

**WATAB TOWN BOARD MEETING**  
**Regular Meeting Minutes**  
**Monday, May 9, 2022 – 7:00 pm**

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

**ROLL CALL**

Board supervisors present: Julie Johnson, Steve Wollak, and Bill Little. Others present in the Town Hall included, Clerk, Kathy Sauer, Mikayla Asfeld, Matt Posch, Robin Wollak, Jerry Kostreba, Joseph Bovy, Mike Wilcox, Chad Mackrell, Jack and Renee Polcher, Julie and Jeff Fandel, Sandra Saldana, Paul Wippler, Jeff Wollak, Ellarry Prentice, Dothan Aleshire, Wayne Larson, Jason Dunn, Jolene Wagner

Attending via Zoom: Kevin Weeks, Todd Hagen, Tom, Luke Rude

**1. ADDITIONS OR CHANGES TO THE AGENDA**

- a. Planning and Zoning Requests
- b. Bond Cash Update

**2. APPROVE THE AGENDA**

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

**3. CONSENT AGENDA**—One motion for all items

- a. April 12, 2022: Local Board of Adjustment and Equalization
- b. April 12, 2022: Regular Board Meeting Minutes
- c. April 20, 2022: Treasurer's Position/Bond Investment and Transfers

Supervisor Little made a motion to approve the minutes from all three meetings; Supervisor Wollak seconded; motion carried.

**4. ELECTION OF BOARD VICE-CHAIR**

Supervisor Little nominated Supervisor Wollak as Board Vice-Chair; Supervisor Johnson seconded; motion carried.

**5. TREASURER'S UPDATE**

- February, March, and April reports are balanced
- In the future we'll be using Schedule 1 instead of Cash Control as prescribed by MAT

**AS OF APRIL 30, 2022:**

Falcon Checking	\$1,065,163.37
Bremer Checking	<u>19,001.71</u>
	\$1,084,165.08
Outstanding Check(s)	<u>(29.94)</u>
<b>TOTAL CASH ON HAND</b>	<b><u>\$1,084,135.14</u></b>

Falcon Money Market	\$301,236.42
Falcon Building Savings	13,453.27
Ehlers/TD Ameritrade Bond Fund	<u>2,901,859.20</u>
<b>TOTAL INVESTMENTS</b>	<b><u>\$3,216,548.89</u></b>
<b>TOTAL CASH AND INVESTMENTS</b>	<b><u>\$4,300,684.03</u></b>
BCA Fine Share	359.96

Note: \$510,000.00 was received into the Falcon Checking account from the Ehlers/TD Ameritrade Bond Fund for Road & Bridge projects in 2022.

Supervisor Johnson recommended closing Bremer checking account to comply with the State Auditor's office policy of operating with only one checking account.

Supervisor Wollak made a motion to close the Bremer checking account; Supervisor Little seconded; motion carried.

As of year-end 2020, financials were fully balanced as per the auditor's report. Problems arose with the 2021 due to the timing of entries, among other issues. After corrections were made, the 2021 Year End report was re-filed with the state.

Supervisor Wollak made a motion to approve the financials for February, March, and April; Supervisor Little seconded; motion carried.

#### **6. APPROVE LIST OF BILLS, CLAIMS, AND PAYROLL**

Previous treasurer added stipend to her timesheet which was denied.

Supervisor Little made a motion to approve bills, claims, and payroll; Supervisor Little seconded; motion carried.

#### **7. CASH RECEIPTS**

Supervisor Johnson brought up the issue of taking cash payments. Supervisor Wollak said it may be time to move onto taking card payments. Options will be explored.

#### **8. REPORT ON THE TREASURER'S FINANCIAL CTAS SYSTEM**

- a. Errors and Corrections—timing issues; posting to wrong accounts  
Supervisor Johnson and Clerk Sauer spent over 2 weeks correcting errors
- b. Investment Issues—not entered properly
- c. Inactive Accounts—there were inactive accounts with balances
- d. Fire Bills—working on reorganizing and systematizing
- e. Cache, Email, and Password Deletions—Previous treasurer did not provide login access to existing accounts; time was spent gaining access to necessary sites
- f. An outside source login (remote) on April 12 at 1:19 pm was discovered

- There were several IT glitches in the CTAS system.
- Forensic computer access expert was in today working on the source of the person who accessed the computer remotely. Computer and records were not affected, but computer was accessed remotely which may be illegal.

Paul Wippler: The Township needs to step up and pay whatever is necessary to find out what happened because it is a crime. The Clerk will pursue router access tomorrow.

Supervisor Wollak made a motion to pursue the investigation; Supervisor Johnson seconded; motion carried.

**9. NEW TREASURER – Consideration of Applicants**

A 100-point scoring system was created on advice of the attorney. Candidates must score 80 or more points to gain an interview. One candidate scored 95 out of 100 points.

Jolene Wagner interviewed for the position with Supervisor Johnson and Clerk Sauer who both recommended her for the position. She is highly qualified holding a 4-year accounting degree from Southwest State, an MBA, as well as over 30 years of experience in the accounting field.

Supervisor Wollak made a motion to appoint Jolene Wagner as Treasurer for Watab Township; Supervisor Little seconded; motion carried. Start date to be determined.

**10. RESOLUTION 2022-13: CHANGING INTEREST ALLOCATION**

Previously, earned interest was divided among funds; Supervisor Johnson recommended depositing all earned interest in the General Fund.

Supervisor Wollak made a motion to deposit all earned interest in the General Fund; Supervisor Little seconded; motion carried.

**11. RESOLUTION 2022-14: Receipt of Bids and Contract Awards for the Lake Andrew Road Reconstruction Project under Chapter 429**

Todd Hagen from Ehlers presented a Pre-Sale Report for the Lake Andrew Road Reconstruction Project in the amount of \$915,000.00. He presented both a 15- and 20-year scenario assessment for the residents.

Bonds will go through an S&P rating process.

Amount of the assessment is the cost of the bond. There are 61 properties that will be assessed.

Jason Miller from the Lake Andrew Development Board indicated a preference for the 15-year assessment. Because of the interest, payments on the 20-year assessment are approximately \$100 more per year than the 15-year assessment.

Costs to be assessed include: the contractor's bid, Township costs; Engineering costs; Advertising costs. Bid came in about 15% higher due to inflation.

Supervisor Johnson made a motion to accept the 15-year assessment; Supervisor Wollak seconded; motion carried.

Supervisor Wollak made a motion to approve Resolution 2022-14 calling for approximately \$915,000 to finance the road reconstruction in Lake Andrew; Supervisor Little seconded; motion carried.

**12. BOND CASH**

Supervisor Johnson recommended drawing \$250,000 in addition to the \$200,000 approved at a Special Meeting on April 20, 2022, from the bond fund to cover the cost of Sucker Creek Road, Sharon Place, and Indian Road.

Supervisor Wollak made a motion to transfer \$450,000 at the end of May; Supervisor Little seconded; motion carried.

**13. ROAD REPORT—Road Tour Notes**

Prices for Patching

Quote received from Hanson Paving for various repairs for the following roads:

80<sup>th</sup> Street NW; 5<sup>th</sup> Avenue NE; 105<sup>th</sup> Street NE & Roseanna Beach Road; West Lake Court; 115<sup>th</sup> Street NE & 15<sup>th</sup> Avenue NW; 15<sup>th</sup> Avenue NW; Blue Jay Court; Lark Road; Johnson Road

Supervisor Wollak made a motion to authorize repairs for 80<sup>th</sup> Street NW, 5<sup>th</sup> Avenue NE, 105<sup>th</sup> Street NE & Roseanna Beach Road; 115<sup>th</sup> Street NE & 15<sup>th</sup> Avenue NW, 15<sup>th</sup> Avenue NW in the amount of \$20,500.00; Supervisor Johnson seconded; motion carried.

Crack Fill Pricing—1.60 per pound Midwest Asphalt; Supervisor Wollak will call to clarify quote and get quotes from other sources.

Pothole Schedule—Midwest Asphalt will begin next week

Street Sweeping—will go back and check after the rain

Car Violations—numerous; letters will be sent to residents in violation

Gravel—needed on minimum maintenance road; requested quote.

A certified letter has been sent to owners of a condemned house on West Lake Road to demo the house by June 1. The house presents a health hazard in the neighborhood.

King's Inn: Landwehr will begin cleaning up on Monday, May 16.

**13. WSB ENGINEER REPORT (Kevin Kruger)**

a. Quiet Crossing Application

Finally heard back from BNSF; several details remaining; resubmitted plans

b. Sharon Place, Sucker Creek, Indian Road Bid Results

Knife River: \$942,620.64.

Minnesota Paving & Materials: \$946,144.59

Supervisor Little made a motion to approve the bid from Knife River for the Sharon Place, Sucker Creek, and Indian Road projects in the amount of \$942,620.64.; Supervisor Wollak seconded; motion carried.

c. Lake Andrew Bid Results

Minnesota Paving & Materials: \$763,577.80

Knife River: \$814,291.80

Supervisor Little made a motion to approve the bid of from Minnesota Paving & Materials for the Lake Andrew Road Reconstruction Project in the amount of \$763,577.80; Supervisor Wollak seconded; motion carried.

Supervisor Johnson made a motion to accept the Lake Andrew roads pending signing of contracts; Supervisor Wollak seconded; motion carried.

**14. VARIANCE REQUEST**

Tammy Sexton submitted a request to the County for a variance to construct a deck addition 75 feet from the ordinary highwater mark (100 feet).

The Board has no issues with the request; Supervisor Johnson will notify Roxanne Achmann of the approval.

**15. RELIASTONE**

Site meetings are being planned with MNDOT, Benton County, Langola Township, Watab Township, and the Friedrichs (owners of CarCo), to study traffic issues that may occur by establishing their business on Highway 10.

**CITIZEN'S INPUT (3 minutes)**

Jerry Kostreba—black dirt is needed on the shoulder of 105<sup>th</sup> Street NW. Will check on pricing; Kevin Kruger said there may be a possibility of combining that job with area work being done.

Paul Wippler—time should be tracked on time spent fixing treasurer's errors. Township should be reimbursed for time spent.

**ADJOURNMENT**

Supervisor Wollak made a motion to adjourn; Supervisor Johnson seconded; motion carried. Meeting adjourned at 8:21.

Respectfully submitted,

Kathy Sauer  
Township Clerk

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Julie Johnson, Board Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kathy Sauer, Clerk

\_\_\_\_\_  
Date