

WATAB TOWN BOARD MEETING
Regular Meeting Minutes
Tuesday, October 10, 2023 – 7:00 pm

The regular monthly Watab Township Board Meeting was called to order by Chairperson Johnson at 7:00 pm in the Watab Township Hall.

ROLL CALL

Board members present: Julie Johnson, Steve Wollak, Jesse Arndt, Kathy Sauer, Clerk, Mary Shearer, Treasurer

Others Present: Robin Wollak, Julie Fandel, Sandra Saldana, Paul Wippler, Laura Arndt

ADDITIONS OR CHANGES TO THE AGENDA

- a. Road Inspection for Brush and Tree Trimming
- b. 2023 Audit
- c. Copier
- d. Road Certification
- e. Newsletter 2024

2. APPROVE THE AGENDA

Supervisor Wollak made a motion to approve the agenda; Supervisor Arndt seconded; motion carried.

3. CONSENT AGENDA—One motion for all items

- a. September 12, 2023: Regular Board Meeting

Supervisor Arndt moved to approve the consent agenda; Supervisor Wollak seconded; motion carried.

4. TREASURER’S REPORT

FALCON CHECKING STATEMENT

September 30, 2023:

Ending Balance	\$167,261.03
Outstanding Deposits.....	+00.00
	\$167,261.03
Outstanding Checks	
8487	<u>-84.10</u>
	84.10

BALANCE **\$167,176.93**

CTAS Schedule 1 Balance

\$167,176.93

Difference

00.00

As of September 30, 2023, the bank balance and the Township records are in balance.

CURRENT ACCOUNT BALANCES:

- Intrafi.....\$1,526,278.54
- Road and Bridge\$66,762.56
- Checking Account\$167,261.03
- Town Hall Savings.....\$11,682.03

Notes:

- Checking Account Interest: \$11.56
- Road & Bridge Savings Interest: \$24.68
- Town Hall Building Savings Interest: \$4.32
- Intrafi Interest: \$2,322.96
- Analyzed Business: \$98.05
- BCA Fine Share: \$66.66

5. APPROVE LIST OF CLAIMS AND PAYROLL

Receipts for the month of September \$654,483.65
Disbursements for the month of September \$568,708.93

EFT Payments:

Internal Revenue Service..... \$895.72
MN Dept of Revenue \$29.76
Public Employee Retirement \$579.46

Supervisor Arndt made a motion to approve the List of Claims and Payroll; Supervisor Wollak seconded; motion carried.

2023 AUDIT

Supervisor Johnson emailed Conway, Deuth, and Schmiesing regarding the 2023 audit. Although they cannot begin the audit immediately, we will send them documentation soon after the first of the year. It was requested that they send us a comprehensive list of documentation they need up front to streamline the process.

6. WSB ENGINEER REPORT—Kevin Kruger

a. 2023 Construction Update

- Large sections have not yet been hydroseeded; Sues Road, 15th Avenue, Lakewood Shores.
- Did not tar farm approaches or several other approaches.
- Did not bump out several driveways to the right-of-way.
- Ditches on Roseanna Beach Road are too steep and will not be able to be mowed.

Kevin will conduct an inspection and inform the contractor.

b. Shoestring Loop Meeting with Ravelings

Kevin will set up a date for Supervisors to meet with the Ravelings to negotiate purchase of right-of-way.

c. Lakewood Shores ROW Clearing for 2024 Project

Will mark the right-of-way by the end of next week. Will stake every 100 feet within the next 2 weeks. Quotes will go out by November 1 for review at the November 14 Regular Board Meeting.

d. 10-year Road Plan Review

7. DEPARTMENT OF DEVELOPMENT REQUESTS

None

8. 5th AVENUE NE/105TH STREET NW—GRANITE CHIP WORK

Supervisor Wollak reported that 5th Avenue NE is completed. Two more loads will be coming; 105th will be completed next Monday at the latest; what is not used on 105th will be used on Plaziak.

9. JUNK PROPERTIES

Supervisors Johnson and Wollak and Roxanne Achmann from the Department of Development made a site visit to a property who has accumulated huge amounts of garbage, mattresses, tires, freezers, vehicles etc. Roxanne followed up with a letter to the property owner detailing the clean-up requirements and the consequences of non-compliance.

Supervisor Johnson sent an email to State Senator, Isaac Schultz, and State Representative, Nathan Wesenberg, requesting a meeting to discuss possible legislation giving more authority to local governments to enforce laws pertaining to property clean-up.

10. CLEAN-UP DAY REPORT—Jesse Arndt

Supervisor Arndt reported that although drop offs were relatively slow, the overall day was a success. No one was turned away. Little Rock Lake Association volunteers were very helpful. Approximately \$257 in fees were collected.

Supervisor Arndt suggested considering additional promotions such as mailing postcards or inserting a flyer in the Herald for next year.

11. REST ROOM RENOVATION

Women's restroom needs renovation. Tile is cracked and there are major gaps between the tile on the wall and on the floor. Clerk Sauer will solicit quotes.

12. COPIER

The current lease for the copier with Marco will expire April, 2024. Clerk Sauer and Treasurer Shearer met with a salesperson from Metro Sales. Metro Sales works in collaboration with the Cooperative Purchasing Venture through the state of Minnesota where goods and services are contracted through the MN Department of Administration State Procurement System. Membership in this program will allow the Township to contract with vendors who negotiate with the state.

The quote that he submitted for a color copier is less expensive than the current contract we have with Marco for a non-color and provides more service. Cost per copy is also lower. The copier would be a rental rather than the lease agreement we currently have with Marco.

We will submit a non-renewal notice to Marco as of December 15 and consider their quote for renewal if they choose to submit one.

13. ROAD CERTIFICATION

In the process of updating.

14. NEWSLETTER

Considering distributing the annual newsletter as an insert with the Sauk Rapids Herald versus mailing as in the past.

Clerk Sauer proposed selling advertising to Watab businesses as an option to offset costs. She will consult further with personnel at the Herald to get more options.

15. ROAD INSPECTION FOR BRUSH AND TREE TRIMMING

Supervisors will meet Tuesday, October 24 at 8:00 am. to inspect roadways in need of brush clearing and tree trimming.

CITIZEN’S INPUT

This is a courtesy extended to persons wishing to address the Board who are not on the agenda. No more than one (1) public comment form per citizen will be accepted per meeting. A completed Public Comment form must be presented to the Clerk prior to the meeting. Your presentation will be limited to 3 minutes.

- None—Jerry wasn’t here 😞

ADJOURNMENT

Supervisor Wollak made a motion to adjourn; Supervisor Arndt seconded; motion carried. Meeting adjourned at 7:37.

Respectfully submitted,

Kathy Sauer
Township Clerk

Julie Johnson, Board Chairperson

Date

Kathy Sauer, Clerk

Date