

**Bridgewater Township Board of Supervisors**  
**County of Rice, State of Minnesota**  
**October 11, 2017**  
**Official Minutes**

Call to order

Pledge of Allegiance

Roll Call: John Holden, Kathleen Doran-Norton, Gary Ebling, Jim Braun, Frances Boehning, Brad Pfahning

Introduction of Guests: Dennis Brown, Mike Groth, Paul Liebenstein

Approval of Agenda: Gary Ebling made a motion to approve the agenda, John Holden seconded, all approved.

Public Comment on Non-Agenda Items:

Paul Liebenstein provided a summary of the evening's fire meeting. A final design should be available with the next few months. Work is still being done regarding the cost structure.

**Approval of Minutes & Claims**

1. October Claims
  - a. Brad Pfahning reviewed the current claims. The recent American Excavating claim for \$7,167.48 was added to the October claims. The check will be printed after the meeting.
  - b. John Holden made a motion to approve the current claims, Kathleen Doran-Norton seconded, all approved. Gary Ebling made a motion to approve the addition of the American Excavating claim for \$7,167.48, John Holden seconded, all approved.
  - c. Brad Pfahning requested approval to transfer about \$20,000 in funds from savings to checking to cover the claims. The funds will be moved back when taxes are received. John Holden made a motion to approve the transfer of funds, Gary Ebling seconded, all approved.
  - d. Brad Pfahning requested approval to pay off the credit line with Frandsen Bank; John Holden made a motion to approve this, Gary Ebling seconded, all approved.
2. September 13, September 18, 2017 Meeting Minutes
  - a. Gary Ebling made a motion to approve the minutes from September, John Holden seconded, all approved.

**Treasurer's Report**

1. Treasurer's Report – Brad Pfahning reviewed current bank balances.
2. Bank reconciliation – the bank reconciliation was included in the packet for review by the Board. The uncleared checks were reviewed.
3. IRS report and PERA forms –
  - a. The IRS form was completed and will be mailed
  - b. The PERA from was completed and will be mailed with the check.
  - c. Brad Pfahning will follow up with the IRS regarding past reports that have issues.
4. Discuss closing flood mitigation accounts and opening account for solar project
  - a. The following accounts will be closed;
    - i. Dundas Pond - \$1,503.34
    - ii. Edgebrook Ditch - \$5,399.50
    - iii. Edgebrook Road - \$10,566.35
    - iv. Central Pond - \$17,700.63
  - b. The following Solar Accounts will be created per the motion from John Holden, seconded by Gary Ebling and approved by all;
    - i. Construction/Landscaping - \$82,875 of which \$20,000 will be held for three years to secure establishment of vegetation.
    - ii. Decommissioning - \$246,872.50 which will be placed in a CD to earn interest. This account is for decommissioning of the solar facility only.

1. Gary Ebling expressed concern that the amount is based on Dundas Solar Holdings formula. He is concerned that the amount will not be sufficient to cover the actual decommissioning of the facility.
2. Jim Braun is confident that the amount will be sufficient as he and Carolyn Braun had consulted with multiple lawyers regarding this.

#### **Clerk's Report-**

1. Credit Cards
  - a. How and when to use procedure – Other than the clerk credit card, all other cards will be kept in the township safe.
  - b. The credit card is to be used for internet purchases (i.e. website renewal), and other large purchases where it is necessary.
  - c. An email will be sent to the Board when the card is used.
  - d. Dennis Brown and Mike Groth will work with the clerk if the card is needed for purchase of equipment related items.
2. School Referendum Election update – Election judges have been scheduled.
  - a. A meeting will be held in the Bridgewater Town Hall on November 2 for a presentation by the Northfield School Superintendent regarding the referendum.

#### **Planning & Zoning**

1. Staff Report
  - a. Kathleen Doran-Norton requested that Northfield Wireless service be added to the Planning and Zoning agenda.
  - b. Jim Braun reviewed current permits for the month.
  - c. How permits were valued was reviewed as there is concern that the permit fee for the Seeds Farm may have been too low.
  - d. Bruce Albers has been waiting on a lot split certification since April. Jim Braun completed the certification months ago and provided the paperwork to John McCarthy. Mr. McCarthy has not signed the forms and given them to Bruce Albers. Jim Braun will review the 10 day rule and work with Kathleen Doran-Norton to resolve this issue. A similar issue has occurred with a Pinc lot split.
2. Solar Project
  - a. Work has been started on site.
  - b. An issue was raised by local residents regarding placement of the access road to the site. The driveway is placed within approximately 100 feet of the intersection with Armstrong road on 100<sup>th</sup> Street.
  - c. Gary Ebling does not believe this driveway to be within safety guidelines. The Board did not move to force the construction company to relocate the driveway as Jim Braun did not feel there was sufficient room to place the driveway further up the road.
3. Jurisdiction of older Rice Cty CUPs – The Rice County attorney has not moved forward regarding transfer of jurisdiction rights to Bridgewater Township on older Rice County issued Conditional Use Permits.
  - a. This issue is causing concern for Keith Johnson as we are not able to issue a building permit until this is resolved.
  - b. Kathleen Doran-Norton will work with Jake Gillan, Galen Malecha, and Jeff Docken regarding this issue.
4. Blighted properties
  - a. T. Swenson property – Jim Braun is waiting on T. Swenson before moving forward with an inspection.
  - b. Hollinger property – weeds have been cut, but trash is still visible in the yard. Notice was given that she has two weeks to clean up the property.
  - c. A property on County Road 1 is falling down. Jim Braun will visit the site and find out when they plan to demolish the buildings.

## New Business

1. Procedure for purchase orders
  - a. A purchase order will be completed for any order over \$100.
  - b. Purchase order will be given to the clerk when the item is ordered.
  - c. The clerk will match the purchase order to the invoice when it comes in.
  - d. John Holden made a motion to approve the purchase order procedure, Gary Ebling seconded, all approved.

## Old Business

1. Roadside vegetative management update
  - a. Spraying the Roadside Vegetative management was reviewed.
  - b. Mike Groth reviewed possible sprayer options and costs. There are additional suppliers that he would like to talk to before we discuss further.
  - c. John Holden, Gary Ebling, and Mike Groth would like to talk to Scott Bailey regarding his current truck design and what he would change.
  - d. The discussion will continue at a later meeting.
2. Roads
  - a. Discuss status
    - i. Update on Albers Trail culvert installation at the Becker Cartway. Also reviewed the cartway issues and options for flow and drainage.
      1. Gary Ebling reviewed the work that was done and possible next steps. Some of the remaining ditch along the private cartway is treed in and should be cleaned out to allow for better water flow. The new culvert was placed within the road right of way.
      2. Gary Ebling will price out options to remove the trees and cleaning the ditch to allow water to flow.
    - ii. Ditch work at Sanford on Baldwin - review project start schedule. – The project should begin within the next week.
    - iii. County Ditch assessments - Ditch 22.
      1. A discussion was held regarding the counties use of assessments to improve ditches. The question was asked if we as a township can use this method also.
    - iv. Salt Sand review and costing.
      1. Gary Ebling reviewed recent costs for the township for sand and salt from Rice County.
      2. The current mix from Rice County is sand with about 30% salt. There is concern regarding the effect this has on gravel roads.
      3. Northfield Township uses a mix of limestone chips and 10% salt. They have had good success with this mix per Mike Groth.
      4. Gary Ebling noted that there is the possibility of significant cost savings if the township maintains their own supply the same as Northfield Township does.
      5. This topic will be covered again during the October 30 meeting.
    - v. Fall road top cut to reduce snow fence buildup at road edges and facilitate spring material reclamation.
      1. This has not been scheduled yet.
      2. Dennis Brown will work with the Kuchinka to see when they can provide mowing for the township.
    - vi. Pond mowing – The Dundas pond will need to be mowed this fall. A schedule will need to be made to mow the Central Pond also.
      - i. Becca Carlson - outreach to create a walking path and mowed trail at the Central Pond.
        1. Becca Carlson requested permission to mow a walking path. As the area is habitat for nesting wildlife, the request is not approved. In addition, it would be a liability issue to have members of the general public mow the water retention pond.

b. Equipment Purchase

i. Review Mounted Roller choice for grader /render decision for order Dec. 17 or Jan. 18.

1. This will be reviewed during the October 30<sup>th</sup> meeting.

3. Notice Board : Review of what's left to be done on the notice board

a. Gary Ebling is moving forward with artwork, maps, and history to place on the board.

4. Rice County No. 1 water runoff plan discussion.

a. Kathleen Doran-Norton reviewed the county plans. She will continue to work with the county to ensure additional runoff does not occur to overrun the Fox Ave. area.

**Upcoming Meetings**

- Intergovernmental Meeting, October 18, 2017, at 7pm Bridgewater Town Hall
- Planning and Zoning meeting, October 26, 2017, 7pm Bridgewater Town Hall
- Project Meetings, Monday, October 30 at 2:30pm, Bridgewater Town Hall
- School Referendum Meeting, November 2, 2017, 7pm Bridgewater Town Hall
- Board of Supervisors meeting, November 8, 2017, 7pm Bridgewater Town Hall

Adjourn- 10:00pm