

**MINUTES**  
**Twin Lakes Township**  
**Wednesday, December 20, 2017**  
**Town Board Meeting 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, Treasurer Stephanie Schmitz, Clerk Sue Chapin. Others present: Road Foreman Bob Olean.

**GUESTS:**

Tom DesMarais, NCE, and Holly LaBoone-Haller, Attorney, Gillogly Road update:

LaBoone-Haller reported that the Gillogly Road easements are just about done and will soon be ready for review. Both temporary construction easement and permanent easement for each property owner are done on one document for Phase 1, to make them more straightforward and to save on recording fees. The easements for Phases 2 and 3 are only the permanent ones. The one property with trust land will not be an issue, but the trust wants to review the easement before the property owner signs it.

Discussion on holding a public meeting to update property owners, and having the easement documents available there for signatures. LaBoone-Haller will draft a letter to go out to property owners, which will include the public meeting information, and will email that to us for review before sending. Potential meeting dates were discussed; clerk will check with the County Transportation Building for availability.

DesMarais went over the plans, which are at 95%. The plans will show more detail on driveways than is normally shown, and will show the grade. Driveways that are changing from current conditions will show an improvement. There is an increase in some of the materials needed due to changes that have been made from the original plans (raising the road, changing curves), which will affect the cost. Discussion on when to bid the bituminous; DesMarais will check with David Bolf on his recommendation. Discussion on when to pave; the muck section is the main area that needs to sit for at least a year.

According to MnDOT and national standards, the road does not require striping, however NCE recommends striping of two solid yellow lines the whole way, and edge lines. That will not be included in the bidding since it won't be done right away. Olean mentioned that for paving or striping, we should try to time that with county projects to get better pricing. Willie requested that a cost for calcium chloride is figured in. Temporary mailboxes will be needed during construction. NCE recommends salvaging the boxes to owners. After construction, swing-away county posts will be installed.

NCE recommends concrete for center line culverts (instead of corrugated steel); pricing is competitive. NCE figured 12" corrugated steel culverts for driveways, with aprons; Willie and Olean recommend aluminum, as that is what the county uses. DesMarais will check with the county on exactly what they are using.

Phase 1 is 4,820' long, with 11' lanes and 3' shoulders. Fabric will not be used between the road base and granular borrow, except for below the muck. One layer of fabric is all that is needed.

Clearing and grubbing has been put in as a lump sum, rather than by the acre, which helps control what is removed – they're not getting paid to do extra. All clearing and grubbing will be within the temporary easements.

Blanket berms (coconut fiber) will be used in ditches during construction. It is not in the specs, but there will be temporary sediment control for stockpiling of topsoil and other good material that may be dug up. Good granular stockpiled would be used for filling in the muck area and the inslopes of the road to help keep costs down.

NCE recommends the use of hydromulch instead of regular mulch; it is cost competitive, it stabilizes faster and you get a better product. It is a one-time cost, if it needs to be dug up and replaced, we do not have to pay extra.

Signs closing road except for local traffic will be placed two weeks ahead of construction. Emergency number signs are in good shape, so they will be salvaged and reinstalled.

ALTA Survey requests that staking is included through the owner – we would contract directly with ALTA for staking - once for clearing and grubbing, once for mainline construction, and once for bluetopping for class 5. That way if there is a significant amount of restaking that needs to be done, due to contractor negligence, we can decide to withhold or reduce payment to the contractor. The board agreed with ALTA's recommendation. The bidding documents will contain language that the contractor is required to maintain the stakes.

Discussion on the bidding process and documents. The township typically defers to language used by the county. NCE also has language that can be included. The board agreed that bidding documents should be mailed to NCE, or they can be hand delivered to the fire hall by whatever time is decided for bid opening; and then they would all be opened at the fire hall. The bidding schedule will be decided after the public meeting.

Cost estimate is now higher, mostly due to raising the road and realigning of curves; current cost estimate for Phase 1 is \$1,989,239.00. Without bituminous or striping, it's at about \$1,836,000.00. Original estimate was approximately \$1.4 million. Having good material close by was not figured in to cost estimate, so that figure will most likely come down.

DesMarais asked if we want a contractor to look at the plans prior to bidding, to give an opinion on them, which is standard practice. The board agreed to have Ulland do that.

ALTA will not invoice us for \$1,000.00 they had not used from their original cost proposal. We did pay them an extra \$3,432.00 previously for extra work done.

**MOTION to approve the December 6, 2017 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 #16529 - #16545 and electronic payment PERA17DEC for the total amount of \$11,666.92 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: Discussion on an email received from Troy Gilchrist regarding the process of setting up a subordinate service district, easements, and financing. The board agreed that the preference is to have Gilchrist's firm do the bond work. Gilchrist said he can attend a public meeting when we have one, to answer questions and explain the SSD process. Derek Wolf has begun to talk with business owners in the service area about potential water usage.

## NEW BUSINESS

- None.

## ROAD MAINTENANCE

- Town Road 544: Korienek should have finished brushing last week. The board would like to take care of paying his hours to this point before hiring him for additional work. Olean will let him know.

## CORRESPONDENCE

- Minnesota Public Utilities Commission, Notice of Final Environmental Impact Statement Adequacy Determination Line 3 Replacement Project. Four deficiencies were found in the environmental impact statement.
- Minnesota Energy, copy of Order Point 2 of the December 5, 2017 "Notice of and Order For Hearing".
- D & B Trucking and Excavating, holiday card.
- Hanft Fride Law Firm, holiday card.
- Mike Miller, holiday card.
- MSA, holiday card.
- Minnesota LTAP, information about upcoming workshops.

## MEETINGS

- Joint Powers Board Meeting, Thursday, December 28, 6:00 p.m., Carlton City Hall.

**MOTION to adjourn was made by Willie and seconded by Vernon; all voted yes, the motion passed.** The meeting adjourned at 6:49 p.m.

Respectfully submitted,

Susan M. Chapin, Clerk

Diane Felde-Finke, Board Chair