

**MINUTES**  
**Twin Lakes Township**  
**Wednesday, March 7, 2018**  
**Town Board Meeting and Board of Audit at the Carlton Fire Hall**  
**5:30 p.m.**

Board Chair Diane Felde-Finke opened the meeting at 5:30 p.m. Other board members present: Supervisor John Vernon, Supervisor Randy Willie, Clerk Sue Chapin. Absent: Treasurer Stephanie Schmitz.

**Town Board Meeting**

**GUESTS:**

- Ron Johnson: Lift Stations Report: Both stations ran without a problem for the entire month. Discussion on the casino BODs and SS, and sampling that has been done by both the township and the casino. Discussion on the WLSSD year-end adjustment monthly credit of \$432 we will be receiving on our monthly invoice. The Black Bear Casino monthly surcharge has been based on the year-end adjustment figure we receive from WLSSD. **MOTION to reduce the Black Bear Casino monthly surcharge by \$432, to \$1,146, was made by Willie and seconded by Vernon; all voted yes, the motion passed.**

Felde-Finke asked if there are any major anticipated maintenance expenses coming up, now that the sewer line is getting older. The only thing Johnson mentioned was having Tibbets check the air release valve in Olsonville.

- David Bolf and Tom DesMarais, Northland Consulting Engineers: Discussion on where things are at with the signing of easements for Phase 1 of the Gillogly Road project; there are only a few left to be signed. Bolf recommends not advertising for bids until all the easements are in place; the board agreed. The bidding schedule will be determined once all the easements are in place.

The bidding documents are set up so that each item will be bid separately. Contractors will be able to access and purchase the plans online; hard copies will not be printed for them.

Discussion on contractor qualifications; Bolf recommends requesting examples of projects of this size and scope over the past five years, the board agreed. Prevailing wage bids are not necessary for this project. Standard insurance provisions will be included; performance and payment bond, 5% bid bond, and liability insurance. NCE will make a recommendation on general insurance.

Discussion on holding a prebid meeting; the board agreed that would not be necessary. Discussion on liquidated damages; if the contractor does not perform the work on schedule, the board agreed to follow the schedule laid out by MnDOT.

Depending on the start date, Bolf anticipates a September 22 preferred completion date. Heavy rain could affect the schedule, as the muck section would need to dry out. The latest completion date would be October 13.

The completed plans were presented to the board. Some slight edits will be made but will not affect the cost. Signs will be put out two or three weeks before construction starts. The contractor will be responsible for their haul roads.

**MOTION to approve the Gillogly Road plans for bidding was made by Willie and seconded by Vernon; all voted yes, the motion passed.**

Bolf spoke about the original engineering contract costs. The project ended up being more involved than originally anticipated, taking much more work on their part. The original agreed to cost for Task 2 of the design was \$29,390. It has ended up being close to three times that amount. Bolf did not request the entire amount, but requested from the board an additional fee for Task 2 of \$37,612.70. **MOTION to approve an additional payment to NCE of \$37,612.70 for Task 2 of the Gillogly Road design was made by Willie and seconded by Vernon; all voted yes, the motion passed.** Discussion on how the township will be billed for construction; normally billing is monthly, with 5% of payments withheld until work is complete.

### **Board of Audit**

- The board reviewed the Treasurer's books for 2017. Treasurer's books balanced with the bank, and Clerk's and Treasurer's books match each other. **MOTION to approve the books as presented was made by Willie and seconded by Vernon; all voted yes, the motion passed.**

### **Town Board Meeting (cont'd)**

**MOTION to approve the February 21, 2018 minutes as printed was made by Willie and seconded by Felde-Finke; all voted yes, the motion passed.**

**MOTION to pay all bills, check numbers #16592 - #16600 and electronic payment 941MAR18 for the total amount of \$36,459.95 was made by Willie and seconded by Vernon; all voted yes, the motion passed.**

The board reviewed the Treasurer's Report.

### **OLD BUSINESS**

- Water Line: Willie reported that the FDL lobbyist has met with legislators. Also, the county board has directed Connie Christenson to request the Arrowhead Counties Association lobbyist to promote the issue at the legislature. The board reviewed the latest Donohue Progress Report.

The board reviewed information received from Troy Gilchrist regarding the formation of a Subordinate Service District. Discussion was tabled.

- Overlie Road Project: The Wetland Conservation Act Permit is the last permit needed for the project. **MOTION to approve the Wetland Conservation Act Permit Application was made by Willie and seconded by Vernon; all voted yes, the motion passed.**

## NEW BUSINESS

- 2018 Budget: The board reviewed the proposed 2018 Budget. **MOTION to approve the 2018 Budget was made by Felde-Finke and seconded by Vernon; all voted yes, the motion passed.**

- 2019 Levies: The board discussed recommended levy amounts for 2019 to be presented at the Annual Meeting. Levy amounts to be recommended are: General Revenue \$70,000; Road & Bridge \$700,000; Fire and Ambulance \$127,000; Recreation \$10,000; and Capital Projects \$40,000.

- Father Daughter Ball: A donation request was received from Carlton Community Education for this year's Father Daughter Ball. **MOTION to donate \$200 to the Father Daughter Ball was made by Willie and seconded by Vernon; all voted yes, the motion passed.**

## ROAD MAINTENANCE

- None.

## CORRESPONDENCE

- Century Link, information regarding 2018 construction season.

- WLSSD, Flows & Loadings for February, BODs and SS were both below budgeted amounts.

- MN LTAP, information on upcoming workshops.

## MEETINGS

- Township Annual Meeting, Tuesday, March 13, 6:30 p.m., Carlton County Transportation Building.

**MOTION to adjourn was made by Willie and seconded by Vernon; all voted yes, the motion passed.** The meeting adjourned at 7:16 p.m.

Respectfully submitted,

Susan M. Chapin, Clerk

Diane Felde-Finke, Board Chair