Township Deputy Clerk**