



**FEBRUARY, 2020 BOARD OF AUDIT MEETING MINUTES**

The Brandon Township Board of Audit Meeting was held on February 18, 2020, at the Brandon Community Center with Supervisors Kerby Lund, Dennis Lund and Bryan Meichsner present together with Treasurer Kathy Zimmerman and Clerk Mike Cleary. With a quorum present, the meeting was called to order at 7:00 pm. The pledge of allegiance was recited by all.

**Approval of Agenda:** The agenda was approved as presented on a motion by Meichsner and a second by D. Lund. Motion carried 3-0.

**Treasurer’s Annual Report:** The purpose of the meeting was to review the financial records of the township for 2019 and to go over the budget and the proposed 2021 tax levy. It was noted that the supervisors review and approve each claim when submitted monthly during the year. The supervisors also review a detailed report each month of the receipts and disbursements as well as the monthly bank statements and reconciliations. The supervisors declined examination of individual claims paid during the year. The Treasurer’s Report for the Year Ended December 31, 2019 was presented and studied. Motion by Meichsner and a second by D. Lund, to approve the Treasurer’s Report and the Audit. Motion carried 3-0.

**Proposed Meeting Agenda:** The draft agenda for the March, 2020 annual meeting was reviewed and approved 3-0 on a motion by Meichsner with a second by D. Lund.

**Proposed Tax Levy for 2020:** After reviewing past budgets and need for reserves for future road projects and replacement of equipment, the supervisors unanimously approved a proposed levy of \$247,000 for 2021 on a motion by D. Lund and a second by Meichsner.

**Adjournment:** On a motion by Meichsner and a second by D. Lund, the Board of Audit meeting was adjourned at 7:15 pm.



**FEBRUARY, 2020 MONTHLY MEETING MINUTES (UNOFFICIAL)**

The regular monthly meeting was held on February 18, 2020, at the Brandon Community Center with Supervisors Kerby Lund, Dennis Lund and Bryan Meichsner present together with Treasurer Kathy Zimmerman, Clerk Mike Cleary. With a quorum present, the meeting was called to order at 7:15 pm.

**Approval of Agenda:** The agenda was approved as presented on a motion by K. Lund and a second by Meichsner. Motion carried 3-0.

**Approval of Minutes:** Reading of the minutes of the January 21, 2020 Monthly Meeting was waved and the minutes were approved on a motion by Meichsner and a second by D. Lund. Motion carried 3-0.

**Treasurer’s Report:** Beginning cash and investment balance on 1/1/20 was \$394,334.49. January, 2020 receipts and disbursements were \$6,802.99 and \$9,731.48, respectively, resulting in an ending balance of \$391,406.00 at 1/31/2020. A motion to approve the treasurer's report was made by Meichsner and

seconded by D. Lund. Motion carried 3-0. Motion was made by Meichsner with a second by D. Lund to request that Bremer Bank include copies of cleared checks with their monthly statements. Motion carried 3-0.

**Pope Douglas Solid Waste Management:** Nathan Reinbold, Environmental Coordinator for PCWM, distributed materials environmental recycling of household waste. He announced that there will be a no charge collection of small and large appliances at Veteran's Park in Brandon from 3 to 7 pm on Wednesday, 5/20/2020. The drop off collection is free of charge to all residents of Brandon Township and Brandon City.

**Claims and Wages:** Motion to approve claims totaling \$49,440.34 and to transfer \$34,000 from the checking account to the Money Market Account by Meichsner and a second by K. Lund. Motion carried 3-0. The full list of claims is available for public inspection in the Township Clerk's office.

**Wolf Creek Road Paving Project:** Property owners representing 14 of the 82 parcels included in the proposed Wolf Creek Rd Paving Project were present to discuss this project.

At the request of the supervisors, the clerk prepared a schedule of the cost of past Brandon Township paving projects as well as the proposed Wolf Creek project. This schedule was distributed to all present and explained in detail by the township clerk. Copies are available at the township office.

The schedule showed that the estimated cost of the Wolf Creek Paving project, with Wolf Creek Rd paved at a 9-ton spec and Svend and Severson Roads at a 7-ton spec, would be \$715,398. Of this amount, \$452,176 would be assessed to the property owners with the Township residents paying the balance of \$263,222. This would result in an assessment of \$2,442 for each of the 82 parcels benefited by paving Wolf Creek Rd and an additional assessment of \$4,064 for each of the 62 parcels on Svend and Severson Roads. Bonds would have to be issued to fund the cost of the project with the property assessments payable with interest over 10 years and with the township levy increased by \$30,000 or more for the next 10 years.

The \$715,398 estimated cost did not include any of the additional work recommended in the Braun Intertec Geotechnical Evaluation Study completed in October, 2019 to correct the underlying soils and widen the road to support a 9-ton limit. A rough estimate based on the County rebuild of Count Rd 7 in 2016 ranged from \$300,000 to \$400,000 which is more than the township can afford to invest in Wolf Creek Road.

Discussion followed centered around whether Wolf Creek Road needed to be paved at a 9-ton load limit or at the lower 7-ton load limit used on other most other township roads. It was noted that Douglas County has increased their recommendation for township roads from a 5-ton to a 7-ton limit due to heavier and increased traffic. Although the County was only aware of a couple of 9-ton roads, Jeff Stabnow listed a number of other 9-ton township roads in Ida and Hudson Townships that he has or is current working on. Many of these are heavier traveled roads similar to Wolf Creek Rd.

The property owners present suggested removing and replacing soils only in the bad spots and compacting the road to support a 7-ton paving project that they believe would last 15 years. This could possibly shift as much as \$100,000 from the paving side of the project to invest in doing soil removal and compaction thereby not increasing the total cost of the project and resulting assessments. They also

suggested posting load limits, lowering the speed limit and installing 3-way stop signs at Svend and Severson as ways of making the 7-ton road last longer.

The township expressed concern that doing less remediation than recommended would not fully compensate for the deeper underlying poor soils and that the life of the 7-ton pavement would be less than desired for the long-term benefit of the township. Engineer Stabnow also noted that, based on the County specs, Wolf Creek Rd needed to be widened with a 4 to 1 slope to support even a 7-ton pavement.

Supervisor K. Lund stated that the township needed to look at the long-term cost and benefit of all projects and not just the short-term and that the township needed to consider the recommendations of professional road engineers and contractors in addition to the desires of the property owners.

A motion was made by Meichsner with a second by K. Lund for the township engineer, Jeff Stabnow, to obtain construction estimates after the spring thaw on what additional work needed to be done on Wolf Creek Road to support either a 7-ton or 9-ton road based on the soil boings from the Braun Intertec study. Motion carried 3-0.

**Adjournment:** The meeting was adjourned at 9:51 pm. Next meeting will be the Annual Township Meeting at 7:00 pm Tuesday, March 10, 2020 followed by the Monthly Meeting at 7:00 pm on Monday, March 16, 2020. Both meetings will be held at the Brandon Community Center.