

Town of Red Cedar

Minutes of Monthly Meeting

June 10, 2013

A notice of the meeting was published in the Dunn County News, and the Agenda was legally posted at Sinz Plumbing, Value Implement, the Clerk's office, the Town Hall, and online at the Town's website (townofredcedar.com).

Call to Order: The Town board meeting was called to order by Ron Robelia, Chairman, at 7:00 p.m.

Roll call, quorum call, and verification of public notice and approval of the agenda of the town board meeting were had. The following board members were present:

<input checked="" type="checkbox"/> Chairman (Ron Robelia)	<input type="checkbox"/> Supervisor 3 (Dave Leach)	<input checked="" type="checkbox"/> Clerk (Cheryl Miller)
<input checked="" type="checkbox"/> Supervisor 1 (Debra Gotlibson)	<input checked="" type="checkbox"/> Supervisor 4 (Doug Miller)	<input checked="" type="checkbox"/> Treasurer (Jill Haldeman)
<input checked="" type="checkbox"/> Supervisor 2 (Andy Gansberg)		

Meeting Minutes: Board members reviewed the prior month's minutes. *Motion by Deb Gotlibson to accept and approve the minutes with noted amendment; motion seconded by Doug Miller. None opposed. MC*

Treasurer's Report: Board members reviewed the Treasurer's Report for the prior month, including checks written, monthly receipts, and cash summary sheet. *Motion by Deb Gotlibson to approve the Treasurer's Report and financials; motion seconded by Andy Gansberg. None opposed. MC*

Public Comments: None.

The Board deviated from the Agenda order at 7:05 p.m. and agreed to bring Business Item (d) forward at this point to act on as follows:

Business Item (d) Accept, open, and act on bids for 2013 road projects. All bids were accepted and opened by the Chairman.

1st decision item discussed was for sealcoat and crackfill project on 2.25 miles of road (east and west on 730th Ave. and 630th St.). Four bids were reviewed as followed: \$29,998.00 from Scott Construction; \$39,983.95 from Struck and Irwin; \$29,790.00 from Fahrner Asphalt; and \$31,050.00 from Dunn County. Representatives from Scott Construction and Fahrner Asphalt appeared and addressed the board and answered questions. Discussion had. *Motion by Doug Miller to award 2.25 mile road project for sealcoat and crackfill to Fahrner Asphalt for bid amount of \$29,790.00; motion seconded by Andrew Gansberg. None opposed. MC*

2nd decision item discussed was for crackfill only on 6 miles of road (674th Ave.,/539th St., 690th Ave., 684th Ave., 574th Ave., and 610th St.). Board members indicated that 690th Ave., 684th Ave., and 574th Ave. (the correct road is 563rd Ave., not 574th Ave.) would be eliminated from the 2013 road projects list since the roads would need to be re-inspected as to the amount of repairs actually required. Discussion was had on the existing ¾ mile of road on 674th Ave. for crackfill only. Four bids were received from Fahrner, Dunn County, Scott Construction, and JD Sealcoating. Representatives from Scott Construction, Fahrner Asphalt, and JD Sealcoating appeared and addressed the board and answered questions. *Motion by Andrew Gansberg to not accept bids and table the crackfill only project; motion seconded by Deb Gotlibson. None opposed. MC*

The Board deviated from the Agenda order at 7:51 p.m. and agreed to bring Business Item (a) forward at this point to act on as follows:

Business Item (a) CSM for Doug Stratton (Surveyor – Tech Design), subdividing 9 acres from 16 acre lot in Park Rapids (part of Gov. Lot 7, T28N, R12W, Lot 3, CSM 3246). The purchaser, Mr. Rabeneck, appeared before the board. Discussion had. *Motion by Andrew Gansberg to accept the CSM as presented; motion seconded by Doug Miller. None opposed. MC*

Report of Finance Committee:

- (a) Clerk – review (1) 2013 Budget expenses to date; and recommendation (2) to re-appropriate Budget funds.
- (b) Treasurer – discussion on (1) cost of storage room and office; (2) receipts and paperwork for storage room and office; (3) shop receipts; and recommendations for (4) use of purchase orders; and (5) use of Patrolman worksheets.
- (c) Supervisor 1 – recommendation to obtain a town credit card.

Business: Agenda items were discussed and/or acted upon as follows:

- (a) CSM for Doug Stratton (Surveyor – Tech Design), subdividing 9 acres from 16 acre lot in Park Rapids (part of Gov. Lot 7, T28N, R12W, Lot 3, CSM 3246). Acted upon above.
- (b) Complaint/abatement of public nuisance – property located at E6550 629th Avenue (Blodgett). Discussion had. Clerk is to send info. to Andrew Gansberg and Ron Robelia from previous issue and dumpster rental, and they will visit property. *Motion by Deb Gotlibson to have Supervisor Gansberg and Chairman Robelia address the nuisance and dog license issues with the owners and review at next meeting; motion seconded by Doug Miller. None opposed.* MC
- (c) Obtainment of town credit card. Discussion had. *Motion by Deb Gotlibson to have the Treasurer contact Bremer Bank and complete paperwork to obtain a town credit card; motion seconded by Andrew Gansberg. None opposed.* MC
Further discussion had on credit card limits. *Motion to Andrew Gansberg to set a \$15,000.00 total limit with \$10,000.00 allowed for Patrolman use, \$2,000.00 for Clerk use, \$2,000.00 for Treasurer use, and \$1,000.00 for Chairman use, and further, that the Finance Committee review those amounts as needed and adjust accordingly; motion seconded by Doug Miller. None opposed.* MC
- (d) Accept, open, and act on bids for 2013 road projects. Acted upon above.
- (e) Re-appropriation of funds for budgetary expense purposes, and adjust/amend the 2013 budget by resolution. Discussion had. *Motion by Deb Gotlibson to enact resolution presented and move \$40,000.00 from the public works fund to the town government fund; motion seconded by Andrew Gansberg. None opposed.* MC
- (f) Revisit what portions of 2013 road projects are to be completed by town employees. Discussion had on roads being worked on by town employees. *Motion by Andrew Gansberg to table the matter and allow Patrolman to continue to work on projects as he has in the past; motion seconded by Doug Miller. None opposed.* MC
- (g) Revisit standards as to when road projects require board approval. *Motion by Andrew Gansberg to table matter; motion seconded by Doug Miller. None opposed.* MC
- (h) Revisit 490th Avenue/resident petition to fix western one mile portion of road. *Motion by Andrew Gansberg to table matter; motion seconded by Doug Miller. None opposed.* MC
- (i) Revisit draft Operating Agreement with Chippewa Concrete. No contact received from company. *Motion by Andrew Gansberg to table matter until next month and discuss billing issues; motion seconded by Doug Miller. None opposed.* MC
- (j) Revisit Town Hall Rental Agreement. *Motion by Deb Gotlibson to approve the Town Hall Rental Agreement as presented and implement it; motion seconded by Doug Miller. Andrew Gansberg opposed.* Motion carried on majority vote of 4 in favor, 1 opposed.
- (k) Revisit abatement of public nuisance – property located at N6944 Cedar Falls Road (Yeager). The property has been cleaned up and the nuisance abated. *Motion by Andrew Gansberg to remove item from agenda; motion seconded by Deb Gotlibson. None opposed.* MC
- (l) Revisit detailed worksheets for Patrolman and per diem worksheets for town board members. The Treasurer presented a sample worksheet for the patrolman to complete, and Supervisor 1 presented a sample Expense Reimbursement form and Per Diem request form for review. Discussion had. *Motion by Doug Miller to approve the Patrolman Worksheet presented for use by the Patrolman and to table the per diem worksheet matter; motion seconded by Deb Gotlibson. None opposed.* MC
- (m) Revisit standards as to when shop projects and/or equipment, repairs, maintenance, and supplies require board approval. *Motion by Deb Gotlibson to table matter; motion seconded by Doug Miller. None opposed.* MC
- (n) Revisit placing “private road” signs on private roads/driveways within the township. Discussion had. Doug Miller will address related questions with county personnel. *Motion by Ron Robelia to table matter; motion seconded by Deb Gotlibson. None opposed.* MC

Patrolman’s Report: Road work – the patrolman informed the board on projects worked on for the month as follows: *patching, working on 450th, work started on 740th Street, mowing will start soon, and fences will be pulled in ditches this year.*

Building Permits and Fire Calls: The following building permits and/or fire calls were brought before the board:

Building Permit: #0113 approved.

Correspondence, Communications, and Announcements: Announcements were made, and communications and any recent correspondence received were brought before the Board by the Clerk, Treasurer, and/or Town Officers. *There was no discussion or action taken on the following correspondence, communications, and announcements:*

- *Clerk – passed out information and correspondence received;*
- *Treasurer – received four \$50.00 fine payments and informed the board as to a complaint received with to the condition of the town hall when rented.*
- *Chairman – handed out a letter complaining about an alleged, unlicensed junk yard.*
- *Supervisor 1 – gave a report on WTA meeting recently attended.*

Upcoming Agenda Items: Upcoming Agenda items, if any, were discussed for inclusion or exclusion at next month's meeting.

- *Cleaning of town hall.*
- *Two-day June rental of town hall by St. Katherine's; complaints.*
- *Tabled matters.*
- *Per Diems policy addressing when attendance at outside meetings is appropriate.*

Claims to be Approved: Monthly and upcoming CLAIMS and PER DIEMS were brought before the board for review and discussion. *Motion by Andy Gansberg to approve the claims and per diems presented; motion seconded by Deb Gotlibson. None opposed. MC*

Next Meeting: The next monthly town board meeting was set for *Monday, July 8, 2013 at 7:00 p.m.*

Adjourn: Said meeting was adjourned at 10:40 p.m. *on motion of Deb Gotlibson; second by Doug Miller.*

Date:

Cheryl Miller, Clerk *(subject to Town Board approval at subsequent month's regular meeting)*