

Wabedo Township Board of Supervisors
Monthly Meeting
January 13, 2015

Present: Chair Ron Stokesbary, Supervisors Al Chacey, Bob Adelman, Deputy Treasurer Alicia Burgers and Clerk Barbara Anderson

Sign in sheet attached to the original minutes of this meeting.

Call to order – Chair Stokesbary called the meeting to order at the home of the clerk at 7 pm.

Approve the agenda – Under Road & Bridge add Road Quotes. Motion: Adelman/passed: Approve the agenda for this meeting as amended.

Re-organize the board –

- Motion: Adelman/passed: Approve and move acceptance of Resolution 2015-001- Wabedo Township Board Organization – Supervisor Roles. Chair – Stokesbary, Vice Chair- Adelman as officers. Each supervisor will have the same roles as 2014. Resolution attached.
- Resolutions authorizing contract with interested officer under Minn. Stat .§ 471.88, subd.5:
 - Motion: Adelman/passed (Stokesbary abstained): Approve and acceptance of Resolution 2015-002 for Stokesbary to work for the township.
 - Motion: Stokesbary/passed (Chacey abstained): Approve and acceptance of Resolution 2015-003 for Chacey to do work for the township.
 - Motion: Chacey/passed (Adelman abstained): Approve and acceptance of Resolution 2015-004 for Adelman to do work for the township.
 - Motion: Stokesbary/passed: Approve the Administration Policy as written.

Approve the minutes- Motion: Adelman/passed: Approve the minutes of the December 9, 2014 meeting as written.

Accept the treasurer's report – Deputy Treasurer Burgers

- Treasurer's report - Cash Control Statement for the month of December 2014. Motion: Chacey/passed unanimously: Accept the Cash Control Statement report for the month of December 2014 with total funds of \$346,738.68 and investments of \$22,290.14.
- Approve payment of claims – Motion: Chacey/passed unanimously: Approve payment of electronic claims 1151 through 1154 and claims 9974 through 9989, totaling \$9,326.45 plus payroll.

Resident concerns – None

Road & Bridge

Supervisors Chacey reported:

- Road signs run down last month.
- Sanded township road interceptions, Lott Excavating did the work.
- Talked to Tom Wilson on Erickson Engineering regarding the bridge plans. The State of Minnesota has approved the preliminary plans. Chacey will contact Crow Wing Power Company about moving the pole and what expenses there may be to the township.

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Road quotes – The clerk will place the ad in the Pine Cone Press newspaper for road and snow quotes; using the same type of ad as last year. Chacey will get the correct wording for the gravel quote and send it to the clerk for a newspaper ad. The quotes will be reviewed at the February meeting.

Old Business

SSD report – Adelman reported that both South Little Boy and Sioux Camp SSDs are frozen. He wrote an e-mail to the property owners advising them of the situation. He has spoken to Rick at Northland Septic about this problem. Rick suggested heat tape will work for this year. Lund, a property owner on the Sioux Camp ssd, encouraged the board to do what is necessary to keep the SSD open and functioning. What is the long term solution for this problem? Stokesbary would like to meet with Northland Septic and the property owners on the two SSDs sometime this summer, to discuss the problem and possible solutions.

Garage Update – The ceiling fan has been installed.

Town Hall – no report

New Business

Letter from Baker regarding Island View Road – There was a discussion about the letter and request. The question was raised, if we accept easement, legally what are we accepting? Stokesbary will contact the township lawyer for his opinion.

Correspondence – The Board reviewed the correspondence listed on the agenda.

Other business – The clerk was asked to get information from surrounding township regarding their wages schedules.

Adjournment – Motion: Adelman/passed: Adjourn. The meeting adjourned at 8:35 pm. The next meeting is scheduled for February 10th at the clerk's home.

Respectfully submitted

Approved

Barbara Anderson, clerk

Ronald Stokesbary, chair

OFFICAL OATH

OF

Ronald Stokesbary

TO THE OFFICE OF

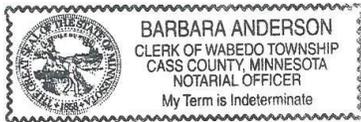
Board of Supervisors for Wabedo Township

State of Minnesota
County of Cass
Town of Wabedo

I, Ronald Stokesbary do solemnly swear that I will support the Constitutions of the United States and of the State of Minnesota, and faithfully, for and behalf of the citizens of Wabedo Township discharge the duties of Supervisors of the Town of Wabedo, in the County of Cass and State of Minnesota, to the best of my judgment and ability. So help me God.

Subscribed and sworn to before me this 13th day of January 2013

Barbara Anderson
Clerk of Wabedo Township



Ronald Stokesbary
Ronald Stokesbary

OFFICAL OATH

OF

Al Chacey

TO THE OFFICE OF

Board of Supervisors for Wabedo Township

State of Minnesota
County of Cass
Town of Wabedo

I, Al Chacey do solemnly swear that I will support the Constitutions of the United States and of the State of Minnesota, and faithfully, for and behalf of the citizens of Wabedo Township discharge the duties of Supervisors of the Town of Wabedo, in the County of Cass and State of Minnesota, to the best of my judgment and ability. So help me God.

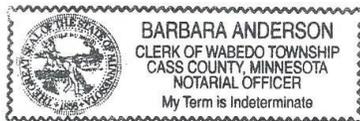
Subscribed and sworn to before me this 13th day of January 2015.

Barbara Anderson

Clerk of Wabedo Township

Al Chacey

Al Chacey



**Wabedo Township Resolution
#2015 – 001**

Wabedo Township Board Organization - Supervisor Roles

Whereas; Wabedo Township is governed by a three person Board of Supervisors, and;
Whereas; the Wabedo Township Board wishes to divide supervisory responsibilities between and among those supervisors, and;
Whereas; Wabedo Township Board of Supervisors deems it in the best interest of the township to document those responsibilities, and;
Whereas; the Wabedo Township Board of Supervisors determines it is the best interest of the township to create backup positions for each role and a Vice-Chair position to perform the duties when the Chairman is unavailable;
Now therefore; the Wabedo Township Board of Supervisors agrees to divide responsibilities as shown in the following **Wabedo Township Supervisor Roles**. This resolution supersedes and replaces any previous declarations or resolutions concerning Supervisor Roles.

Approved this 13th day of January, 2015. Supervisors voting YES: Adelman, Chacey, Stokesbary; NAYS-none; Absent-none; Abstain-none

Signed:  Date: 1-13-15
Chairman

Attest:  Date: 1-13-15
Clerk

Wabedo Township Supervisor Roles

Chairman - Stokesbary / Vice-Chair - Adelman

Presides at all meetings
Manages General Fund disbursements – approves/signs all related invoices
Prepares annual budget and levy recommendations for General Fund
Liaison to Planning Commission (this duty delegated to Chacey for 2015)
Manages all aspects of town hall (repairs, maintenance, etc.)
 Snowplowing and mowing grass
 Approves/signs Town Hall related invoices
 Recommends town hall policies
Authorized to spend up to \$500 without Board approval for town hall related expenses

Road Supervisor - Chacey / backup – Stokesbary

Liaison to road contractors
 Recommends road maintenance activities
 Recommends gravel application
 Meets with contractors periodically/discusses road issues
Prepares/issues work orders for all road related activities
Inspects roads in spring with contractors and Board and in fall with Board
Recommends changes to road related policies (snow plowing, driveway, etc.)

Manages all gravel pit activities
 Recommends gravel crushing amounts, types, schedules
Manages chloride application activities
 Recommends roads for chloride treatment
 Schedules and oversees chloride application
Manages work of township mowing employee
 Directs when/where to mow
 Recommends mowing, brushing activities
 Schedules tractor maintenance
 Calls employee for emergency work (remove tree from road, etc.)
Manages all traffic sign/culvert related activities
 Recommends replacement/addition/removal
Maintains road history information
 Road easements/ROW
 All road related costs by road
 Signs and culverts database and associated policies
Prepares monthly report for Board of road related activities
Prepares annual report for Annual Meeting (summary of activities)
Prepares annual budget and levy recommendations for Road & Bridge
Recommends changes to road contracts
Inspects/approves work completed
Approves/signs all road related invoices
Authorized to spend up to \$500 without Board approval for road related expenses

Fire Supervisor - Adelman / backup - Stokesbary

Liaison to Longville Fire Department
 Chairs the joint powers board for the fire department
 Represents Wabedo Township at joint powers meetings
 Reviews joint powers agreement annually
Manages all aspects of fire department relationship
Prepares annual report for Annual Meeting of Fire Department costs, activities
Prepares annual budget and levy recommendations for Fire Department
Approves/signs all fire department related invoices
Recommends changes in joint powers, joint powers contract, other fire related activities

SSD Supervisor - Adelman / backup - Stokesbary

Manages contracts for SSD related activities:
 Alarm monitoring, tank levels, pump/elec status
 Maintenance, pumping, inspecting, etc.
Manages Cass County SSD permits, their requirements, renewals, etc.
Receives and reviews inspection reports
Recommends changes to SSD activities, billing, and other related items
Assists with rate hearing preparation for new SSD billing rates
Reviews annually with property owners for feedback
Reviews annually with contractors for changes
Approves/signs all SSD related invoices
Authorized to spend up to \$500 without Board approval for SSD emergency expenses

**Wabedo Township Resolution # 2015-002
RESOLUTION AUTHORIZING CONTRACT
WITH INTERESTED OFFICER UNDER
Minn. Stat. § 471.88, subd. 5**

WHEREAS, Town Board of Wabedo Township, Cass County, Minnesota is seeking the performance or acquisition of the following service or goods:

Manual labor for township-related tasks (for example, mowing grass, removing fallen trees from roadways, checking/cleaning culverts, road-related tasks, town hall repairs, etc.);

WHEREAS, Ron Stokesbary is a supervisor of said Township and will be financially interested in the contract because he is directly providing the service as an employee of the Township;

NOW, THEREFORE, BE IT RESOLVED that the Town Board, upon a unanimous vote of the supervisors with the interested officer abstaining, finds that the contract price of \$12.50/hour is as low as, or lower than, the price at which the services or goods could be obtained elsewhere at this time; and

BE IT FURTHER RESOLVED, that the Town Board, pursuant to Minn. Stat. §§ 365.37; 471.88, subd. 5; and 471.89, does hereby authorize a contract with Ron Stokesbary for a price of \$12.50/hour; payment to occur on the contract as agreed and upon the filing of a proper affidavit by the interested officer.

Adopted this 13th day of January, 2015.

Attest: *Barbara Anderson*
Town Clerk

BY THE TOWN BOARD
R. J. Stokesbary



**Wabedo Township Resolution # 2015-003
RESOLUTION AUTHORIZING CONTRACT
WITH INTERESTED OFFICER UNDER
Minn. Stat. § 471.88, subd. 5**

WHEREAS, Town Board of Wabedo Township, Cass County, Minnesota is seeking the performance or acquisition of the following service or goods:

Manual labor for township-related tasks (for example, mowing grass, removing fallen trees from roadways, checking/cleaning culverts, road-related tasks, town hall repairs, etc.);

WHEREAS, Al Chacey is a supervisor of said Township and will be financially interested in the contract because he is directly providing the service as an employee of the Township;

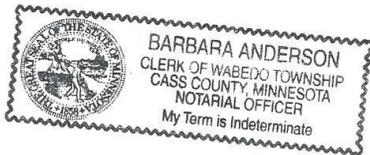
NOW, THEREFORE, BE IT RESOLVED that the Town Board, upon a unanimous vote of the supervisors with the interested officer abstaining, finds that the contract price of \$12.50/hour is as low as, or lower than, the price at which the services or goods could be obtained elsewhere at this time; and

BE IT FURTHER RESOLVED, that the Town Board, pursuant to Minn. Stat. §§ 365.37; 471.88, subd. 5; and 471.89, does hereby authorize a contract with Al Chacey for a price of \$12.50/hour; payment to occur on the contract as agreed and upon the filing of a proper affidavit by the interested officer.

Adopted this 13 day of January, 2015.

Attest: BAnder
Town Clerk

BY THE TOWN BOARD
RJ. Stokus



**Wabedo Township Resolution # 2015-004
RESOLUTION AUTHORIZING CONTRACT
WITH INTERESTED OFFICER UNDER
Minn. Stat. § 471.88, subd. 5**

WHEREAS, Town Board of Wabedo Township, Cass County, Minnesota is seeking the performance or acquisition of the following service or goods:

Manual labor for township-related tasks (for example, mowing grass, removing fallen trees from roadways, checking/cleaning culverts, road-related tasks, town hall repairs, etc.);

WHEREAS, Bob Adelman is a supervisor of said Township and will be financially interested in the contract because he is directly providing the service as an employee of the Township;

NOW, THEREFORE, BE IT RESOLVED that the Town Board, upon a unanimous vote of the supervisors with the interested officer abstaining, finds that the contract price of \$12.50/hour is as low as, or lower than, the price at which the services or goods could be obtained elsewhere at this time; and

BE IT FURTHER RESOLVED, that the Town Board, pursuant to Minn. Stat. §§ 365.37; 471.88, subd. 5; and 471.89, does hereby authorize a contract with Bob Adelman for a price of \$12.50/hour; payment to occur on the contract as agreed and upon the filing of a proper affidavit by the interested officer.

Adopted this 13 day of January, 2015.

Attest: Barbara Anderson
Town Clerk

BY THE TOWN BOARD
Bob Adelman

