

MINUTES OF CLITHERALL TOWNSHIP BOARD  
May 7, 2009  
EAGLE LAKE LUTHERAN CHURCH  
6:00 P.M.

The Clitherall Twp Board opened w/the Pledge of Allegiance, led by Vice Chairman Lyman Trutna. Trutna opened the meeting at 6:20 p.m.

Board members in attendance: Lyman Trutna, Dallas Grewe, and Polly Berg. Berg recorded the minutes of the meeting in the absence of Clerk Jan Eitzen.

The supervisors reviewed the minutes of the meeting of April 6<sup>th</sup> and 16<sup>th</sup>. Minutes of the meeting were approved with removal of text which was actually part of the previous month's minutes. Grewe made a motion to approve the minutes as corrected; seconded by Trutna. MPU

BLMP Report: Dallas had nothing new to report.

Fire Meeting: Meeting on the 14<sup>th</sup> at the City offices. All supervisors are to attend the meeting to discuss the contract. Representatives of the other townships were asked to also attend this meeting at which representatives of the City of Battle Lake will also be present.

Road inspection report: Nothing new to report.

Engineer's Report: Discussion of changes which could be made to the right-of-way along Antler Lane, moving road back where necessary to obtain some better drainages.

Nidaros has indicated that they don't want to do the necessary work on the north side of 405<sup>th</sup> Street as they don't have the funds available at this time. They want to wait at least a couple of years. John Christensen provided a rough estimate of \$115,000 to rebuild this road; he indicated that he's still working on the costs and will provide a more concrete estimate at a later date. If he gets the cost of that mile stretch to approximately \$98,275, the cost would be \$18.61 per foot (dividing the \$98,275 by 5,280).

Supervisors indicated that we should focus on the north half first, the section going north from 189<sup>th</sup> up to 200<sup>th</sup> as that's where historically most of the problems with washout have occurred on 405<sup>th</sup>. Discussions will have to continue with Nidaros given their current financial situation. Christensen and Stabnow will get some concrete figures as to the depths of black dirt. Nidaros next meeting is Wednesday, the 13<sup>th</sup>; Trutna and Grewe will attend (possibly, Don Davenport as well if he's back in town), arriving sometime around 8:00 p.m. Christensen and Stabnow are also planning to be there to present their findings and to discuss the need to address the rebuild of the north portion.

Met with Eagle Lake Township on May 6<sup>th</sup> concerning the shared road agreement. They want us to get the exact mileage of the township line roads.

Antler Lane culvert installation: Will mark some trees to be cut. The culvert work will be undertaken and completed prior to setting a hearing as to proposed road moves. Need to obtain new legal descriptions for any proposed moves; no hearing date will be scheduled at this time until these questions are resolved.

South Clitherall Lake Road: Board discussed whether or not a determination for damages could be made as to the curve moves.

Grant application: No report as to the application submitted to Amy Klobuchar's office for grant funds.

Crane Lake Drive: Need to follow-up with Nate Seeger for a progress report on the letters to be mailed to the seven affected property owners. Grewe will call Nate tomorrow.

Gravel Bids and Establishment of Gravel Committee: Supervisors discussed the formation of a gravel committee. Gary Thorstenson, Lavay Thompson, LeRoy Anderson were three of the names suggested by Trutna and Grewe. Trutna will contact these three individuals to see if they are willing to serve on the committee. Discussion followed as to the proper mix for gravel (rock, crushed rock) and what would work best on township roads. Stabnow indicated that consideration should be given to the subgrade on which the gravel is being placed. Christensen indicated that it takes some rock to prevent/avoid the slippery mud conditions. Trutna will extend an invitation to the three individuals to attend our meeting on the 21<sup>st</sup> to discuss gravel bids, etc.

Publish grass cutting bid request: The supervisors reviewed the samples used by Otter Tail County and discussed the procedures followed by the County. Grewe thought we could follow the contract pretty closely in developing one for the Township. Discussed whether or not we should establish an exact time and date for work to start (i.e. "starting date to be determined"). Would indicate a date by which the project should be completed or a deduction, penalty could be applied as a result of the late completion of services. Will finalize the terms of the contract before we publish for bids.

Statesboro (Status due to approach request of Domkes): Domkes purchased a lot from Rich Jibben. They want to put a 36 x 56' storage building back there but need an approach to get into the property. They bought approximately five acres from Jibben. Jibben broke the property up into four lots. The Board discussed temporary access to the property in light of pending work along the road. Domke questioned if there was a policy as to two approaches to a single property. Grewe indicated it gets to be quite a bit if everyone wanted more than one

approach. He stated that he believes our policy only allows one approach. On new construction we would put in the approach, so they would not be charged for the approach to the property. They will need to put in the temporary approach until the new construction work is completed.

The Board talked about drafting a letter to the County to express its concern that the County did not contact the Township prior to approving Jibben's split of his property into the four lots. The Board will put together a draft letter which will be discussed at our meeting on the 21<sup>st</sup> before submitting it to the County.

Area Redevelopment Authority & LADA Contract: Discussed the issue of the outstanding request for sharing in the expense of the consultant retained by LADA to write grant applications. Tabled discussion until the recessed meeting on the 21<sup>st</sup>.

Planning and Zoning: Discussed creation of a planning and zoning committee. Will place an ad in the paper soliciting volunteers to serve on the committee. Talked about the number of individuals the Township should seek to participate in this effort, in addition to the Board representatives. The suggestion was made that the number be an odd one, to avoid tie votes. Grewe indicated the County requires unanimous consent for actions to be approved. Grewe will contact Nate Seeger to see if he has any suggestions/opinions as to how the Township should address the formation of this committee [e.g. number of property owners who should participate, representation on the committee, Township representation, etc.].

Town Hall: Christensen indicated that he thought we should look into getting a steel building. No foundation would be associated with such construction and the overall cost would be less. Trutna will get an estimate of the cost of obtaining a steel building.

The Board also discussed the possibility of moving its meeting location to avoid scheduling conflicts and to provide us with some storage space. This issue will be discussed further at our next meeting.

This meeting will be recessed to next Wednesday, May 13<sup>th</sup>, for the meeting with Nidaros; it will then be recessed to our second monthly meeting on May 21<sup>st</sup>. At 8:15 p.m., Grewe made a motion to recess; seconded by Trutna. MPU

Polly Berg  
Acting Clerk

MINUTES OF CLITHERALL TOWNSHIP BOARD  
May 21, 2009  
EAGLE LAKE LUTHERAN CHURCH  
6:00 P.M.

The meeting was reconvened at 6:15 p.m. Treasurer Berg recorded the minutes in the absence of Clerk Eitzen until she is able to join the Board meeting.

The Board reviewed the Treasurer's report for the period covering April 1 through April 30, 2009. Current balance is \$72,534.06, with \$3,839.75 in the General Fund, \$60,926.10 in the Road and Bridge Fund, and \$7,535.75 in the Fire Fund. A small amount was received on the Quartz Road project so the current balance in that fund is \$232.46. Discussion followed on pending road projects and where the Township is at financially as it considers the work that will need to be completed this year. Trutna made a motion to accept the Treasurer's report as written; seconded by Grewe. MPU

Trutna inquired about the status of the contract with C & C. Davenport indicated that the consultant may have a new position, so the Board needs to confirm where it is at on that matter.

Fire Department Report: Davenport provided an update concerning the meeting between Clitherall Township, the City of Battle Lake, and Everts Township discussing the fire contract. Consideration is being given to including the Rescue Squad as part of the Fire Department. Everts was against the proposal unless the parties come up with a new formula which would reduce the overall percentage of the cost to be borne by them for services provided annually. Discussion followed on the criteria that may potentially be used in calculating the amounts for which the various partners will be obligated under a new contract. Davenport indicated that he has a current draft of the proposed formulae/calculations reflecting percentages for the various parties to the contract. Attorney J.J. Kline will add a section to the contract that addresses how other townships (not parties to the contract) will be billed for services they are actually provided by the Fire Department. The next joint meeting between the parties will be June 24<sup>th</sup> at 7:00 p.m. at Battle Lake City Hall. This topic will be discussed further at the Board June 4<sup>th</sup> meeting.

Road Issues: Grewe indicated the necessary forms were submitted on the FEMA application completed with respect to flooding issues. Grewe indicated that Otter Tail County has learned that it will not receive any assistance. Townships, on the other hand, have not received notification as yet and Clitherall Township, in particular, hasn't heard anything in response to the paperwork it recently submitted.

405<sup>th</sup> Avenue: Guests from Nidaros Township were in attendance to discuss road repair issues relating 405<sup>th</sup> Avenue as it relates to a town line agreement between the parties. They found an old maintenance agreement for "T-299" from June 1992, the old name for this road. The current draft of the town line agreement would provide that the parties will split the cost of reconstruction of the road. Discussion followed as to whether or not the parties might want to include Erickson Road as part of the agreement. Apparently, Erickson Road crosses a town line, but it is not a town line road.

Davenport indicated that he believes there should be something included in the agreement which indicates exactly what should be recorded with the County as to the roads covered by such agreement. For instance, if the agreement covers a total of 2.7 miles, each party would report 1.35 miles as road it maintains. Need to verify the exact mileage covered by the agreement and then the agreement will be modified accordingly. Nidaros' next meeting is June 10<sup>th</sup> at 8:00 p.m. (Clitherall Board can appear at 8:30 p.m.) at the Nidaros town hall. Board members will plan to attend that meeting to finalize the town line agreement. Further information as to costs should also be available at that meeting.

The parties talked about the various approaches that could be taken in reconstructing the road. Whether the project should be completed in two or three different segments, versus rebuilding the entire road at once, were options discussed by Nidaros representatives and the Board. Everyone recognized that additional cost information is necessary before any decision can be made as to how the work on 405<sup>th</sup> should proceed. Costs are to be shared equally between the two townships under the proposed town line agreement.

The supervisors then addressed the issue of brushing and the need to obtain an estimate for the cost of brushing. A couple of roads where brushing needs to be completed include 170<sup>th</sup> and Trefoldighed Road.

Antler Trail: The Board discussed necessary moves in this road. One of the property owners would obviously "benefit" from the proposed work, gaining a lake lot. Trutna wondered if it would be possible for the Township to actually receive some monetary benefit from the property owner as a result of the move of the road to the benefit of the property owner. Davenport indicated that we will need a drawing of the proposed road move, and then will have to put in place a cost-sharing proposal with such property owner. Before any work commences, it will also be necessary to obtain a permit from the DNR.

Gravel Bids: Board discussed the current needs for gravel and any bids received to date for 2009. Trutna indicated that he had received a couple of telephone calls, but he was not able to provide an exact number of yards for purposes of soliciting an estimate from those vendors. Davenport indicated the supervisors will need to do another road inspection soon to determine gravel needs. The

supervisors will conduct such inspection next Wednesday, May 27, starting at 6:00 p.m. and will meet at Davenport's house. Following discussion as to Township needs, the supervisors also decided that an advertisement for bids for a total of 7,000 yards of gravel should be placed in the newspaper as soon as possible. The board would like the ad to direct contractors to the website for specs.

Mowing Contract: Grewe provided a copy of the County contract, which will need to be revised to make it specific to Clitherall Township.

Clerk Eitzen arrived at approximately 8:15 p.m. and took over the recording of minutes.

Joint Powers: Davenport mentioned he met with Chuck Reeves, mayor of Battle Lake. Battle Lake has expressed that they are not interested in expanding water to Clitherall Twp. Davenport told Reeves Clitherall is interested in starting a planning commission. Davenport suggested that a couple of residents from the planning commission could participate on a regional planning commission to work jointly with Battle Lake and Everts Township.

Zoning: The board discussed a need for a zoning committee. The board would like to advertise in the paper for residents willing to participate. Residents have requested changes to the proposed zoning, but the board has not made any commitments to any changes at this point. These issues will be turned over to the zoning committee for further discussion.

South Clitherall Lake Road: The board discussed options for the road move for South Clitherall Lake Road. The board set a date to meet with Dieder to discuss the curve: June 8, 2009, 5:30. Board will meet at Didier property. Motion by Davenport to move the road on South Clitherall Lake Road by the Didier property, 25 feet south of the existing right-of-way along the existing western edge of the property. The road by the Jay and Nancy Johnson property would move north. 2<sup>nd</sup> Grewe. MC/U

Grass Cutting: Board has a copy of the contract used by the county and will modify it accordingly.

Davenport will survey other townships for their zoning and/or ordinances.

Summer Information Meeting: Trutna will prepare a quote for a steel townhall building.

Trutna presented a request by a resident who would like to install a second approach for his property. Trutna will instruct the resident to contact Davenport.

Trutna suggested that the county be involved with the proposing road changes to Statesboro Road due to its proximity to the lake. Motion by Trutna to ask the county to look at Statesboro Road and suggest changes and provide cost estimates for their engineering services. 2<sup>nd</sup> Grewe. MC/U

Motion by Trutna to pay LeRoy Anderson for gopher feet. 2<sup>nd</sup> Grewe. MC/U

The board approved the payment of bills, checks number 4124 – 4142, with check number 4142 written to LeRoy Anderson for gopher bounty. Motion by Davenport to pay the bills. 2<sup>nd</sup> Trutna. MC/U.

Motion to recess to May 27 road inspection. 2<sup>nd</sup> Trutna. MC/U. Meeting recessed at 10:30.

Jan Eitzen  
Clerk