

**South Bend Township
Regular Meeting
January 5, 2016**

The regular meeting of the South Bend Township Board of Supervisors was called to order at 7:00 pm on January 5, 2016. Board members that were present were Roger Veldhuisen, June Lonnquist, Dennis Nusser, Chad Ruch and Gerald Eken. Also present was Jamie Malvin, Clerk/Treasurer.

Jerry accepted the agenda as presented.

The emailed minutes were reviewed from the December 8, 2015 regular meeting. Roger requested to amend page two of the minutes to include “of culvert” to the first sentence. Chad made a motion to approve the minutes as amended. Dennis seconded the motion. All voted in favor and the motion carried.

The Treasurer’s report was read for information and approval. The Chairman accepted the treasurer’s report as read.

OLD BUSINESS

Beaver Avenue Vacation

Dennis and Kandi Kleinow filed a request to vacate a 220 foot section of Beaver Avenue. Will send them an invoice and set Public Hearing for 6:30 pm on February 2, 2015.

Fire Department By-Laws and Agility Testing

There have been no changes since the previous meeting. Jerry is looking into options.

South Bend Township Property Valuation

Updated valuations have been sent to MATIT.

EPA Grant

Bolton & Menk needed final copy of December meeting minutes to finalize the grant application. Jamie will send amended minutes to them.

Election Move

Jamie will email information to Board Members about term extension options and will vote on the resolution at the February meeting.

NEW BUSINESS

Water Rates/Billing

Jamie received a phone call about bulk water rates for 2016. The hydrant is not currently metered but will have Larry begin to get quotes to put a back flow prevention device and meter on. Fee schedule will be looked at at the Budget Work Session.

MAT Sign Policy

There is an 80/20 grant available to help with the replacement cost of safety signs to meet new federal regulations. Through MAT, we can get a discounted rate on cost of sign and labor to put it in. There is no cost to apply and the first step is passing the replacement policy, which outlines steps to be taken and timeline. South Bend has already had a sign inventory conducted. The project can be done in phases to alleviate costs.

Roger motioned to pass the policy. Chad seconded the motion. All voted in favor and the motion passed.

South Bend Township Road Sign Inventory, Retroreflectivity Compliance Evaluation, and Replacement Policy

It is the stated objective of South Bend Township, Blue Earth County, MN (the Township) to maintain its town roads in a safe but cost effective manner. As part of its maintenance efforts, The Township recognizes that regulatory, warning, and directional road signs (commonly referred to collectively as safety signs), including but not limited to stop signs, yield signs and other similar traffic control devices, need to be properly inventoried, assessed for compliance with applicable retroreflectivity standards, maintained, and replaced from time to time. The Township further recognizes that when signs are installed within town road rights-of-ways they must comply with state and federal regulations as primarily outlined in the Manual on Uniform Traffic Control Devices. As part of its efforts to comply with applicable regulations, the Township Board shall be guided by the following plan adopted in accordance with Section 2A.08 of the Manual on Uniform Traffic Control Devices:

1. **Inventory.** In recognition of the importance of knowing the number, type, and location of road signs situated in township road rights-of-way, it is the intent of the Town Board to have any inventory of all town road signs completed immediately. The completed inventory shall be maintained using paper records and shall be updated each time a sign is installed, replaced, or removed but not less than on an annual basis. The inventory shall indicate the type of sign, the number of each type of sign, the location of each sign including the direction the sign faces, the date of installation (when known for pre-existing signs), type of material used on sign face (when known), a general statement on the condition of the sign, a record of any maintenance performed on the sign, and the date of sign removal if applicable.
2. **Removal of Excess Signs.** In recognition of the fact that excess road signs have been shown to reduce the effectiveness of signage, as well as impose an unnecessary financial burden on the road authority, it shall be the policy of the Township to remove signs determined to be unnecessary for safety purposes and which are not otherwise required to comply with an applicable state or federal statute or regulation. The removal of signs shall be based on an engineering study and the Manual on Uniform Traffic Control Devices. Particular attention shall be paid to recommendations on signage for roads considered to be “low-volume” under the Manual on Uniform Traffic Control Devices as adopted by the State.
3. **Retroreflectivity Assessment.** In recognition of the new retroreflectivity standards adopted into the Manual on Uniform Traffic Control Devices by the Federal Highway Administration, the town board shall arrange to have all town road signs not removed under section 2 above evaluated for compliance with the applicable retroreflectivity standards. It shall be the intent of the township to conduct this assessment using the following method as authorized by the Manual on Uniform Traffic Control Devices rules:
 - a. Measured Sign Retroreflectivity method

It shall be the intent of the town board to have this evaluation completed by as soon as possible. The board reserves the right to change which evaluation method will be utilized as expressly found necessary by the board due to budgetary constraints or other practical difficulties in completing this process.

4. **Sign Replacement.** After completion of the inventory, removal of unnecessary signs, and proper retroreflectivity evaluation, the town board hereby establishes the following priority order in which road signs will be replaced:
 - a. First priority shall be given to replacing all signs determined not to meet applicable retroreflectivity standards. Top priority shall also be given to replacing missing or damaged signs determined to be of a priority for safety purposes.
 - b. Second priority shall be given to signs determined to be marginal in their retroreflectivity evaluation.
 - c. Third priority shall be given to all remaining signs as they come to the end of their anticipated service life, become damaged, etc.

In addition, within each category above, further priority shall be given to warning and regulatory signs on roads with higher vehicle usage.

5. **On-going Maintenance.** The town shall include a general inspection of road signs in township rights-of-way as part of its annual road inspections. The town shall update its sign inventory as provided in section 1. After the initial replacement of signs as provided for in Section 4, the town shall, for the purpose of complying with the requirements of the Manual on Uniform Traffic Control Devices to maintain minimum retro-reflectivity standards, shall, as budgetary factors allow, replace signs as they reach the end of the latter of their (a) warranty period; (b) expected life expectancy for the facing material used on the sign; or (c) expected life as determined by an authorized engineering study. Damaged, stolen, or missing signs may be replaced as needed.

MPCA Letter

Jamie notified the Board of an email received regarding a letter to the MPCA concerning proposed RES changes to Mankato Waste Water Treatment Plants NPDES permit renewal.

MN Department of Health Water Report

Jerry updated the Board on a letter he received concerning the annual water report. No significant changes from the previous year.

FIRE UPDATE

The Fire Department responded to two car accidents. They were also called out for mutual aid to Good Thunder but cancelled before they got there.

The Fire Department wants to approve 2008 By-Laws that were written but not approved. Jerry, per Mike Kennedy, wants to let the discussion lay until other options are explored. Stated will discuss at next meeting.

PUBLIC WORKS UPDATE

Larry was not present due to wife's medical emergency but had checked on the roads in the morning. Jerry checked the roads in the afternoon.

CLERK/TREASURER UPDATE

Jamie discussed difficulties with some of the businesses not giving meter readings in a timely fashion. There is already a meter reading fee in place if Larry needs to get readings. Will discuss adding a fee to the fee schedule for not receiving the meter reading by a certain date.

The Board gave permission to shut off water to remaining three houses that do not have new meters.

Billing issues from November have finally been resolved in the billing system.

PUBLIC INPUT

Schaberts were present to discuss plowing situation on 200th Lane. They have stated drifting and plowing issues as Larry turns around before their property. Schaberts bought the property in 2007 and do most of the maintenance on their section of road.

Dennis is not sure if their part of the road was accepted by the Township as a Township road. Jerry will talk to Larry and call them the next day.

Roger motioned to pay bills as presented. Chad seconded the motion. All voted in favor and motion carried.

The meeting was adjourned by motion from Chad and second by Dennis at 7:54 p.m.

Respectfully Submitted by:



Jamie Malvin, Clerk/Treasurer

**South Bend Township
Regular Meeting
February 3, 2016**

The regular meeting of the South Bend Township Board of Supervisors was called to order at 7:06 pm on February 3, 2016. Board members that were present were Roger Veldhuisen, June Lonnquist, Dennis Nusser, Chad Ruch and Gerald Eken. Also present was Jamie Malvin, Clerk/Treasurer.

Jerry accepted the agenda as presented.

The emailed minutes were reviewed from the January 5, 2016 regular meeting. Jerry requested to correct the type of meter from “back water meter” to “back flow prevention device and meter” to be researched on the hydrant currently used by businesses for bulk water. Roger made a motion to approve the minutes as amended. Chad seconded the motion. All voted in favor and the motion carried.

The Treasurer’s report was read for information and approval. The Chairman accepted the treasurer’s report as read.

OLD BUSINESS

Beaver Avenue Vacation

Public Hearing rescheduled for 6:30 pm on March 2, 2016, due to weather cancellation on February 2, 2016, and was not published in newspaper to give adequate notice.

Fire Department By-Laws and Agility Testing

There have been no changes since the previous meeting.

Election Move

Dennis made a motion to pass the resolution with terms being extended to four year terms. Roger seconded the motion. All voted in favor and the motion passed.

**RESOLUTION DESIGNATING THE FIRST TUESDAY AFTER THE MONDAY IN
NOVEMBER AS THE TOWN GENERAL ELECTION DATE**

WHEREAS, Minn. Stat. § 205.075 provides towns the option to designate the first Tuesday after the first Monday in November of the even-numbered year as the date of the town general election; and

WHEREAS, the town electors at the last annual town meeting adopted a resolution directing the town board to ask the question of whether to move the town general election to November; and

NOW, THEREFORE, BE IT RESOLVED, that the town board of South Bend Township, Blue Earth County, Minnesota does hereby designate the first Tuesday after the first Monday in November of even-numbered years as the date of the town general election; and

BE IT FURTHER RESOLVED, that the following plan shall be used to provide an orderly transition to the November election schedule by lengthening the terms of office:

1. The supervisor position that expires in March of 2017 shall be designated “Supervisor position 1” and shall be extended so that the position is up for election in November of 2018 and the person serving in the position will serve until the first Monday in January of 2019;

2. The supervisor position that expires in March of 2018 shall be designated “Supervisor position 2” and shall be extended so that the position is up for election in November of 2018 and the person serving in the position will serve until the first Monday in January of 2019;
3. The supervisor position that expires in March of 2018 shall be designated “Supervisor position 3” and shall be extended so that the position is up for election in November of 2018 and the person serving in the position will serve until the first Monday in January of 2019;
4. The supervisor position that expires in March of 2019 shall be designated “Supervisor position 4” and shall be extended so that the position is up for election in November of 2020 and the person serving in the position will serve until the first Monday in January of 2021;
5. The supervisor position that expires in March of 2019 shall be designated “Supervisor position 5” and shall be extended so that the position is up for election in November of 2020 and the person serving in the position will serve until the first Monday in January of 2021; and

BE IT FURTHER RESOLVED, that officers elected after the effective date of this resolution and approval of the town electors shall be elected for four year terms as provided in Minn. Stat. § 367.03, subd. 4; and

BE IT FINALLY RESOLVED, that the clerk is hereby authorized and directed to prepare the ballot question and take such other actions as may be needed to submit the question of adopting the November election date to the electors for a vote at the next town election.

Neubert Lane Plowing Issue

Larry followed up with the Schaberts. He explained that the section of road past where he plows is not a township road. He will plow an extra 50 feet and make sure that the snow is piled to the sides of the road.

NEW BUSINESS

Mankato Sewer Agreement

Jerry received a letter from Mary Fralish stating that the City of Mankato wants to make a committee of their city/township customers with a representative from each city/township by February 5, 2016. Jerry recommended Roger be the representative for the Township. Jamie will notify Mary that Roger will represent the Township.

MS4

As Dennis and Jerry are not running for re-election, Jerry recommended that Chad take over as Township representative.

MN PCA

Jerry discussed grant applications/opportunities that the Township could apply for for a possible back up water supply.

FIRE UPDATE

The Fire Department responded to a house fire. The also received a call for mutual aid to Good Thunder but cancelled before they arrived.

PUBLIC WORKS UPDATE

No updates, Larry has been plowing a lot. Jerry brought up that the Township has three pieces of plowing equipment so that the Township should look into having a second person on call to assist with big storms. Chad and Roger agreed. Jerry will follow up with Larry.

CLERK/TREASURER UPDATE

Jamie notified the Board about the upcoming MAT elections.

PUBLIC INPUT

None.

Dennis motioned to pay bills as presented except for Bolton & Menk. Roger will contact Bolton & Menk for clarification of bill. Chad seconded the motion. All voted in favor and motion carried.

The meeting was adjourned by motion from Jerry and second by Dennis at 7:57 pm.

Respectfully Submitted by:

A handwritten signature in dark ink, reading "Jamie Malvin". The signature is written in a cursive, flowing style. The first name "Jamie" is written with a large, looped capital "J", and the last name "Malvin" follows in a similar cursive script.

Jamie Malvin, Clerk/Treasurer

**South Bend Township
Summary of Work Session
February 4, 2016**

The South Bend Township Board of Supervisors met in a work session to discuss township fee schedule and 2017 budget at 6:20 pm on February 4, 2016. Board members that were present were June Lonnquist, Roger Veldhuisen, Chad Ruch, Dennis Nusser, and Gerald Eken.

FEE SCHEDULE

Township Wages

The Clerk pay was left at \$15 per hour with \$50 per meeting (\$75 effective 6/1/16). Deputy Clerk was removed as the position has been determined to be unnecessary.

Election Judges wages were left at \$12.00 per hour.

A 1% wage increase for the Public Works Manager was proposed.

All other wages and fees were unchanged.

Depositories

No changes needed.

Check Signers

Check signers were updated in November 2015 so no additional changes were needed at this time.

Authorized Purchasers

Authorized purchasers were updated in November 2015 so no additional changes were needed at this time.

Charges for Services

Requests for vacating township right-of-way was increased from \$100 to \$200.

Equipment Charges

No changes were made.

Utility Service

Utility Clerk and Deputy Clerk were removed as they are not necessary at this time.

Backup Road Maintenance position was added with a wage of \$14 per hour.

Customer Utility Charges

Connection charges were left as they are. Bulk water from hydrant was raised to \$5 per 1,000 gallons. The discussion of putting a back flow prevention device and meter was brought up again and Larry will get costs.

Utility Rates (1 unit=100 gallons)

Mankato sewer rates were discussed. They currently charge \$3.53 per cubic foot (750 gallons) which is \$0.47 per our unit. New water and sewer rates were proposed as follows. Removal of minimum charges was proposed. Meter reading fee for commercial meters of \$15 per event was added. Fee of \$65 per month was added for residents that do not have a new meter.

WATER RATES	PER UNIT	SALES TAX	LATE PENALTY
RESIDENTIAL	\$0.25	-	10%
COMMERCIAL	\$0.25	\$0.07375	10%
SEWER RATE	PER UNIT	SALES TAX	LATE PENALTY
RESIDENTIAL	\$0.65	-	10%
COMMERCIAL	\$0.65	\$0.07375	10%

BUDGET PROPOSAL

It was proposed to increase the General Fund from \$45,000 to \$50,000.

Road and Bridge was left at \$140,000. Discussion of repavement of LeHillier and McCauley in the future. There was discussion of whether the township or the residents would be responsible for the cost. It will be looked into further. Jamie will check the previous minutes to see if money set aside for the dike certification was moved to the dump truck replacement. If not, it should be moved at the next meeting.

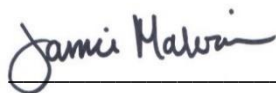
Rob Stone was present to propose a slight increase to the Fire Fund. He requested to increase from \$23,500 to \$25,000. The Relief Association will stay the same at \$22,000. The Relief Association will also be given \$4000 for their audit. Total for the Fire Fund will come to \$51,000.

Capital Reserve will stay at \$35,000 with \$15,000 for the Fire Department and \$20,000 for Road and Bridge.

The Dike Fund will remain at \$40,000.

Total Levee \$316,000.

Respectfully Submitted by:



Jamie Malvin, Clerk/Treasurer

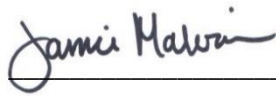
**South Bend Township
Public Hearing
March 2, 2016**

The public hearing of South Bend Township Board of Supervisors was called to order at 6:45 pm. Board members that were present were June Lonnquist, Roger Veldhuisen, Chad Ruch, Dennis Nusser, and Gerald Eken.

No one was present to discuss the vacation of 220 feet of Beaver Avenue from the centerline of Humbertson Street.

Jerry closed the meeting at 6:58 pm.

Respectfully Submitted by:



Jamie Malvin, Clerk/Treasurer

**South Bend Township
Regular Meeting
March 2, 2016**

The regular meeting of the South Bend Township Board of Supervisors was called to order at 7:00 pm on March 2, 2016. Board members that were present were Roger Veldhuisen, June Lonnquist, Dennis Nusser, Chad Ruch and Gerald Eken. Also present was Jamie Malvin, Clerk/Treasurer.

Jerry accepted the agenda as presented.

The minutes were reviewed from the February 3, 2016 regular meeting. Roger requested to amend the Fire Update mutual aid call. The call was for mutual aid to Good Thunder, not Garden City. Dennis made a motion to approve the minutes as amended. Chad seconded the motion. All voted in favor and the motion carried.

The Treasurer's report was read for information and approval. The Chairman accepted the treasurer's report as read.

NEW BUSINESS

Liquor Licenses

Kato Cycle Club: Michael Clark was present to request the Board approve a renewal for their 3.2 Malt Liquor license. Jerry motioned to approve the license. Chad seconded the motion. All voted in favor and the motion carried.

Minneopa Golf Club: Brandon Smith was present to request the Board approve a renewal for their 3.2 Malt Liquor license. Brandon did not have the license renewal with him. Chad requested that the motion be contingent upon showing the proper documentation. Roger made a motion to approve the license upon receiving the proper documentation. Dennis seconded the motion. All voted in favor and the motion carried.

Budget Worksession

Minutes from the February 4, 2016 Budget Work Session were read. Jerry requested amendments to be made to update the sales tax for commercial water and sewer customers to the new rate of 7.375%. June requested to have the Capital Reserve for Fire Department be updated to \$15,000 instead of \$10,000 as typed.

Roger made a motion to pass the 2017 Levy as proposed. Dennis seconded the motion. All voted in favor and the motion carried.

Chad made a motion to pass the amended Fee Schedule as presented with a note being added to the water bills regarding the new rates. Roger seconded the motion. All voted in favor and the motion carried.

OLD BUSINESS

Beaver Avenue Vacation

No one showed up for the Public Hearing. Dennis Kleinow came in during the discussion. Jerry requested that the Township retain a 30 foot utility easement down the center of the road, 15 feet on each side. Dennis made a motion to vacate the section of the road with the retainment of the 30 foot utility easement. Chad seconded the motion. All voted in favor and the motion carried.

The vacation of part of Beaver Avenue lying west of Humbertson, Street South Bend Township, Blue Earth County, Minnesota

Dennis Nusser made a motion on March 2, 2016 to approve the following resolution:

WHEREAS, a request for the vacation of that portion of Beaver Avenue from the center line of Humbertson Street and west 220 feet, adjacent to Lots 3, 4, 5 and 6 of Block 48 in South Bend Township,

Blue Earth County, Minnesota was duly presented to the South Bend Township Board on January 5, 2016, and

WHEREAS, notice of a public hearing to hear public input on said vacation was mailed to all abutting property owners, published in the local newspaper and posted at the Township Hall, and

WHEREAS, a public hearing was held at 6:30pm on March 2, 2016 to hear public input on said vacation, and

NOW THEREFORE BE IT RESOLVED that the portion of Beaver Avenue from the center line of Humbertson Street and west 220 feet, adjacent to Lots 3, 4, 5 and 6 of Block 48 in South Bend Township, Blue Earth County, Minnesota be vacated with the exception of a retained 30' utility easement which shall lie 15' on either side of the centerline of the portion of Beaver Avenue being vacated, and

BE IT FURTHER RESOLVED that a 30' utility easement be established and said 30' utility easement shall lie 15' on either side of the centerline of the vacated portion of Beaver Avenue.

BE IT FURTHER RESOLVED that this Resolution shall be recorded in the office of the County Recorder, Blue Earth County, Minnesota, to indicate the vacation of said street for public road purposes.

Chad Ruch seconded the motion. All present voted in favor and the motion carried.

Bolton & Menk Bills/Fire Grant Application Bill

Jerry discussed that the Bolton & Menk bill needs to be paid as Jamie was told by the audit team that all invoices are to be paid within 30 days of receipt. Roger had been looking into the billing for the previous year and had not yet received a call back from Bolton & Menk. Jerry presented a full copy of the EPA Grant from Bolton & Menk.

Jerry also requested more information from the Fire Department in regards to the grant that they applied for before sending the check for payment. Rob will get Jamie a full copy of the application for Township records and the check will be mailed upon receipt.

Election Move

Roger asked about the ability to change from 4 year terms to 6 year terms now that the resolution was passed to move the Township elections to November. Jamie stated that changing the terms is still an option and will get details as to how to extend the terms and go about the process after the Board has a chance to look over information further.

Fire Department

Jerry presented information from the City of Mankato in regards to the cost of taking control of the lower section of South Bend Township. He was still waiting for information from Lake Crystal in regards to coverage for the rural section of the township as Mankato does not do rural firefighting. The Board was given information and the discussion was tabled until the next meeting.

Neubert Lane Plowing Issue

Larry followed up with the Schaberts. He explained that the section of road past where he plows is not a township road. He will plow an extra 50 feet and make sure that the snow is piled to the sides of the road.

FIRE UPDATE

The Fire Department responded to two calls, one to Hillcrest as their vending machine blew up and one for a downed power line. They have five fire fighters signed up for fire school this weekend (March 5-6, 2016).

PUBLIC WORKS UPDATE

No updates, Larry has been plowing and sanding. He has not received a quote for the backflow prevention device yet.

CLERK/TREASURER UPDATE

Jamie notified the Board about the audit. Audit is still in process and the Township has received an extension from the State of Minnesota. The audit team will come back out to the Township in the beginning of April. She also discussed the timeframe for payments and will ask the audit team if there is an extension when invoices are challenged.

Dennis motioned to pay bills as presented. June seconded the motion. All voted in favor and motion carried.

The meeting was adjourned by motion from Dennis and second by Roger at 7:55 pm.

Respectfully Submitted by:

A handwritten signature in dark ink, reading "Jamie Malvin". The signature is written in a cursive, flowing style.

Jamie Malvin, Clerk/Treasurer

**South Bend Township
Special Meeting
March 29, 2016**

The Clerk called the special meeting of the South Bend Township Board of Supervisors to order at 7:18 pm on March 29, 2016. The purpose of the meeting was to appoint a new chairman and vice-chairman. Board members that were present were June Lonnquist, Roger Veldhuisen, Chad Ruch, Anthony Albang, and Bryan Wendland. Also present was Jamie Malvin, Clerk/Treasurer.

The Clerk called for nominations for Chair. Anthony nominated Roger Veldhuisen for Chair. No other nominations were made. By a voice vote, all voted in favor and Roger was named Chair. The Clerk called for nominations for Vice Chair. Roger nominated June Lonnquist for Vice Chair. No other nominations were made. By a voice vote, all voted in favor and June was named Vice Chair.

Anthony Albang was appointed as the Township liaison with the Minnesota Association of Townships.

Roger presented information from Brad Potter, City Administrator of Eagle Lake, in regards to a meeting that they are hosting to share information they have gathered in regards to wastewater from Mankato. The meeting is at 5:00 pm on April 5, 2016. Roger, June, and Bryan will attend and report back at the regular meeting that night.


Goals for the Township were discussed. Road resurfacing and an updated Road Policy/Ordinance were brought up. Lawn mowing of the cities vacant lots was discussed. Before any mowing agreement is to be made, the Township will need a certificate of liability insurance. The cleaning up of the Royal Road ditch was also added to the list. These topics will be discussed further at the upcoming regular meeting and a future work session.

Chad also notified the Board of concerns from residents about 204th Lane needing to be added to the list of roads with frost boils. Jamie will pass the information along to Larry.

Jamie informed the Board that she is working on various policies that should be in place per the Spring Short Course.

The meeting was adjourned by a motion from Chad and a second from Bryan at 8:29 pm.

Respectfully Submitted by:



Jamie Malvin, Clerk/Treasurer

**South Bend Township
Regular Meeting
April 5, 2016**

The regular meeting of the South Bend Township Board of Supervisors was called to order at 7:08 pm on April 5, 2016. Board members that were present were Roger Veldhuisen, June Lonnquist, Chad Ruch, Bryan Wendland, and Anthony Albang. Also present was Jamie Malvin, Clerk/Treasurer.

Roger accepted the agenda as presented.

The minutes were reviewed from the March 3, 2016 regular meeting. June made a motion to approve the minutes as read. Anthony seconded the motion. All voted in favor and the motion carried.

The Treasurer's report was read for information and approval. The Chairman accepted the treasurer's report as read when the 2015 balances are finalized. Jamie will email the Board with the updated numbers.

NEW BUSINESS

Water Billing—Associated Finishing and Big Gain

Associated Finishing: Representatives from Associated Finishing were present to discuss their water bill. Their water charges doubled and sewer charges quadrupled. Based on new rates, they estimate that they will pay \$15,000 more in payments this year versus last year. They also state that they lose a lot of water due to evaporation and are looking into installing a sewer meter so that they can prove lower sewage use. They had previously looked into a meter and estimate the cost being \$3500.

Roger stated that the increase in sewage charges are due to an increase in treatment costs set by Mankato and the water increase is due to removing the minimum charges. June added that per MN Statute 444.075, charges should be proportionate to usage and the rates should be the same for both commercial and residential users. The only other way to distribute cost would be to take the total being billed by Mankato and divide it equally among all accounts but then it wouldn't be proportional to usage.

Big Gain: Representatives from Big Gain also expressed concern over their current bills and stated that their plant uses less sewer, comparable to their truck garage, and wanted to know if they could get a sewage meter also. They also discussed the possibility of getting a second line so that the bathroom and boiler would be separate as their boiler doesn't have a drain and all water is used in their products.

Roger reiterated that we would need to have the outgoing meters installed on the sewer lines at the cost of the businesses before they could have their sewer rates lowered as the sewer usage is currently based on water usage. June will get them the exact statute information. Chad also reiterated that the sewage cost is also based on the rates that the Township is being billed by Mankato.

Badger Lane Blacktopping

Jeff Scholten and a few other residents were present to discuss the process needed for having their street blacktopped. The Board informed him that he needed to have a petition with a majority of the residents in favor of blacktopping. They would then need to get bids and have a special assessment hearing as the property owners would be responsible for full cost. Currently he stated that 7 of 10 residents were in favor and the remaining were undecided. He has begun getting quotes and the companies that he has talked to have said that the road would need more base and a culvert put in. Currently, his quotes were approximately \$75,000 with 4 inch blacktop. One contractor would not guarantee the work unless the road was brought up and a second would have to add gravel before they would do the work.

Currently the road has frost boils and Larry stated that it is impossible to predict where and when they occur. The current plan for the road is to fix it when it dries out as the heavy machinery would cause more issues at the current time. Chad explained the current Township maintenance of blacktopping and Larry gave road specifications per Blue Earth County. Jeff will have contractors come back out and redo quotes to the Township specification and bring the quotes back to the Board.

Fennert Variance Request

Jesse Fennert was present to request a variance to rebuild his garage. He wants to go closer to the property line than currently allowed. The Board explained that he would have to bring them a detailed drawing with the property line and the proposed garage. He would also need approval from his abutting neighbor.

Hillcrest Ditch Cleanup

Hillcrest had contacted the Township about cleaning the ditch near the nursing home. They were advised to contact Blue Earth County as it is a county road.

Life Insurance Policies

Moved to next meeting

OLD BUSINESS

Election Terms

Jamie reported to the Board that they have until August 2016 to add the question of making board terms six years to the ballot in November 2016. Bryan made a motion to pass the resolution making board terms six years. Anthony seconded the motion. All voted in favor and the motion carried.

RESOLUTION ADOPTING THE SIX-YEAR TERM OF OFFICE OPTION FOR TOWN SUPERVISORS

WHEREAS, Minn. Stat. § 367.03 authorizes the adoption of an optional six-year term of office for town supervisors; and

WHEREAS, the town board determines that adopting the optional six-year term for supervisors serves the public's interest by eliminating the situation where, except when extra positions need to be on the ballot to fill a vacancy, a super-majority of supervisors will not be on the ballot at any single town election;

NOW, THEREFORE, BE IT RESOLVED, that the town board of South Bend Township, Blue Earth County, Minnesota does hereby adopt six-year terms for the position of town supervisor; and

BE IT FURTHER RESOLVED, that the option shall take effect immediately upon approval of the electors at the next general town election scheduled for November 8, 2016, but shall be subject to the transition plan outlined in this resolution; and

BE IT FURTHER RESOLVED, that should the voters approve the adoption of six-year terms for the position of town supervisor, the following transition plan shall be used to provide an orderly transition:

6. The supervisor whose term is scheduled to expire on the first Monday in January of 2019 shall be designated Supervisor position A. The Supervisor A position, currently held by Chad Ruch, shall be on the ballot in November 2018 for a six-year term such that the position will subsequently be on the ballot in November 2024.
7. The supervisors whose terms are scheduled to expire on the first Monday in January of 2019 shall be designated Supervisor position B and Supervisor position C. The Supervisor B position, currently held by June Lonnquist, shall be on the ballot in November 2020 for a six-year term such that the position will subsequently be on the ballot in November 2026. The Supervisor C position, currently held by Roger

Veldhuisen, shall be on the ballot in November 2020 for a six-year term such that the position will subsequently be on the ballot in November 2026.

8. The supervisors whose terms are scheduled to expire on the first Monday in January of 2023 shall be designated Supervisor position D and Supervisor position E. The Supervisor D position, currently held by Anthony Albang, shall be on the ballot in November 2022 for a six-year term such that the position will subsequently be on the ballot in November 2028. The Supervisor C position, currently held by Bryan Wendland, shall be on the ballot in November 2022 for a six-year term such that the position will subsequently be on the ballot in November 2028.
9. The position of Clerk/Treasurer shall not be affected by this transition plan.

BE IT FURTHER RESOLVED, that after this transition plan has been fully implemented, all supervisor positions shall have six-year terms of office; and

BE IT FURTHER RESOLVED, that if the voters fail to approve the ballot question adopting six-year terms for town supervisors, the above transition plan shall not be used and all terms of office shall remain as they normally would under current town election cycles and applicable State laws governing November town elections; and

BE IT FINALLY RESOLVED, that the clerk is hereby authorized and directed to prepare the ballot question and take such other actions as may be needed to submit the question of adoption of six-year terms of office for the position of town supervisor to the electors for a vote at the next general town election scheduled for November 8, 2016.

Royal Road

Paul Bohnert did not do anything with his ditch as of meeting time. Chad received a map from another resident showing that there is a 66 foot right-of-way. Robert Lorentz stated that the Township had originally approved the center of the existing road as the current right-of-way. Jamie needs to send out a letter to residents that the ditches will be cleared out by the Township after June 1, 2016, so they need to remove flowers/plants that they wish to keep by then. Larry will get quotes to clean up the culvert/ditch.

Turtle Letter

Jamie informed the Board of an email from George Leary with a letter that was sent to Dennis Turtle regarding the steps necessary for splitting his property parcel.

MS4

No new information. Chad requested that someone else take over as MS4 representative as he is unable to make daytime meetings. Anthony will take information and fit into his schedule.

Bolton & Menk Invoices and Ordinances 10 and 11

Work session set for April 17, 2016, at 7pm to look further into issues with invoices and ordinances.

Wastewater Agreement

Roger will attend the annual meeting on April 12th with the City of Mankato.

Fire Department: Options, By-Laws, Website

Roger has looked at the information and feels that the Township will not receive the same or better service from Mankato. He will contact Mankato to let them know that the Board is no longer considering combining departments.

Jamie received the status of the By-Laws from Mike Kennedy and will email out Board members. She also notified the Board that Mike Kennedy had recommended a Personnel Policy or Employee Handbook over By-Laws. Robert Lorentz and Robert Stone, as members of the Fire Department, prefer the Employee Handbook to By-Laws and Robert Stone will

look into putting together a handbook. Jamie will also check with Eric Hedke from MAT about what they have done with volunteer departments.

Road Policy

Roger wanted to discuss the current Township Road policy as there are some streets badly in need of repair/redoing. The policy states that the Township is responsible for full cost of all maintenance to current roads. Many cities and towns divide cost of all maintenance with 1/3 of cost assessed to residents on each side of the road and the city/town responsible for final 1/3 of cost. Chad will write up a new policy and email it to Jamie before the upcoming work session.

Delinquent Water Bills

Bryan says that there is a way for Blue Earth County to pay the Township in full and then they assess individual property owners. Currently, the Township assesses the individual property owners with the delinquent amount due through December of the current year onto the next years' taxes. Bryan will get the Board more information.

Big Gain Culvert

Robert Lorentz was present to get permission for Big Gain to put a "t" in to hook up to a culvert in front of their building. Bryan made a motion to approve the connection. Roger seconded the motion. All voted in favor and the motion carried.

FIRE UPDATE

The Fire Department responded to two false alarms and a missing child. They have more firefighters signed up for an upcoming fire school.

Rob received a call from a resident about possibly filling up his pool. The Board has no problem with this as long as the resident pays for the water. Rob also stated that the Fire Department will reimburse the utility fund for water used in the tanker for fire calls.

PUBLIC WORKS UPDATE

Larry is waiting for frost boils to dry out on multiple roads so that he can begin laying gravel.

He received a call from a Max Embacher wanting to know if he could have his driveway come out on Pintail Street instead of Grant Drive. Larry explained that it wasn't possible due to restrictions given to the developer when the land was subdivided.

Larry received another invoice from Quality Tree Service and will contact Barry's mother when she gets back to town as she is the one sending out the invoices.

Larry will contact Clean Tech in regards to them taking water out of the hydrant on Mathews Street. He said that a backflow device and meter will run approximately \$5500 and there is no way to secure it to the hydrant. A meter alone would be cheaper.

CLERK/TREASURER UPDATE

Jamie notified the Board of upcoming meetings in Mankato and Blue Earth County. She also informed the Board that the audit team will be coming on Saturday, April 9, 2016, to complete the audit. She will also post business hours where she will be in the office. Jamie was also given permission to contact Key City Locks in regards to rekeying the front door and getting numbered keys.

Anthony motioned to pay bills as presented. June seconded the motion. All voted in favor and motion carried.

The meeting was adjourned by motion from June and second by Bryan at 9:23 pm.

Respectfully Submitted by:

A handwritten signature in dark ink, reading "Jamie Malvin". The signature is written in a cursive style with a large initial "J" and a long horizontal flourish at the end.

Jamie Malvin, Clerk/Treasurer

**South Bend Township
Summary of Work Session
April 17, 2016**

The South Bend Township Board of Supervisors met in a work session to discuss Ordinances 10 and 11, water and sewer rates, and the road policy at 7:11 pm on April 17, 2016. Board members that were present were June Lonnquist, Roger Veldhuisen, Byran Wendland, and Anthony Albang. Also present was Jamie Malvin, Clerk/Treasurer.

Ordinance 10

- Add a Public Hearing back in to Article 3, A, Section 4 and Article 3, B, Section 4
- Article 3, B, Section 6 should read:
 - Water service will be provided for fire protection in South Bend Township at the bulk water rates. Local service will also be provided to the South Bend Town Hall at no charge. Pool filling will be available at the established water rate.
- Article 3, B, Section 7 should read:
 - Water service may be provided to users outside of the service area at the bulk water rate.
- Article 5, Section 5: email MAT to see if we can add a section about rental properties

Ordinance 11

- Article 1, Definitions, Section 8: should be (mg/l) not (mg/11)
- Article 1, Definition, Section 22: should be “SDS Permit” not “SOS Permit”
- Article 4, Section 2: can this be removed as it contradicts other sections of Ordinances 10 and 11?
- Article 5, A: Sewer System, Section 10: “Any property found where a reconnection of a disconnected conductor has occurred shall be assessed a surcharge of \$100 per month. The surcharge shall be calculated from the date of inspection until disconnection has been reestablished. Failure to permanently disconnect the conductor shall result in the suspension of water and sanitary sewer service.” Just surcharge or surcharge plus current water/sewer rates?
- Article 5, B: Water Service Connection, Section 3: Need clarification on the final word “sewer.” Should it be “sewer,” “water,” “water/sewer?”
- Article 5, B: Water Service Connection, Sections 4 & 12—Roger will check on these.
 - Section 4: “A separate and independent building water connection shall be provided for every building, Industries may petition the Township Board for a permit which will be serviced by one connection. Property owners shall be responsible for piping from the corporation cock into the building.” Does this apply to new installation only?
 - Section 12: “It is the responsibility of the consumer or owner to maintain the service pipe from the main (including the corporation stop and saddle) into the house or other building. In case of failure upon the part of any consumer or owner to repair any leak occurring in his or her service pipe within 24 hours after oral or written notice has been given the owner or occupant of the premises, the water may be shut off and will not be turned on until a reconnection charge has been paid and the water service has been repaired. When the waste of water is great or when damage is likely to result from the leak, the water supply will be turned off if the repair is not undertaken immediately.” Does this apply only to the maintenance?
- Article 6, Section 4, (b): Should be “fats” not “rats.”
- Article 6, Section 4, (l): Need clarification if it should be “BODS” or “BOD5”
- Article 8, Section 1: Should be “Ordinance No. 10?”

Water and Sewer Rates

- AFI is very unhappy with new rates

- Discussed having businesses have sewer meters but we would need to have access to data and would read them monthly with water readings
- Discussed having an automatic monthly charge to go into O&M account for system maintenance

Road Policy

- Jamie gave everyone copies of the current Road Policy and Chad's revisions. Board members will look at before next meeting.
- Larry will have quotes on repair work for three streets by the next meeting.
- Jamie will ask Larry if we have a new contract with R&E for gravel.
- McCauley currently has three different weight limit for the road; first section is 10 tons, middle section is 5 tons, last section is 7 tons.
- Are assessments based on the life of the road or for a straight ten years?

Miscellaneous

- Jamie will check river levels by June from link that was sent by Mary Fralish
- Bryan will talk to Chad Landwher about cars on the street. He will also talk to Chris Johnson about his experience with Townships as an alternate to Mike Kennedy.
- Fire Department found that wires are showing on grass rig and a representative was supposed to be present to discuss quotes for new tires as it was missed on the last inspection.
- Royal Road and Hawkeye Lane were discussed
- Larry's retirement/replacement were discussed
- Townhall usage discussed—rental policy recommended by MAT, fee not needed
- Will discuss with Larry the possibility of having 3 bids on file for labor/materials for emergency road issues such as the current situation with multiple gravel roads

Work session ended at 9:45 pm.

Respectfully Submitted by:

A handwritten signature in dark ink, appearing to read "Jamie Malvin", is written over a horizontal line.

Jamie Malvin, Clerk/Treasurer

**South Bend Township
Regular Meeting
May 3, 2016**

The regular meeting of the South Bend Township Board of Supervisors was called to order at 7:02 pm on May 3, 2016. Board members that were present were Roger Veldhuisen, June Lonnquist, Bryan Wendland, and Tony Albang. Also present was Jamie Malvin, Clerk/Treasurer. Chad Ruch was absent due to a death in the family.

Roger accepted the agenda as presented.

The minutes were reviewed from the April 5, 2016 regular meeting and April 17, 2016 work session. Roger requested the last paragraph concerning with Badger Lane in the April 5, 2016, minutes to be corrected to say that "Larry gave road specification per the Township" instead of "per Blue Earth County." The correction was also made in the last sentence from "county specification" to "Township specification." In the work session minutes, Bryan requested that the minutes be amended in the Miscellaneous section to state that "Bryan will talk to Chad Landwehr about cars on street. He will also talk to Chris Johnson about his experience with Townships as an alternative to Mike Kennedy as Township Attorney." Tony made a motion to approve the minutes as amended. Bryan seconded the motion. All voted in favor and the motion carried.

The Treasurer's report was read for information and approval. The Chairman accepted the treasurer's report as read.

OLD BUSINESS

Royal Road

Larry was out on Royal Road during the previous week's rain and sees no reason to remove the flowers as they are not hindering the water flow. He stated that the main issue is the removal of culverts in front of a few properties as they were replaced with 8 inch drains that cannot keep up with much of the water flow. Bryan motioned that the Township not spray the flowers/culvert at this time. Tony seconded the motion. All voted in favor and the motion carried.

MS4

No updates

Badger Lane Blacktopping

Jeff Scholten was present to present a petition and one updated quote to the Board. Township will begin to look into financing options and follow up with quotes as they are received. Jeff asked if it was possible that the Township would contribute money towards the project as the road needs gravel. Larry estimates that to repair the road to acceptable standards would be \$8,000. Roger stated that there is a possibility that the Township could assess \$8,000 less. Jeff will work on a new petition with an assessment breakdown that the residents have agreed upon and get updated quotes.

Fennert Variance Request

Jesse Fennert was not present. George Leary talked to Roger and said that if the Township approves the variance, the county will not fight it. Roger stated that Jesse has had a surveyor out to the property. Discussion is tabled until the Board receives a drawing from Jesse with his plans and neighbor approval.

Turtle Letter

George Leary emailed the Township that Mrs. Turtle had picked up a follow up letter stating that there is a lot that the Turtles must do before anything can move forward with splitting the property parcel and that many of the issues have been long standing.

Ordinances 10 and 11 & Bolton Menk Invoices

The Township has not received clarification on questions from Bolton Menk. Roger will contact them about issues that shouldn't have gotten past them. Jamie will email Bolton Menk with questions and changes from April 17, 2016, work session.

Wastewater & Water and Sewer Rates

June contacted the City of Mankato to get their rates for businesses. Mankato's unit is 750 gallons and ours is 100 gallons. They charge \$3.43 per unit of water and \$3.56 per unit of sewage coming to a total of \$6.99 per unit. Mankato also has a hook up charge on top of per unit rate. They stated that they cannot charge different costs for residential, business, or industrial except for pipe charges, which is in addition to \$6.99/unit charge. When adjusting the Township rates to Mankato's unit, the per unit cost is \$6.75 and there are currently no additional fees. Roger suggested adding back a minimum charge and adjusting the rates.

Big Gain will get a second meter for water going to their boiler as it does not have a drain so they will not get charged sewage for that meter.

Roger and June met with AFI but need to do more research. AFI is still not seeing the difference in per unit cost between Mankato and South Bend based on numbers given to June and Roger.

The Township needs to look into I&I, most likely around manholes. An option to curb I&I would be to reseal/re-grout around the manholes.

There was concern about the accuracy of meter readings from Hillcrest Nursing Home. Larry stated that the readings have been accurate when he goes there to check them.

Roger received an email from Brad Potter and the City of Eagle Lake. They have formed a Water Coalition with the Cities of Skyline, Madison Lake, and North Mankato, and the Lake Washington Sewer District, to work together to get regional equity with regards to Wastewater Treatment charges from the City of Mankato. Tony motioned that South Bend Township join the coalition. Bryan seconded the motion. All voted in favor and the resolution was passed.

A RESOLUTION FOR SOUTH BEND TOWNSHIP TO JOIN THE GREATER MANKATO WATER QUALITY COALITION

WHEREAS, the Cities of Skyline, Madison Lake, Eagle Lake, and North Mankato, Lake Washington Sewer District and South Bend Township are all existing partner communities of the Mankato Wastewater Treatment Plant; and

WHEREAS, the Cities of Madison Lake, Eagle Lake, North Mankato and Skyline are all existing partner communities of the Greater Mankato Water Quality Coalition; and

WHEREAS, there are other entities such as South Bend Township that use the Mankato Wastewater Treatment Plant that wish to be a part of the Coalition that are partners (cities, townships and Lake Associations) which desire regional equity with regards to Wastewater Treatment charges; and

WHEREAS, the partners believe by working together the best solutions for rate setting can be achieved for their citizens; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SOUTH BEND TOWNSHIP, BLUE EARTH COUNTY, MINNESOTA, that they hereby join the Greater Mankato Water Quality Coalition.

NEW BUSINESS

Water Bills—Jose Galvan and other residents

Jose Galvan not present but other residents were there about outdoor water usage. If they wish to have a second meter for outdoor usage so that they are not charged sewage charges on units used outdoors they would be responsible for cost of meter and the labor to install it. If they wish to proceed, they need to contact Larry.

Email from Bolton Menk Concerning Loan Application

Roger will verify that the loan would be for installing a second well. If it is for a second well, Tony motioned to proceed with the loan. Bryan seconded the motion. All voted in favor and the motion carried.

Township Attorney

Bryan contacted Chris Johnson and is waiting for further information from him.

Hawkeye Lane

The Township had contacted Brad Moe concerning his farmland on Hawkeye Lane to let him know that the Township was looking at installing new drainage ditches along the road and that some of the crops planted would be destroyed. Brad responded with an email requesting that the township reconsider. Moe also stated that the planting has not encroached the road as was stated and that the new drainage ditches would destroy some of the tile he had laid. Moe had tiling done by Kevin Krosch this spring and Krosch had approached Larry about tiling down the middle of the road also. As Krosch did not have the proper certification, Larry told him that the township was not interested at the time but will possibly look into it in the future. Moe also stated in his email previous court cases where the judges had ruled in favor of the farmers and if the Township did pursue the new ditches that he would file suit.

Jack McGowan was present with pictures showing how close to the roadway the crops were planted. He stated that when the corn begins to grow, it will cause a safety issue for people coming to his property. He has also given a copy of the photographs to the Free Press and told them to contact Town Supervisors after the meeting.

Larry stated that the road is not a platted road but an easement. Bryan has contacted Blue Earth County to verify this and to see what options the Township has available to them. Imminent domain may be possible but could be costly.

Life Insurance Policies

Roger thought that the Township should have insurance policies for Larry and Jamie. Larry stated that the Township had previously had life insurance policies in place for Larry and Deb but they lapsed in 2013 and were supposed to have been put back in place in 2014. Jamie will check into this further for the next meeting.

Birch Avenue/County Road 33 Ditches

Kyle Hulke was present to ask who is responsible for cleaning/mowing the ditch of Birch Avenue and Acorn Court. Larry stated that it is a township road so he will clear it.

Kyle also asked about who to contact to trim trees near power lines along County Road 33. He was informed to contact Xcel/telephone company depending on the type of lines and they would have them trimmed.

FIRE UPDATE

The Fire Department responded to one garbage fire during the burning ban put in place by Blue Earth County. They have more fire fighters signed up for fire school in the upcoming weeks. They had issues with the grass rig tires.

During an inspection on Wednesday, April 13, 2016, tires were found to have wires showing. Cory notified Rob. Rob notified Roger on Thursday, April 14, 2016, and due to Roger being both the Board Chairman and a fire fighter, Roger told him to get estimates and come to the Sunday work session and present them to the Board so that the Board could be informed but that they couldn't make an official decision on it. Rob told Roger that Cory could get estimates on Friday. The truck was taken in on Monday for new tires and Rob did not show up at the work session as he stated that he made the decision based on the safety of the fire fighters and the residents to take the truck in as it is an emergency vehicle. Rob had planned on attending the work session but was remodeling his basement and forgot about it.

Roger contacted the MAT attorneys and was told that the Board had two options:

1. Make Rob pay for the tires out of his personal money.
2. The Township would pay for the tires and
 - Rob would have a written reprimand in his file as he exceeded his authority;
 - Rob could be removed as chief; or
 - Nothing would happen.

Bryan stated that yes, what Rob did was wrong because it was a decision that should have been made by the Board and someone should have been at the work session to present the quotes. He does feel that there should be consequences, however, he does not think that having a written reprimand that could affect his future career is the right punishment.

Tony thinks that having half of the money he receives from fire calls to put towards the cost would be a possible option, even though it may take a long time. He also wants to know where the line should be drawn. Larry stated that common sense should be used. He also thinks that the tires should have been replaced previously rather than rotating them.

June wants clarification as to what Tony means by money received. Clarification was that it would be half of his end of the year compensation check. Also stated that her main concern was who was liable if there had been an accident on the bad tires because the Board unofficially knew about the situation but did not act. She also clarified that Larry does not have to get Board approval for purchases on necessary maintenance or safety issues. He was originally able to spend up to \$100 without Board approval. Now he uses his discretion and common sense and feels that it should be the same for the Fire Department. June also questions why the Fire Department is being drilled over every dollar spent when the Public Works and Office are not. She also feels that the Board should be working with the Fire Department, just like the other two positions.

Larry does not feel that this should even be an issue as it is a safety issue with a safety vehicle. He stated that it was tires, not an optional accessory. The Township would then be liable for any injuries/deaths. If he had a situation where he needed to fix a tire, he would just fix it and let the Board know after it was fixed. He also stated that the tires were down to the cords almost two years ago but the Board and Fire Department had decided to just rotate the tires instead of replacing them.

Kyle Hulke, as a Township resident, voiced his concern that waiting on tires would have meant that the truck would be taken out of service and further endanger residents of the Township should a fire occur. He also feels that the Fire Chief's job is to keep the fire fighters safe and to be able to give an adequate response time in emergency situations.

Roger also felt that the annual inspection should have caught the issue. June wanted to know the process for the inspection. Truck was not lifted on hoist so if the part with wires showing was on the ground, it would not have been seen. He agrees that the Township should pay for the tires, not Rob, but his issue is that Rob did not show up to the work session when he was requested to do so.

Bryan made a motion that the Board approves and pays for the tires and that there will be a reprimand in the minutes but not an official letter. He also added that if it happens again, there will be serious consequences. Tony seconded the motion. All voted in favor and the motion carried.

PUBLIC WORKS UPDATE

On April 29, 2016, Larry found that the water tower was leaking. He had Maguire Iron come inspect and the piping needed to be replaced. Estimate to fix is \$57,500.

June made a motion to sign the contract and fix the piping. Bryan seconded the motion. All voted in favor and the motion carried.

Larry stated that the frost boils are beginning to dry out and roads are soft but passable. He will be having gravel delivered in the next few weeks. A resident contacted the township about having Union street bladed so Larry will get to it the next day.

CLERK/TREASURER UPDATE

Summer Short Course: MAT encourages all Supervisors to attend. Will watch for more information on courses and register at June meeting.

Audit Meeting: May 9th, 2016, at 5 PM with Kyle from Abdo, Eick & Meyer.

Jamie contacted Key City Locks and the cost to rekey the front door lock is \$67 and then it would be \$10/key for the keys. Bryan will talk to them to see if they can give us a better price on the keys. No decision was made at this time.

Larry called Shirley Rosenau and offered to settle the invoice from Quality Tree Services for \$1000. Shirley will talk to Barry and get back to the Township

BECATO send out an Ordinance passed by Judson Township in response to sex offenders and strongly encouraged all townships to pass a similar one. The Board will review for the next meeting.

Larry has only received one quote for the blacktopping of Hawley, McCauley, and LeHillier streets.

Tony has requested that the Board have copies of the 2015 ledger for all accounts. Jamie will have them by the next meeting.

Tony motioned to pay bills as presented. Bryan seconded the motion. All voted in favor and motion carried.

The meeting was adjourned by motion from June and second by Tony at 9:27 pm.

Respectfully Submitted by:

A handwritten signature in dark ink, appearing to read "Jamie Malvin". The signature is fluid and cursive, with the first name "Jamie" written in a larger, more prominent script than the last name "Malvin".

Jamie Malvin, Clerk/Treasurer

**South Bend Township
Special Meeting
May 9, 2016**

The special meeting of the South Bend Township Board of Supervisors was called to order at 5:00 pm on May 9, 2016. The purpose of the meeting was to review the 2015 Township Audit. Board members that were present were June Lonnquist, Roger Veldhuisen, Chad Ruch, Anthony Albang, and Bryan Wendland. Also present was Jamie Malvin, Clerk/Treasurer.

Audit Review

Kyle Meyers went through the Annual Financial Report for the Township. He compared the current year to previous years. He also explained that the restricted funds were due to grants received for specific purposes, such as monies in the Road and Bridge fund reserved for operating and maintaining the Township's roads and bridges. The Utility Fund is unrestricted.

He also went through the Management Letter with the findings of the audit. He suggested that the Township look into CDs or a money market account to get a better return as the Township currently has all funds in a checking account. If an emergency were to arise, the Township would be able to transfer money between funds as long as it is not restricted money.

Kyle also suggested using CTAS to create future budgets and to be more general in account codes used.

Other issues

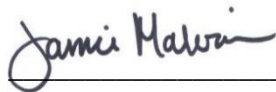
Roger explained to Chad what was happening with the water tower and updated the Board on the progress.

Jamie was given permission to contact Mike Kennedy for assistance with writing the personnel policy.

Jamie notified the Board that Big Gain had contacted the Township and wanted to donate office chairs to the Hall to replace the current ones. Jamie will check on the process for accepting the donation and contact Big Gain.

The meeting was adjourned by a motion from Roger and a second from Bryan at 5:46 pm.

Respectfully Submitted by:



Jamie Malvin, Clerk/Treasurer

**South Bend Township
Regular Meeting
June 7, 2016**

The regular meeting of the South Bend Township Board of Supervisors was called to order at 6:58 pm on June 7, 2016. Board members that were present were Roger Veldhuisen, June Lonnquist, Bryan Wendland, and Tony Albang. Also present was Jamie Malvin, Clerk/Treasurer. Chad Ruch was absent.

Roger accepted the agenda as presented.

The minutes were reviewed from the May 3, 2016 regular meeting and May 9, 2016 special meeting. Roger requested the section concerning Royal Road be reworded to say that "Bryan motioned that the Township not spray flowers/culvert at this time." He also made a request to correct the paragraph concerning the tire purchase in the Fire Update section, "Rob told Roger that he could have the truck in and tires put on it on Friday" should state, "Cory could get tire estimates on Friday and the truck could be taken in on Monday." The next sentence was also corrected to with the date the truck taken in being Monday and not Friday. Tony made a motion to approve the minutes as amended. Bryan seconded the motion. All voted in favor and the motion carried.

The Treasurer's report was read for information and approval. The Chairman accepted the treasurer's report as read.

OLD BUSINESS

MS4

The clerk received an email from Josh Stock with the Minnesota Pollution Control Agency asking for input about days/times for a workshop during the first week in August to assist new MS4 permittees in completing their SWPPP application for MS4 permit coverage. Tony is available any day/time except Wednesday. Jamie will notify Josh.

Badger Lane Blacktopping

No one was present from Badger Lane but Roger presented two updated estimates that he received from Jeff Scholten. The first was from WW Blacktopping for approximately \$75,000. The bid would require 3" rock from the township. The second estimate was from SMC for \$118,534.93.

Jeff also provided an updated petition with eight of the nine property owners wanting to go forward with the process. The residents would want the entire cost assessed to their properties but have not given a breakdown to the Township.

Jerry Eken was present and stated that if the project was going to be assessed that the Township must get the bids, not the residents.

Jamie will get the information about the bid and assessment process to the Board and it will be reviewed when the meeting is continued.

Hawkeye Lane

Bryan presented information that he researched at the county. In 1988, there was a resolution passed to establish a 66 foot right-of-way for listed roads, including Hawkeye Lane. Larry still insists that unless it is noted on the property owners' abstract, the road is still an easement. Roger wants to contact MAT.

Jerry Eken suggested to contact Survey Services to get their opinion on it. Bryan will contact them.

Ordinances 10 and 11 & New Well

Jamie received updated drafts of the Ordinances right before the meeting. Further discussion is tabled until next meeting so that everyone can review the updates.

Jamie worked with Bolton & Menk to get an IUP request letter submitted to the Minnesota Department of Health and Minnesota Public Facilities Authority.

Roger talked to the property owners that were previously going to sell the township land for the new well and they no longer wish to sell so the township will need to find a new location. The grant that the township received is a 50/50 grant for putting in a second well. CHS is another option for the location as they had previously discussed giving the township land. Roger will follow up with them.

Jerry Eken asked about possibly getting a second supply from Mankato and thought that the board should look into if they could use the grant money for that option.

Township Attorney

Bryan contacted Chris Johnson and is waiting for further information from him. He will have it by the next meeting.

Sex Offender Ordinance

Tabled until everyone is able to read through.

Wastewater & Water and Sewer Rates

Roger and Tony met with Big Gain. Best option for them is to install the second meter.

AFI has not contacted the township again but based off of the numbers that they gave the township, their best option is to upgrade to more efficient equipment.

For residential users, Bryan suggested to leave rates how they are. June suggested possibly going back to having a minimum bill or adding a flat fee based on pipe size.

Rates will be looked into and discussed further at the next meeting.

Road Policy

Bryan made a motion to change the road policy from the township covering the full cost of replacement to splitting the cost as follows: 1/3 paid by the township, 1/3 paid by each side of the street. Tony seconded the motion. All voted in favor and the motion carried. Jamie will work on rewriting the policy for the next meeting.

NEW BUSINESS

Union Hall Purchase/Conditional Use Permit—John Fritz Construction

John Fritz contacted the Township to let them know of his intent to purchase 816 South Bend Avenue (the former Union Hall). He has talked to George Leary with Blue Earth County as well as Mark Konz with the City of Mankato. He intends to use the building for office space and storage/staging.

The property is currently zoned residential and Konz said that he could possibly get a conditional use permit for his intended use. Fritz was not present due to a family engagement but will continue to work with the township, city, and county.

Bryan does not think that he will be able to as previous potential purchasers were told that they could not do anything commercial. Roger will follow up with Fritz and Leary as it is not clear if the county was asked about the possibility of a conditional use permit.

Quotes to Overlay Streets

Larry received quotes from WW Blacktopping and Nielsen Blacktopping to reconstruct LeHillier Street, Hawley Street, and McCauley Street. Larry was going to contact Nielsen's as there were a couple things on the estimate from WW that were not on theirs that we wanted. The estimates are as follows:

Street	WW Blacktopping	Nielsen Blacktopping
LeHillier Street	\$31,697.60	\$31,680.00
Hawley Street	\$16,929.83	\$12,720.00
McCauley Street	\$34,708.35	\$30,880.00
TOTALS	\$83,335.78	\$75,280.00

The Board will look over the numbers and make a decision at the next meeting.

Contractors using water from hydrants

R&E has been filling up on a daily basis. Clean Tech information was given to Larry.

As long as contractors contact Larry and keep track of amount taken, the Board does not have any issues.

FIRE UPDATE

Fire Department responded to three calls. The first was a lift assist request. They followed to help unload at Mayo Mankato. They did not bill for this. The second call was a semi went off the road due to a possible stroke the driver suffered. The third call was for a car hitting a power line and causing the power line to snap. They billed for the second and third calls.

Truck 5415 is back in service after having the wheel seal fixed.

Skyline is auctioning off their old equipment. There was little that was of any interest as they gave the department anything that was needed. They were watching a few items that would be good for extras but the prices were too high. The department is contemplating the hose dryer but has not made a decision at this time.

The fire department received two new applications from Zachary Morrow and Nicholas Kielas that they would like to move forward in the application process. The first step would be a joint committee review. Bryan and Roger asked Rob to present the current "New Member" section of the unapproved By-Laws to the Board for approval as the Employment Manual is not completed.

Article 4 New Members

- A. To be a member of the department, each applicant must be (18) eighteen years or older and hold a valid MN driver's license.
- B. All prospective members must fill out an application, agree to a background check, and be reviewed by at least five members of the Joint Committee. A written test will then be administered. After the written test, there will be an oral interview before at least five Joint Committee members. A physical agility test will be administered by one officer and other firefighter members. If all is completed, the application will be brought to the Town Board for final approval. After approval of Town Board, the physical and drug test will be given. After an approval letter is given to chief, at the next regular meeting they will become a probationary member. All new members will be placed on (1) one year probation. During that

time the member cannot miss a single meeting, general, work, or special, without notifying an officer and having a good reason. After the (1) one year probation has been served, the member will go before the Joint Committee to have their record reviewed. The Joint Committee will make its' recommendation to the department. It will be voted on by (2/3rds) two thirds members present via secret ballot.

- C. First year probationary members cannot belong to the Relief Association until probation is served. First year probationary members cannot take NFPA Fire Fighting class (1001) until probation is served.
- D. To join the department, the prospective member must live within a ten minute response time of the fire hall.
- E. All members after (1) one year probation must join the South Bend Township Relief Association. Any member not paying their relief association dues will have it deducted from their wages.

Bryan made a motion to proceed with the presented "New Member" section for the two applicants. Roger seconded the motion. All voted in favor and the motion carried.

PUBLIC WORKS UPDATE

Gravelling of roads is completed and Larry will start mowing this week. He still hasn't heard anything from Quality Tree Service in regards to their outstanding invoice.

CLERK/TREASURER UPDATE

Life Insurance We do not currently have life insurance for Larry and Jamie. Jamie will contact Minnesota Benefits Association and see what we have carried in the past and what the current cost will be for the next meeting.

Chair Donation Resolution Big Gain was in the process of replacing their office chairs in their conference room and asked if they could donate seven to the Township as the ones in the Town Hall are getting to the end of their life. Tony made a motion to accept the donation. June seconded the motion. All voted in favor and the resolution passed.

RESOLUTION # 2016-05 RESOLUTION ACCEPTING DONATIONS

WHEREAS, South Bend Township is authorized to accept and maintain donations of real and personal property pursuant to Minn. Stat. § 465.03 for the benefit of its citizens; and

WHEREAS, the following persons and entities have offered to contribute the donations set forth below to the Township:

<u>Name of Donor</u>	<u>Donations</u>
1. Big Gain	Seven (7) office chairs

WHEREAS, the terms or conditions of the donations, if any, are as follows:

<u>Donation Number</u>	<u>Terms or Conditions</u>
------------------------	----------------------------

WHEREAS, the Township Board finds that it is appropriate to accept the donations offered.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN BOARD OF SOUTH BEND TOWNSHIP, BLUE EARTH COUNTY, MINNESOTA, AS FOLLOWS:

10. The donations described above are accepted and shall be used in accordance with noted terms or conditions either alone or in cooperation with others, as allowed by law.
11. The town clerk is hereby directed to acknowledge to each donor the town's acceptance of the donor's donation.

Debit Card Policy Jamie contacted Abdo, Eick and Meyer about process to put in place to remove the finding regarding the clerk's debit card. The Board needs to put a policy in place relating to the use of the debit card with regards to who is allowed access and the maximum amount allowed without prior Board approval. The clerk must also keep receipts and continue to present all purchases made to the Board for approval at the monthly meeting.

Website Jamie presented the Board with the draft of the new website for approval. The new website would not be subject to an annual hosting fee. Jamie will look into current cost for domain name to be transferred to the new website and present it at the next meeting.

CenterPoint Energy Notification Jamie notified the Board of a notification of natural gas main installation along Hawley Street. The project is for Big Gain Reinforcement and will begin at the end of August 2016.

2015 Population and Household Estimates Jamie received a notice from the State Demographer with the population and household estimates for 2015. The population estimate is 1,634 and the household estimate is 662. The information was also sent to Blue Earth County with final numbers to be released in July.

Summer Short Course Registration for the MAT Summer Short Course needs to be mail. Jamie presented the agenda. Bryan, June, and Jamie will attend the Mankato session. Tony will attend the Morton session.

House Fire at 1429 South Bend Avenue A bill was sent to the property owner's insurance company. Insurance coverage was only \$500. June made a motion to bill the property owner for the remaining bill of \$908.57 and to assess it to property taxes if it is not paid. Tony seconded the motion. All voted in favor and the motion carried.

PUBLIC INPUT

Jerry Eken was present to discuss multiple items. His first issue was the article in the Mankato Free Press concerning the Fire Department no longer looking into combining with the City of Mankato. It was stated that South Bend Township would not have the equal or better service if the departments combined and he was interested in the supporting documentation. He also did not feel that there was an official motion/vote of the Board to drop the issue. He reminded the Board that their duty is to represent the tax payers and look out for their best interest. Roger will pursue contacting Lake Crystal and Good Thunder to get further information about combining services or contracting out.

The second issue that was discussed was the purchasing power of the Fire Chief as he had heard rumors about the issue with tires on Truck 5425. Jerry wanted to know why the Fire Department is treated differently than the clerk and public works. The 2016 Truck Maintenance Budget is \$3700. The Board is addressing the issue and will work with all three departments to get specific amounts they can spend prior to Board approval.

Tony was contacted by members of the WOTM that hold meetings in the Town Hall twice a month. They were concerned about the floor not being cleaned as they have cleaned the Hall both before and after their meetings. The Fire Department cleans after their monthly meeting.

Tony is also concerned about motor bikes and 4-wheelers going up and down on the dike. He was wondering if the Township would be held liable for injuries. There are signs posted on the dike saying that no motorized vehicles are

allowed and the Board suggested that he and other concerned residents contact the Sheriff's Department when they see this happening.

Tony and Bryan asked if the Short Courses were required by the Township Association. Jamie explained that they strongly recommended all supervisors attend but attendance is not mandatory.

Jesse Fennert variance request has been approved by Blue Earth County.

Tony presented an article from the Mankato Free Press (5/22/2016 edition) concerning failing septic systems and annexation by the City of Mankato.

Robert Lorentz requested to see the claims listing for the current meeting.

Tony motioned to pay bills as presented. Bryan seconded the motion. All voted in favor and motion carried.

The meeting was recessed by motion from June and second by Tony at 9:16 PM and will reconvene June 26, 2016 at 7 PM.

Respectfully Submitted by:

A handwritten signature in dark ink, reading "Jamie Malvin". The signature is written in a cursive, flowing style. The first name "Jamie" is written with a large, looped "J", and the last name "Malvin" follows in a similar cursive script.

Jamie Malvin, Clerk/Treasurer

**South Bend Township
Continued Regular Meeting
June 26, 2016**

The continued meeting of the South Bend Township Board of Supervisors was called to order at 6:58 pm on June 26, 2016. Board members that were present were Roger Veldhuisen, June Lonnquist, Chad Ruch, Bryan Wendland, and Tony Albang. Also present was Jamie Malvin, Clerk/Treasurer.

Roger announced that as of the August 2, 2016, regular board meeting he will be stepping down as Chairman but remaining on the board.

OLD BUSINESS

FIRE DEPARTMENT

At the Monthly Fire Department meeting, Roger had made a suggestion that the Fire Department become an independent service contractor for the Township. He wanted to clarify that the opinion was his own and not a reflection of the Board.

Purchases/Maintenance:

- June suggested that the Fire Chief has the authority to perform maintenance up to what is budgeted for vehicle maintenance.
- Chad suggested setting a certain dollar amount, \$1000 to \$1500, that the Fire Chief can spend up to before needing permission/letting a Board Member know in an emergency situation.
- Roger agreed with Chad, clarifying that the Fire Chief should contact the Board Chairman. Tony then asked if the Chairman could then notify the other Board Members. He was informed that it would violate the Open Meeting Law.
- Rob Stone was present and agreed that \$1500 would be a good limit with only the Fire Chief having authority to make purchases. If the Fire Chief is not present, the commanding officer would be able to make purchases in his place.
- Doug Schaller was present and suggested putting in place a tiered approval with the Fire Chief being able to spend up to \$X amount without approval, \$XX amount with Chairman approval, and \$XXX with full Board Approval. Tony suggested \$1000, \$1500, \$1500+ as the tier limits.
- Bryan suggested a straight limit of \$1500 with a requirement of having two estimates to present at the next regular board meeting and go month-by-month.

Bryan made a motion to set the Fire Department spending limit at \$1500, with two estimates, and by only the Fire Chief or Commanding Officer. Chad seconded the motion. All voted in favor and the motion passed.

Road Policy

Jamie notified the Board that Mike Kennedy is working on the revision and will have it for the next meeting.

Badger Lane Blacktopping

Roger talked to the residents and none are planning on paying the assessment in full, in advance. They wish to split the total of the project equally between all of the properties. Mike Kennedy will write up loan paperwork. Bryan stated that the township must be the one getting the bids if the project is going to be assessed. Doug agreed with Bryan, stating that the township must be the one getting the bids but that the residents can decide how to assess the properties. As the project is not supported 100% by the residents, the township needs to have assessment hearings. Roger will have Larry get bids before moving forward.

Quotes to Overlay Streets: McCauley, LeHillier, Hawley

Project will begin after the road policy is updated.

Union Hall Purchase/Conditional Use Permit—John Fritz Construction

Roger has not had an update from Fritz or Blue Earth County. The county has the ability to issue a conditional use permit or a limited use permit. George Leary has said in the past that the building could be used as a Town Hall without an objection by Blue Earth County.

Birch Avenue

Tim Johnson was present to ask the township to fix a larger dip/frost boil area of Birch Avenue.

Sex Offender Ordinance

At the BECATO quarterly meeting, the county attorney stated that the townships could pass the ordinance but that he would not recommend the county enforce it. Bryan removed himself from the discussion. June and Tony both said that they would not support the ordinance. The issue is dropped.

Hawkeye Lane

Bryan will have more information for the July meeting.

Ordinances 10 and 11 & New Well

There were still a few typos. Jamie will fix the following:

- Ordinance 10
 - Page 4, Section 27: “cost” not “coat”
 - Page 4, Section 29: “a” not “o”
 - Page 8, Section 1: “South Bend” not “Southbend”
 - Page 8, Section 1: “taxes” not “tuxes” and “fees” not “tees”
 - Page 8, Section 2: “Fund” not “Ruud”
 - Page 11, Section 3: “a” not “u”
- Ordinance 11
 - Page 10, Section 8: “Streets, sidewalks...” not “Streets g sidewalks...”
 - Page 10, Section 10: “water service” not “sewer service” and “water line” not “sewer line”
 - Page 12, Section 17: Tony wanted to know if it made sense to require two meters on residential new construction. Chad said that as it only applies to new construction in the water service area that it should be left as is. He also added that it is similar to what the City of Mankato requires.
 - Page 17, Section 15: “or operator” not “Of’ opera tor”

Jamie will get confirmation from Mike Kennedy as how to proceed by the July meeting.

Water Rates

Roger recommends setting a work session to review rates. As for the bills at AFI, there is nothing that the township can do without them upgrading their current equipment. Big Gain still hasn’t had a second meter installed as they are waiting to see what will happen to the water and sewer rates.

June said that per information from Larry, the township is billing for the amount of water coming across the river. Roger thinks that the difference in water and sewer is partially from Hillcrest.

PURCHASING POWER

Maintenance/Public Works

- Bryan suggested that there should be a \$1000 limit with a call to the Chairman.
- Roger suggested that there should be the same requirement that the Fire Department has, \$1500 and two estimates.
 - Doug reminded the Board that the Fire Department has a committee to look at maintenance requests and makes a decision whereas the Public Works Department doesn’t

- Chad suggested a \$500 limit and stressed that Larry is not going to be around much longer and there needs to be accountability.
 - Doug stated that Larry had the same type of accountability as the Fire Chief when he was Chairman as there was communication between both and the Chairman.
 - Roger added that Larry is good about planning ahead and communicating issues.

Tony made a motion to set the purchasing limit at \$1500, except in emergency situations, with two estimates and a call to the Chairman. There was not a second. Motion failed.

Royal Road

Chad has been receiving calls from residents asking when the ditches will be cleaned out as water is not flowing. Roger explained that Larry has been out to the road multiple times during rains and stated that the water is flowing how it should. As long as the flowers are not blocking the line of sight, the township will not interfere. Chad acknowledged that Paul Bohnert had done some work in his culvert but that it is still slowing the water flow. Roger and Larry will go out the next time it rains as there needs to be maintenance or the culvert will be blocked.

211th Lane

Chad also received calls about drainage on 211th Lane. Larry does not believe that there has ever been a culvert under the road. Robert Lorentz was present and is not for certain but believes there was a culvert running North and South at one time.

Township Document Request

Doug Schaller was present as he received an email from the Clerk asking if he had any documents to turn over. He was wondering if there was a certain issue that the Board was wondering about as all of the information he had he presented and gave to the Board at the meetings. He stated that he will give advice/information as needed/requested.

Fire Contracting

Rob Stone was present to ask the Township about statements made by Roger at the monthly Fire Department Meeting. As he was told at the beginning of the meeting, the comments were not the position of the Board. He then asked the Board if they are wishing to continue maintaining the Fire Department. The Board stated that they wished to continue maintaining the department.

Rob had been told that Mankato Township has not been getting along with the Saint Clair Fire Department. He was wondering if the Township would be interested in expanding the service area.

Doug stated that Mankato Township had a concern about the Fire Department not having a “rescue truck.” He also said that the Board could contact their Board to set up the beginning of a discussion and that our Board should think of what would be supported in terms of rates/charging for a future Joint Powers Agreement.

Roger stated that the Fire Department could research expanding at least out to Stoltzman Road and recommends having a resident of Mankato Township start a petition so that the Fire Department does not upset Saint Clair’s Fire Department.

Bryan does not see an issue as it would speed up response time to Mankato Township and it is in the best interest of the residents. He thinks the Fire Department should pursue the issue.

Old Office Chairs

Tony was wondering what should be done with the old office chairs. The Board has decided to leave them in the Hall at this time.

The meeting was adjourned by motion from June and second by Bryan at 8:09 PM.

Respectfully Submitted by:

A handwritten signature in dark ink, reading "Jamie Malvin". The signature is written in a cursive style with a large initial "J" and a dot over the "i" in "Malvin".

Jamie Malvin, Clerk/Treasurer

**South Bend Township
Regular Meeting
July 5, 2016**

The regular meeting of the South Bend Township Board of Supervisors was called to order at 6:58 pm on July 5, 2016. Board members that were present were Roger Veldhuisen, June Lonnquist, Chad Ruch, and Tony Albang. Also present was Jamie Malvin, Clerk/Treasurer. Bryan Wendland was absent.

Roger accepted the agenda as presented.

The minutes were reviewed from the June 7, 2016 regular meeting and June 26, 2016 special meeting. Chad made a motion to approve the minutes as read. Tony seconded the motion. All voted in favor and the motion carried.

The Treasurer's report was read for information and approval. The Chairman accepted the treasurer's report as read.

OLD BUSINESS

MS4

The clerk notified the Board that the application workshop will be held on August 2, 2016, from 9 am until noon at the MPCA office in Mankato. Tony and Jamie will attend.

Badger Lane Blacktopping

Jim Jirak and Dennis McCormick were present to request the status of the project. The township is still waiting on bids. Roger explained that we need to have an engineer involved as part of the assessment process and that the cost would be part of the total cost of the project. He let them know that the township will contact either I&S or Bolten & Menk.

Roger made a motion to contract with Bolten & Menk for the feasibility study for Badger Lane. Tony seconded the motion. All voted in favor and the motion carried. Jamie will contact Dan Sariff to get the feasibility study started.

Resolution Declaring Adequacy of Petition and Ordering Preparation of Report

BE IT RESOLVED BY THE TOWN BOARD OF South Bend Township, Minnesota:

1. A certain petition requesting the improvement of Badger Lane by South Bend Township, filed with the board June 7, 2016, is hereby declared to be signed by the required percentage of owners of property affected thereby. This declaration is made in conformity to Minn. Stat. § 429.035.
2. The petition for proposed Improvement No. 2016-1 is hereby referred to Bolton & Menk and that person is instructed to report to the board with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

Hawkeye Lane

Bryan was not present, no new information.

Ordinances 10 and 11

Public hearing for input on the ordinance revisions is set for August 2, 2016, at 6:30 pm.

Wastewater & Water and Sewer Rates

Water and Sewer Rates: Robert and Debra Ziegler of 418 McCauley Street were present to discuss their last few water bills. They stated that there are only the two of them living in the house and they are gone most of the day, Monday through Friday, so they are not sure how they can be using so much water.

Roger would like to look at the issue at the next meeting to see if there is another large usage amount. Ziegler's also will keep a log of water usage to compare. June also explained that they can read the meter daily to monitor usage. Roger also explained that they have the option of putting in a second meter for outdoor usage.

I&I: Roger will work with Larry to get the locations of leaking manholes. June stated that she has talked with Mary Fralish from the City of Mankato and there is money available to fix the issues. There is a ten year lookback on the rates so we might not see a decrease in our costs immediately.

Union Hall Purchase

No new information.

LeHillier Street Blacktopping/Road Policy

Roger has not heard about the difference in the bids. He will talk to Larry for clarification. He will also discuss with Larry if either quote addressed the difference in weight restrictions for McCauley Street. Jamie will contact Mike Kennedy for clarification of the ability to assess roads that are more of a thoroughfare.

Chad made a motion to approve the updated road policy. June seconded the motion. All voted in favor and the motion carried.

WHEREAS, South Bend Township in 1997 adopted a policy regarding payment responsibility for costs associated with the construction, improvement, reconstruction, maintenance, and reconditioning of roads within the Township, and

WHEREAS, the Town Board of South Bend Township recognizes that the Township is unique in that it has rural aspects of most Townships and, at the same time, has characteristics of many small Cities in Minnesota, and

WHEREAS, the Town Board wishes to adopt a policy that is fair to all property owners and residents of South Bend Township, and

WHEREAS, in circumstances where there is a special benefit to adjoining property there should be a reasonable sharing of the costs of such improvement,

BE IT THEREFORE RESOLVED, that the following be the policy and practice of South Bend Township regarding financial responsibility for costs associated with township roads:

1. New Construction. New construction is defined as the building of a township road in connection with a new subdivision, or where there is currently no existing road(s). In such circumstances 100% of the cost of building the road shall be the responsibility of the developer and/or land owner. The roads shall be built to township road standards. Should the township undertake to build the road 100% of the cost of the road shall be assessed to the adjoining landowners with 50% assessed to each side of the road abutting such improvement.
2. Road Improvement not petitioned by landowner. Any improvement of an existing road requiring resurfacing of an existing blacktop/bituminous roadway within the township not petitioned by the landowner shall be 1/3 the responsibility of the township and 2/3 the responsibility of the landowner. The landowner's share of the costs may be assessed against the landowner's property in conformance with the assessment policy of the township.
3. Road Improvement petitioned by landowner. Any improvement of an existing road requiring upgrade to blacktop/bituminous from gravel/loose rock road that is petitioned by the

adjacent landowners shall be assessed 100% to the adjacent landowners. All improvement must be to standards set by the township and Blue Earth County.

4. Once property has been improved as set forth in 1-3 above, the Township shall be solely responsible for ordinary maintenance. The level of maintenance on any Township road shall be at the discretion of the Township Board.

Township Attorney

Bryan was not present, no new information.

Policy Manual

Jamie will send out the blanket copy from the League of Minnesota Cities for Board Members and Fire Department to review.

Spending Resolution

After further consideration, Roger motioned to set the spending limit for the Fire Chief and Public Works Manager at \$1500 between meetings in emergency situations and the Clerk limit remains at \$800. Chad seconded the motion. All voted in favor and the motion carried. Jamie will update the resolution for the next meeting.

RESOLUTION APPROVING AND AUTHORIZING EXPENDITURES FROM TOWNSHIP FUNDS WITHOUT PRIOR APPROVAL BY TOWN BOARD

WHEREAS, the Township of South Bend does not have a spending policy for their department heads; and

WHEREAS, the town board realizes that not all purchases can be authorized at the regular monthly meeting; and

WHEREAS, from time to time emergencies arise that require immediate action including spending of township funds; and

WHEREAS, in such circumstances it is not practical to call a special meeting of the town board or to wait until the next regularly scheduled town board meeting before making such emergency purchases, and

WHEREAS, under such circumstances the Town Clerk, Town Fire Chief and Town Public Works Manager do make decisions regarding such emergency expenditures;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN BOARD OF SOUTH BEND TOWNSHIP, that the Town Clerk is authorized to expend sums of up to \$800 in an emergency with such expenditure being presented to the Town Board at it's next regularly scheduled meeting for approval and notification of the Town Board Chairman before, if possible, or as soon as possible after the purchase; and

BE IT FINALLY RESOLVED, that the Town Fire Chief and Town Public Works Manager are authorized to spend up to \$1500 in an emergency with such expenditure being presented to the Town Board at it's next regularly scheduled meeting for approval and notification of the Town Board Chairman before, if possible, or as soon as possible after the purchase.

NEW BUSINESS

Richard Turtle—Fire Bill

Richard Turtle was not present. He cannot pay his bill. Rob had talked to him and told him that he could submit it to his insurance company. Turtle stated that it was his renter that had started the fire. He was also cited by Blue Earth County as the fire was during a burning ban. Rob will double check the report to clarify that it was the renter.

Election Judge Appointment

Jamie sent out letters to the election judges on the list she received from Blue Earth County to see if they were interested in assisting with the upcoming primary and general elections. She had received responses from five judges: Ruth Carlson, Steven Flo, Wayne Lonnquist, Shirley Rosenau, and Mary Sutch.

Tony made a motion to appoint the five judges that we have heard from for the primary election August 9, 2016. Roger seconded the motion. All voted in favor and the motion carried.

Jamie will send them a follow-up letter with a schedule for the day.

FIRE UPDATE

Fire Calls: Fire Department responded to five calls: two car accidents, a downed power line, mutual aid to Madelia trench collapse, and the Nicollet Dairy Farm fire. They were called for mutual aid to a downed power line and flooding in Minneopa but were cancelled before arrival.

Contracting Services to Mankato Township: Rob talked to the chairman of the Mankato Township board about possible fire protection and was told that they are happy with St. Clair. The issue of contracting out was dropped.

New Applicant: The department received an application from Alan Ebbing. He recently retired from North Mankato's Department. Roger asked about a possible conflict of interest with Alex Air Apparatus as he is their General Manager/Service Manager for the Mankato Office. Rob explained that sales and services would be run through the main office in Alexandria as they had done the same thing when Alan was on the North Mankato Fire Department. Rob was given permission to proceed with the application process.

Fire hydrant flushing: June was wondering who is responsible for flushing fire hydrants as she hasn't seen it done. Hydrant flushing has previously been done by Public Works but it has been suggested that the Fire Department should do it as they need to use them for fires. Rob stated that he could ask for volunteers to flush them quarterly at their next meeting. Roger will look at his personal paperwork as he flushed them once last year. June stated that the township would pay \$10/hour as it would be considered backup utility maintenance.

Fire Fighter pay: Jamie informed the Board that the fire compensation is fully taxable. She has given Rob the W-4s and I-9s for the fire fighters. Jamie will look into if PERA should also be taken out.

PUBLIC WORKS UPDATE

Larry was not present but gave the board a quote for a Replacement Flow Meter in the pump station. The Board will wait for further clarification from Larry before proceeding.

Roger discussed increasing Larry's 2016 raise. He was given a 1% raise but is taking home less money. Roger proposed that the rest of the board rethink the raise amount and will discuss it at the next meeting. Jamie will resend the documents from the 2015 discussion.

CLERK/TREASURER UPDATE

Life Insurance Jamie presented the options for life insurance through Minnesota Benefits Association. The entire Board would need to apply for insurance, cannot do individual policies for Public Works and Clerk. June will look into other options. Roger tabled the discussion until all board members are present.

Records Retention Resolution Jamie presented the Township General Records Retention Schedule for the Board to approve as there is not a record of it being accepted. Roger questioned if we wanted to have some documents kept longer than recommended. The board will review the websites for discussion at the next meeting.

Upcoming Meetings District 2 Annual Meeting is August 10 at 6:30 pm in Lakefield. Interested Board members should contact Jamie. First annual Big 4 Meeting is being held July 28 from 5 pm to 8:30 pm at South Central Service Cooperative in North Mankato. The Minnesota Association of Townships has teamed up with League of Minnesota Cities, Minnesota School Boards Association and Association of Minnesota Counties. This workshop will teach you skills to run more effective meetings, and handle disagreements constructively when conflicts arise. June is already registered. Roger will check schedule and get ahold of Jamie if available.

Check Signatures As the position of Clerk/Treasurer is combined, the Township only needs to have two signatures on each check written for payment. After discussion, the Board decided to continue requiring three signatures.

PUBLIC INPUT

Roger wanted to clarify that he is not stepping down as chairman due to health issues.

June attend the Board of Appeal and Equalization session at the MAT Summer Short Course and is now trained for the Township. The rest of the Board has the option of doing the training online through the State of Minnesota's website. Tony stated that Board members had previously been trained. Roger stated that the Township can make recommendations but Blue Earth County has the final say in taxation. June stated that if the Board was interested in holding their own Board of Appeal that we would need to contact the county this fall.

Kyle Hulke was present to ask if a tree had fallen across Birch Avenue as there were large branches off to the side of the road. He was wondering if a resident had cleared them or if Larry had left them. Roger will ask Larry about it.

Kyle also had concerns about a resident cleaning out a ditch/culvert along the road. He was told to contact the county about the issue as the county is responsible for maintaining it.

Chad motioned to pay bills as presented. Tony seconded the motion. All voted in favor and motion carried.

The meeting was adjourned by motion from Roger and second by Tony at 9:06 PM.

Respectfully Submitted by:



Jamie Malvin, Clerk/Treasurer

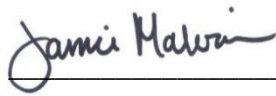
**South Bend Township
Public Hearing
August 2, 2016**

The public hearing of South Bend Township Board of Supervisors was called to order at 6:31 pm. Board members that were present were June Lonnquist, Roger Veldhuisen, Chad Ruch, Bryan Wendland, and Anthony Albang.

Jadd Seppmann asked for clarification of changes made to Ordinances 10 and 11.

Roger closed the meeting at 6:39 pm.

Respectfully Submitted by:



Jamie Malvin, Clerk/Treasurer

**South Bend Township
Regular Meeting
August 2, 2016**

The regular meeting of the South Bend Township Board of Supervisors was called to order at 7:00 pm on August 2, 2016. Board members that were present were Roger Veldhuisen, June Lonnquist, Chad Ruch, Bryan Wendland, and Tony Albang. Also present was Jamie Malvin, Clerk/Treasurer.

Roger accepted the agenda as presented.

The minutes were reviewed from the July 5, 2016 regular meeting. Tony made a motion to approve the minutes as read. Chad seconded the motion. All voted in favor and the motion carried.

The Treasurer's report was read for information and approval. The Chairman accepted the treasurer's report as read.

OLD BUSINESS

2016 Blacktopping

Badger Lane Blacktopping: Jeff Scholten, Jim Jirak and Dennis McCormick were present to request the status of the project. Lyle Femrite from Bolton & Menk was present to present feasibility study.

Bryan proposed that topsoil and turf restoration be completed with the project rather than by individual property owners. Roger will contact WW Blacktopping and have it added to the quote.

Chad made a motion to go with WW Blacktopping with the addition of topsoil and turf restoration and that the township pay the cost of the frost boils and additional gravel. Bryan seconded the motion. All voted in favor and the motion carried.

RESOLUTION RECEIVING REPORT AND CALLING HEARING ON IMPROVEMENT

WHEREAS, pursuant to resolution of the South Bend Township Board of Supervisors, a report has been prepared by Bolton and Menk, Inc. with reference to street improvements on Badger Lane from Division Street to the dead end cul-de-sac, and

WHEREAS, this report was received by the South Bend Township Board of Supervisors on August 2, 2016, and

WHEREAS, the report provides information regarding whether the proposed project is necessary, cost-effective, and feasible.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS, SOUTH BEND TOWNSHIP, BLUE EARTH COUNTY, MINNESOTA:

1. The board of supervisors will consider the improvements in said project areas in accordance with the report and will consider the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$83,700.

2. A public hearing shall be held on such proposed improvement on the 16th day of August 2016 at the South Bend Township Hall at 7:00 p.m. and the clerk shall give mailed and published notice of such hearing and improvement as required by law.

LeHillier Streets Blacktopping: Lyle Femrite from Bolton & Menk was present to present feasibility study and answer questions.

Chad asked for clarification on whether the 2 inch overlay was 2 inches out of the paver or 2 inches compressed. Lyle clarified that it would be 2 inches compressed, 2.5 inches out of the paver.

Bryan asked how much of the damage to McCauley Street was due to heavy machinery and trucks from Lorentz Construction. Lyle stated that he did not see the typical distress due to heavy usage by heavy machines and trucks.

After further discussion, Roger suggested that we have WW Blacktopping update their quote to include black dirt finishing rather than gravel on the sides of McCauley and LeHillier Streets and gravel on the sides of S. Hawley Street. Chad also suggested widening the hard surface to mailboxes so that the mail trucks do not sink into the black dirt.

It was also noted that there were differences in the quotes with WW Blacktopping including shouldering and milling and Nielsen's didn't include either.

Tony made a motion to accept WW Blacktopping's quote as it is more complete and to set the Improvement Hearing for August 16, 2016, after the Badger Lane hearing. Chad seconded the motion. All voted in favor and the motion carried. Jamie will send out notices to affected property owners. Roger will contact WW Blacktopping about the edge finishing and extending the hard surface to all mailboxes.

RESOLUTION RECEIVING REPORT AND CALLING HEARING ON IMPROVEMENT

WHEREAS, pursuant to resolution of the South Bend Township Board of Supervisors, a report has been prepared by Bolton and Menk, Inc. with reference to street improvements in the following areas:

- McCauley Street from just west of North Pond Street to North McKinzie Street
- LeHillier Street from South Daniels Street to Hawley Street
- Hawley Street from LeHillier Street to Mathews Street

and,

WHEREAS, this report was received by the South Bend Township Board of Supervisors on August 2, 2016, and

WHEREAS, the report provides information regarding whether the proposed project is necessary, cost-effective, and feasible.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS, SOUTH BEND TOWNSHIP, BLUE EARTH COUNTY, MINNESOTA:

1. The board of supervisors will consider the improvements in said project areas in accordance with the report and will consider the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$97,800.

2. A public hearing shall be held on such proposed improvement on the 16th day of August 2016 at the South Bend Township Hall at 7:00 p.m. and the clerk shall give mailed and published notice of such hearing and improvement as required by law.

Hawkeye Lane

Bryan does not have further information regarding if the road is platted or an easement. He is still waiting for more information from the county.

The roadway washed out again due to culverts being filled in with gravel. Roger has contacted the DNR to see if they have any suggestions for the road. Roger also suggests that Larry, the DNR, and George Leary look into grants to re-route the road in from County Road 33 from the top of the hill. All of the board is in favor of moving forward with contacting the DNR.

Larry was out on the road and Ladon Henderson had filled in the culverts prior to the rain storms on August 1, 2016. The filling of the culvert caused the road to washout into McGowan's property. The opening of the culvert also was bent down. The Blue Earth County Sheriff's Department was called out to the property and Henderson admitted to filling in the culvert. Larry also stated the Henderson's water problems are his own as the culverts were in place before he built his house as it is the natural flow of water downhill.

Roger made a motion to charge Henderson for damage to the culvert and a percentage of the road repair. Bryan seconded the motion. All voted in favor and the motion carried. A bill will be sent out after repair is complete.

Township Attorney

Bryan said that Chris will come in and present information whenever the Board wants. A work session will be set for October.

Richard Turtle—Fire Bill

Richard was who the citation from Blue Earth County was issued to.

Bryan made a motion to assess the fire invoice to property taxes if it isn't paid. Tony seconded the motion. All voted in favor and the motion carried.

Record Retention Schedule

June made a motion to adopt the General Records Retention Schedule for Minnesota Townships. Chad seconded the motion. All voted in favor and the motion carried.

RESOLUTION ADOPTING THE MINNESOTA TOWNSHIPS GENERAL RECORDS RETENTION SCHEDULE

WHEREAS, South Bend Township town has possession of, and continues to receive, a wide range of records in the normal course of conducting the town's business;

WHEREAS, the retention of records in the town's possession are regulated by Minn. Stat. § 138.17, which prohibits the destruction of records unless the town has adopted the records retention schedule and destroys the records according to the procedures and schedule mandated by the statute; and

WHEREAS, the town board desires to comply with the requirements of the records retention law and to manage the town's records in an efficient and appropriate way, including being able to destroy records that no longer need to be retained under the schedule;

NOW, THEREFORE, BE IT RESOLVED, that the town board of South Bend Township, Blue Earth County, Minnesota, hereby adopts the Minnesota Township General Records Retention Schedule for the management and destruction of the records in the town's possession; and

BE IT FINALLY RESOLVED, that the town board will send notice of its decision to adopt the schedule to the Government Records Archivist at the Minnesota Historical Society on the form provided for such notification.

Wastewater & Water and Sewer Rates

Ordinances 10 and 11: Chad made a motion to adopt the ordinance updates as presented. Bryan seconded the motion. All voted in favor and the motion carried.

**A RESOLUTION AMENDING THE CODE OF ORDINANCES FOR SOUTH BEND TOWNSHIP, BLUE EARTH COUNTY, MINNESOTA
REVISING, UPDATING, AND COMPILING CERTAIN ORDINANCES OF THE TOWNSHIP DEALING WITH THE SUBJECTS EMBRACED IN THE CODE OF ORDINANCES, AND PROVIDING PENALTIES FOR THE VIOLATION OF THE CODE OF ORDINANCES**

WHEREAS, Minnesota Statutes Section 415.021 authorizes the Township to cause its ordinances to be revised, updated, and compiled;

NOW, THEREFORE, THE TOWN BOARD OF THE SOUTH BEND TOWNSHIP, resolves as follows:

Section 1. All portions of the South Bend Township Ordinances will be revised as outlined in Exhibit A attached; and

Section 2. Ordinance Nos. 10 and 11 are incorporated into the revised code of ordinances;

Section 3. This ordinance amending the Code of Ordinances shall be a sufficient publication of any ordinance included in it and not previously published in the Township's official newspaper. The Township Clerk shall cause a substantial quantity of the amended Code of Ordinances to be printed for public distribution to the public at actual cost and shall furnish a copy of the amended Code of Ordinances to the County Law Library or its designated depository. The official copy of this amended Code of Ordinances shall be marked and kept in the Office of the Township Clerk.

Section 4. The Code of Ordinances is declared to be prima facie evidence of the law of the Township and shall be received in evidence as provided by Minnesota Statutes by the Courts of the State of Minnesota.

Section 5. This ordinance amending the Code of Ordinances shall take effect upon publication of this ordinance in the Township's official newspaper.

Water and Sewer Rates: Robert and Debra Ziegler of 418 McCauley Street were not present to follow up on last month's discussion of their water bill. Big Gain will contact Larry to add a second meter for their feed setup.

Union Hall Purchase

John Fritz is no longer interested in purchasing the property. He has not had contact with the Township or Blue Earth County for two months.

Royal Road

Chad, June, and Roger visited Royal Road again due to complaints of water not flowing through the culverts. They found that the culverts were approximately half restricted due to dirt and debris.

June made a motion to clean out the ditches from the edge of the road to one foot past the inner edge of the culvert (farthest from road) and put grass seed down so that it can be mowed. Bryan seconded the motion. All voted in favor and the motion carried. Jamie will notify affected property owners.

Policy Manual & MS4

Jamie handed out binders with the blanket policy manuals and MS4 documents so that the board can review before the September meeting.

NEW BUSINESS

Willmarth Ash Landfill Ravine Repair

Chuck Donkers from Xcel Energy was present to request a conditional use permit for the Willmarth Ash Landfill. He stated that they were trying to slow down erosion by adding catch dams, removing some trees, and adding rip rap in order to flatten out the grade of the land. He will need to work with Blue Earth County in regards to the delineation of wetlands and the project timeline is currently late fall/early winter.

Chad made a motion to approve the conditional use permit. Bryan seconded the motion. All voted in favor and the motion carried.

Public Works Supervisor Position

Larry has notified the Board that he will be retiring as of the end of September with his last day being September 30, 2016. Roger suggests that a team of three board members work with Larry to come up with a job description. June, Bryan, and Chad volunteered and will meet on August 8, 2016, in a work session. They will bring their findings to the special meeting on August 16, 2016.

209th Lane

Larry has received quotes from Lorentz Construction and Crystal Construction for replacing the culvert that was damaged during the June storms. Governor Dayton has declared that the damages in Blue Earth County are eligible for assistance and will cover 75% of the cost for repairs. Lorentz Construction bid a concrete culvert at a cost of \$39,000. Crystal Construction bid a steel culvert at a cost of \$25,300. Larry stated that a concrete culvert is not necessary for the road.

Bryan made a motion to contract with Crystal Construction for the repair. Tony seconded the motion. All voted in favor and the motion carried.

FIRE UPDATE

Fire Calls: Fire Department responded to three calls: food burning on a stove, medical issue at Hillcrest, and a motorcycle accident.

New Applicants: Rob has conducted interviews with three of the four applicants as one is on vacation. None of the applicants have done the agility test yet. Rob would like to do drug tests before the September meeting if the applicants pass the interviews and agility test.

Bryan made a motion to allow Rob to administer drug tests as requested. Tony seconded the motion. All voted in favor and the motion carried.

Fire hydrant flushing: Larry had flushed the hydrants in April and the Fire Department flushed them in July.

PUBLIC WORKS UPDATE

The quote for a Replacement Flow Meter in the pump station was discussed. The Board decided that as the current one is still working that they will not replace it at this time.

Larry stated that Emergency Assistance has been approved for the five roads affected by the June storms. The state will be paying 75% of the cost to fix the roads and the township will be responsible for the final 25%.

Roger brought up increasing Larry's 2016 raise. Larry stated to leave it as it is as he is retiring at the end of September.

CLERK/TREASURER UPDATE

Jamie notified the Board that the township had received their dividend check from the Worker's Compensation Program.

Utility Billing Jamie has been receiving calls from residents asking about the possibility of online bill payment options. Our current billing system does not support it and to upgrade, it would cost \$900. To switch to a different billing system, Banyon, would be \$4,980 and includes transferring information and setting up the system. The Board has decided that they do not want to look further into an upgrade or system switch at this time but Jamie has permission to contact Community Bank for other options.

Jamie also would like to switch to back to post card bills as they would take up less time and cost less. Chad made a motion to switch back to post card bills. Bryan seconded the motion. All voted in favor and the motion carried.

Upcoming Meetings District 2 Annual Meeting is August 10 at 6:30 pm in Lakefield and Bryan, June, and Jamie plan on attending.

PUBLIC INPUT/MISCELLANEOUS

June asked if we should install a water meter on the Town Hall water line. Chad did not think that all of the township should have to pay for the water used. June wanted it more to monitor usage but only a small portion of the township pays for water. Discussion will continue at a later time.

Tony motioned to pay bills as presented. Bryan seconded the motion. All voted in favor and motion carried.

Roger tendered his letter of resignation, effective at the end of the meeting with a reorganizational meeting to follow immediately after. Chad made a motion to accept the letter. Bryan seconded the motion. All voted in favor and the motion carried.

The meeting was adjourned by motion from Chad and second by Bryan at 9:10 PM.

Respectfully Submitted by:



Jamie Malvin, Clerk/Treasurer

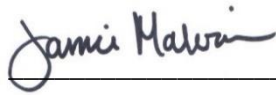
**South Bend Township
Reorganizational Meeting
August 2, 2016**

The Clerk called the reorganizational meeting of the South Bend Township Board of Supervisors to order at 9:10 pm on August 2, 2016. The purpose of the meeting was to appoint a new chairman and vice-chairman. Board members that were present were June Lonnquist, Roger Veldhuisen, Chad Ruch, Anthony Albang, and Bryan Wendland. Also present was Jamie Malvin, Clerk/Treasurer.

The Clerk called for nominations for Chair. Anthony nominated June Lonnquist for Chair. No other nominations were made. Bryan seconded the motion. By a voice vote, all voted in favor and June was named Chair. The Clerk called for nominations for Vice Chair. Roger nominated Anthony Albang for Vice Chair. No other nominations were made. Bryan seconded the motion. By a voice vote, all voted in favor and Anthony was named Vice Chair.

The meeting was adjourned by a motion from Roger and a second from June at 9:15 pm.

Respectfully Submitted by:



Jamie Malvin, Clerk/Treasurer

**South Bend Township
Special Meeting—Improvement Hearings
August 16, 2016**

The special meeting of the South Bend Township Board of Supervisors was called to order at 7:00 pm on August 16, 2016. Board members that were present were Roger Veldhuisen, June Lonquist, Chad Ruch, Bryan Wendland, and Tony Albang. Also present were Jamie Malvin, Clerk/Treasurer, and Lyle Femrite, Bolton & Menk Engineer.

BADGER LANE BLACKTOPPING

The Township is still waiting for updated quotes from WW Blacktopping for finishing the edges of the road. The Township has agreed to pay for additional gravel and frost boil removal. Residents wish to have the assessment divided equally between all ten lots.

Roger made a motion to move forward with the project. Tony seconded the motion. All voted in favor and the motion passed.

RESOLUTION ORDERING IMPROVEMENT AND ACCEPTING BIDS

WHEREAS, a resolution of the township board adopted the 2nd day of August 2016, fixed a date for a hearing on proposed street improvements on Badger Lane from Division Street to the dead end cul-de-sac, and

WHEREAS, ten days' mailed notice and published notice of the hearing was given, and the hearing was held thereon on the 16th day of August 2016, at which all persons desiring to be heard were given an opportunity to be heard thereon, and

WHEREAS, pursuant to a solicitation for bids for such improvement, bids were received, opened, and tabulated according to the law, and the following bids were received complying with the advertisement:

WW Blacktopping, Inc.	\$68,257.47
OMG Midwest, Inc. (SMC)	\$118,534.93

and,

WHEREAS, it appears that WW Blacktopping, Inc. of Mankato, Minnesota is the lowest responsible bidder.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS, SOUTH BEND TOWNSHIP, BLUE EARTH COUNTY, MINNESOTA:

1. Such improvement is necessary, cost-effective, and feasible as detailed in the feasibility report.
2. Such improvement is hereby ordered as proposed in the Township Board resolution adopted the 2nd day of August 2016.
3. Solicitations for bids were prepared for such improvement pursuant to township board resolution, a copy of which solicitations is attached hereto and made a part hereof, are hereby approved and shall be filed with the township clerk.

4. The Township Chair and the Township Clerk are hereby authorized and directed to enter into a contract with WW Blacktopping, Inc. of Mankato, Minnesota in the name of South Bend Township for proposed street improvements on Badger Lane from Division Street to the dead end cul-de-sac according to the plans and specifications therefor approved by the Township Board and on file in the office of the Township Clerk.:
5. The city clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

LEHILLIER STREETS BLACKTOPPING

Roger talked to WW Blacktopping and the current quote given to the Township has the road being finished with aggregate along the sides. If residents wanted black dirt instead, it would be approximately \$2,000 more for McCauley and LeHillier Streets. If residents or the Township wanted to extend the hard surface to mailboxes, it would be approximately 2 feet by 20 foot strips in 34 places costing \$260 each.

Shirley Rossenau was present and thinks that Lorentz Construction should be assessed a portion of the total cost as she feels the damage to the roads is caused by their equipment and trucks. Lyle explained that there are no signs of distress due to heavy machinery and that it is proactive maintenance as the road is 30 years old.

Penny and Dave Engelen were concerned about potholes near manholes on LeHillier Street and wondered if there was anything that could be done in the meantime. The Board will look at on their upcoming road tour and have Larry do work as necessary.

After further discussion, Roger asked if the Board would prefer to make a decision after the road tour. Tony and June believe that we should get the work scheduled/done so that the cost does not increase. Lyle strongly encourages the township confirm that the price would be locked in if a contract is signed for work to be performed next spring.

Tony made a motion to move forward with the projects and decide on edging after receiving updated quotes. Roger seconded the motion. Roger, Chad, Tony, and June voted in favor. Bryan voted against. Motion passed.

Bryan made a motion to have cutouts for mailboxes included in the project. Roger seconded the motion. All voted in favor and the motion passed.

RESOLUTION ORDERING IMPROVEMENT AND ACCEPTING BIDS

WHEREAS, a resolution of the township board adopted the 2nd day of August 2016, fixed a date for a hearing on proposed street improvements in the following areas:

- McCauley Street from just west of North Pond Street to North McKinzie Street
- LeHillier Street from South Daniels Street to South McKinzie Street
- Hawley Street from LeHillier Street to Mathews Street

and,

WHEREAS, ten days' mailed notice and published notice of the hearing was given, and the hearing was held thereon on the 16th day of August 2016, at which all persons desiring to be heard were given an opportunity to be heard thereon, and

WHEREAS, pursuant to a solicitation for bids for such improvement, bids were received, opened, and tabulated according to the law, and the following bids were received complying with the advertisement:

WW Blacktopping, Inc.	\$83,335.78
Nielsen Blacktopping, Inc.	Bid was not complete

and,

WHEREAS, it appears that WW Blacktopping, Inc. of Mankato, Minnesota is the lowest responsive and responsible bidder.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS, SOUTH BEND TOWNSHIP, BLUE EARTH COUNTY, MINNESOTA:

1. Such improvement is necessary, cost-effective, and feasible as detailed in the feasibility report.
2. Such improvement is hereby ordered as proposed in the Township Board resolution adopted the 2nd day of August 2016.
3. Solicitations for bids were prepared for such improvement pursuant to township board resolution, a copy of which solicitations is attached hereto and made a part hereof, are hereby approved and shall be filed with the township clerk.
4. The Township Chair and the Township Clerk are hereby authorized and directed to enter into a contract with WW Blacktopping, Inc. of Mankato, Minnesota in the name of South Bend Township for proposed street improvements in the following areas according to the plans and specifications therefor approved by the Township Board and on file in the office of the Township Clerk:
 - McCauley Street from just west of North Pond Street to North McKinzie Street
 - LeHillier Street from South Daniels Street to South McKinzie Street
 - Hawley Street from LeHillier Street to Mathews Street
5. The city clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

MISCELLANEOUS

Road Tour is set for August 24, 2016, beginning at 5:30 p.m., at the Town Hall. Deegen Construction will be at the Town Hall at 7:00 p.m. for a work session.

Special Hearing on a \$5/meter connection charge is set for 6:30 p.m. on September 6, 2016 at the town hall.

The meeting was adjourned by motion from Roger and second by Tony at 8:05 PM.

Respectfully Submitted by:

A handwritten signature in dark ink, reading "Jamie Malvin". The signature is written in a cursive style with a large initial "J" and a small dot over the "i" in "Malvin".

Jamie Malvin, Clerk/Treasurer

**South Bend Township
Public Hearing
September 6, 2016**

The public hearing of South Bend Township Board of Supervisors was called to order at 6:39 pm. Board members that were present were June Lonnquist, Roger Veldhuisen, Chad Ruch, and Anthony Albang. Bryan Wendland was absent. Also present was Jamie Malvin, Clerk/Treasurer.

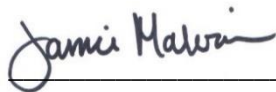
Shirley Rosenau of 425 McCauley Street and Val Youell of 612 Olive Street were present to discuss the proposed addition of a \$5 connection fee. They were concerned about past due accounts and want the township to enforce shut offs for non-payment. They also asked the current total of past due accounts. Jamie presented a billing summary through 8/31/16 stating that the total outstanding charges were \$31,576.43 with the current billing (due September 15, 2016) included. The past due amount through August 31, 2016 is \$9,925.18.

Roger and Chad explained that there were issues with not being able to locate all of the shut offs and that some of the shut offs were in fenced in areas. Chad also explained that all past due accounts as of November 30th are certified to property taxes with an 8% interest charge added so that the township is receiving their money.

AFI was unable to attend the hearing but sent an email to be read stating that they feel the connection charge should be higher, \$10-15/connection with sewer rate being equal to what the Township pays Mankato.

June closed the meeting at 6:52 pm.

Respectfully Submitted by:



Jamie Malvin, Clerk/Treasurer

**South Bend Township
Regular Meeting
September 6, 2016**

The regular meeting of the South Bend Township Board of Supervisors was called to order at 6:58 pm on September 6, 2016. Board members that were present were Roger Veldhuisen, June Lonnquist, Chad Ruch, and Tony Albang. Bryan Wendland was absent. Also present was Jamie Malvin, Clerk/Treasurer.

June accepted the agenda as presented.

Minutes from the following meetings were emailed prior to the meeting:

- August 2, 2016 Public Hearing on Ordinance 10 & 11 Updates
- August 2, 2016 Regular Meeting
- August 2, 2016 Reorganizational Meeting
- August 16, 2016 Improvement Special Meeting
- August 24, 2016 Road Tour

Roger made a motion to approve the minutes as emailed. Tony seconded the motion. All voted in favor and the motion carried.

The Treasurer's report was read for information and approval. The Chairman accepted the treasurer's report as read.

NEW BUSINESS

Water Connection Charge

Tony made a motion to add a \$5 Connection Charge to each metered connection to the water/sewer system, beginning with the October 2016 billing. Chad seconded the motion. All voted in favor and the motion carried.

Royal Road

Paul Bohnert and Leslie Gooler of 229 Royal Road were present to discuss a letter they received from the Township asking them to remove plants/flowers from their ditch. They brought in videos taken from the June 2016 storms showing that the water was flowing through the ditch and into the culvert. The videos show the main water issue is the water coming off of the fields above his property. The videos also showed that his neighbors built burms to divert the water away from their yards.

Paul acknowledged that the Township does have a right-of-way and the right to clear out the ditches but feels that if the Township does one side of the road that they should do the other side also. He has tried to keep the center strip of the ditch free of flowers (two widths of a lawnmower).

The Board suggested that he lay grass seed down the center strip and contact Blue Earth County about putting in a burm of his own. The Board also acknowledged that the broken/full culvert at the top of the hill at 211th Lane needs to be fixed and cleaned out and that would help keep some of the water from flowing downhill. Jamie will keep a copy of the videos on file.

Neubert Lane/Neubert Court

Alice Laukkonen of 849 Neubert Court was present to ask the Township to clean out the culverts and ditches along her road as her uphill neighbor's culvert is full and hers is half full. She also stated that there are large ruts on the side of the road. She has spoken to Larry and he said that part of the issue with the road washouts is the culvert at the top of the hill. Alice also voiced interest in blacktopping but said her neighbors are not interested.

The Board acknowledged that during our Road Tour, they noticed damage to the road, ditches, and culverts. They will work with Larry to get gravel added before he retires at the end of the month.

Beaver Avenue

Scott and Jan Engelen of 1535 Beaver Avenue were present to discuss road issues. They say that the road needs to have gravel added and to be graded differently. They have also expressed drainage issues stating wash out issues in front of their driveway and water running off their yard versus down the street to the ravine like it should.

The Board acknowledged that Beaver Avenue was noted to need gravel, re-grading, and culvert cleaning during the Road Tour and will be working to get it done.

OLD BUSINESS

Badger Lane

Jim Jirik, 2006 Badger Lane, and Jeff Scholten, 1950 Badger Lane, were present to ask for a status update on the blacktopping project. The Board explained that we have not received an updated bid from WW Blacktopping that included shouldering. They also explained that the broken culvert needed to be fixed before blacktopping could begin and we are in the process of getting quotes on a culvert replacement. It was also clarified that the blacktopping would be done in two sessions, in the fall and the spring.

The Board also asked for clarification of the tiling as they do not feel it should be done. Jeff explained that it was to fix the frost boils and attempt to prevent future frost boils as sump pumps on the other side of the road are running constantly and contributing to the boils. The tile would take the water through Jirik's property and down the hill.

LeHillier Streets

The Township is still waiting on an updated quote from WW Blacktopping with blacktop strips for the mailboxes and black dirt instead of gravel shouldering.

Hawkeye Lane

Larry was out with Lorentz Construction and Crystal Construction to get quotes for a culvert replacement and to discuss the possibility of moving the culvert further uphill to come out before Henderson's house.

June has also set up a meeting with Bolton & Menk to look at options for the Township as a lot of money has been spent on the road and the river is eating at it from below.

MS4

Tony was notified by Rick Baird, City of Mankato, about an incident reported to the MPCA concerning illegal dumping done by Dennis Turtle in the trailer park behind his shops. Rick was letting us know that he is working on getting it resolved before it becomes the Township's responsibility in October. A work session is set for September 19, 2016 at 5:30 p.m. for Rick to come in and discuss moving forward with the MS4 application.

Township Attorney

A work session was set for October 6, 2016, at 6 p.m. to meet with Chris. Jamie will notify Bryan and have him set up the session.

Public Works Position

Bryan has not had any contractors other than Lorentz Construction show interest in taking care of the Township roads. Lorentz Construction has given the following estimates, using Township Equipment:

- Road Grader, hourly rate, non-emergency
 - Summertime grading of roads \$96
 - Snow removal \$120

- Tandem Axle Truck, hourly rate, non-emergency
 - Tandem axle truck \$95
 - Tandem axle plow truck \$120

Lorentz Construction has also stated an interest in purchasing Township equipment.

Jamie had contacted Judson Township and they contract with L&B LLC in Madelia for their road work. Jamie has sent the information to Bryan and he will contact them.

Jamie has received a resume from Jason Geller, who currently works part-time for Rapidan Township. He is interested in the Public Works position if the Township decides to hire. Larry has talked to Jason and Rapidan Township has the same equipment that we do so he is familiar with it.

June has written up a draft of a job description. Jamie will add to it as needed.

Roger suggested to have Jason Geller come in on September 19, 2016, at 6:30 p.m. for an informal interview.

June also brought up that according to Minnesota Statute 471.46, board members are unable to fill the vacancy as it is a conflict of interest unless there is a super-majority in favor and the services are at or below the current going wage. Tony made a motion to allow Roger to read meters and fill in when the Public Works Manager is on vacation. Chad seconded the motion. Roger abstained due to conflict of interest. Remaining Board Supervisors voted in favor and the resolution passed.

RESOLUTION AUTHORIZING CONTRACT WITH INTERESTED OFFICER UNDER Minn. Stat. § 471.88, subd.

5

WHEREAS, Town Board of South Bend Township, Blue Earth County, Minnesota is seeking the performance or acquisition of the following service or goods:

- Water Meter Readings on Saturdays and Sundays

WHEREAS, Roger Veldhusien is a supervisor of said Township and will be financially interested in the contract for the following described reason:

- He or she is directly providing the service as an employee of the Township.

NOW, THEREFORE, BE IT RESOLVED that the Town Board, upon a unanimous vote of the supervisors with the interested officer abstaining, finds that the contract price of \$5/day is as low as, or lower than, the price at which the services or goods could be obtained elsewhere at this time; and

BE IT FURTHER RESOLVED, that the Town Board, pursuant to Minn. Stat. §§ 365.37; 471.88, subd. 5; and 471.89, does hereby authorize a contract with Roger Veldhusien for a price of \$5/day; payment to occur monthly and upon the filing of a proper affidavit by the interested officer.

Personnel Policy

A work session for the personnel policy for is set for September 12, 2016, at 5:45 p.m.

FIRE UPDATE

The Fire Department responded to four calls:

- Two semi's collided, one of the driver's had a medical issue
- Camper fire at the Cycle Club
- Power line down
- Hillcrest lift assist

Rob is unsure how to bill for the Hillcrest lift assist as Hillcrest called the Fire Department directly rather than being contacted through Gold Cross. The Board discussed the issue but did not decide on billing.

The agility tests for the three new applicants are scheduled for Sunday, September 11, 2016, before the Officer's Meeting.

The Fire Department wants permission to apply for two grants. Both grants are 95/5 meaning that the Township is only responsible for 5% of the purchase.

- The first grant is for a new Fire Engine as their older truck is 20 years old and not a five man cab. Currently, they cannot begin to attack a fire until all trucks are present. The cost of a replacement truck would be approximately \$630,000 with the grant covering \$600,000.
- The second grant is for new SCBA's, 10 packs with 20 bottles. The approximate cost is \$315,000, with the grant covering \$300,000.

They have two grant writers that can write the grants. The one that they used last year will charge \$800 per grant. The other grant writer will charge \$800 for one grant or \$1200 for both. The second writer also scored higher on having grants awarded.

Tony and Roger stated that it doesn't make sense to spend more money to apply for one grant now and one grant later.

Chad made a motion to apply for both grants using the second grant writer. Tony seconded the motion. All voted in favor and the motion passed.

Kyle was contacted by Lisa Matzke of South Central College about donating old equipment for training, not to be used for active fire fighting. Kyle is working with her to see if they can get a discount on future trainings. The equipment is three generations behind the current equipment.

Roger made a motion to donate excess gear to South Central College. Chad seconded the motion. All voted in favor and the motion passed.

PUBLIC WORKS UPDATE

Larry is getting an estimate for a new culvert on Hawkeye Lane. We also received another invoice from Quality Tree. June will look talk to Rosenau about the invoice.

CLERK/TREASURER UPDATE

Ordinance Enforcement

Jamie received a phone call about the property at 202 N. Sturgis Street. The garbage can is blocking the neighbor's mailbox and the tenant refuses to move it. Jamie contacted the Sheriff's Department and sent out letters to the tenants and property owners about the issue. The next step would be having the Sheriff's Department enforce the issue.

2015 Wastewater

Jamie received the revised final bill for 2015 wastewater services from the City of Mankato. The enclosed letter also stated interim concessions for the years 2015, 2016, and 2017. The Township received a refund check in the amount of \$20,134.17 for 2015 overpayment.

Fire Department Contracts

Jamie presented a letter from the Good Thunder Fire Department thanking us for our interest in soliciting a bid from them to provide services for selections of the Township but due to NFPA guidelines, they do not feel that providing a bid for emergency services is in the best interest of public safety at this time.

Minnesota Fall Maintenance Expo

Jamie received a flyer for a fall maintenance expo for public works employees and explained it might be good for a future employee if the Township decides to post the position.

Township Legal Seminar

Couri & Ruppe Law Office is presenting a Township Legal Seminar to answer questions and discuss issues that are specific to Townships. There are three locations and the seminar is free. Board members will look at their schedules and let Jamie know if they can attend so she can register them.

BECATO Quarterly Meeting

Jamie gave out the agenda and 2nd quarter minutes. The meeting will be September 22, 2016, at 7:30 p.m. at the Benco Electric Building.

PUBLIC INPUT/MISCELLANEOUS

Tony voiced concern about the many road issues that need to be addressed and wondered how we would prioritize them. Roger and Tony will go out before the next meeting to put together a list.

Kyle Hulke, 1159 Birch Avenue, was present to ask about the hill of Pintail Lane between Badger Lane and Grant Drive. The ditches have random appliances in them that people have dumped. He wanted to know who is responsible for cleaning them and if there is a cleaning schedule. The Township is responsible for cleaning and there is not a cleaning schedule at this time. One will be set up after the road work list has been prioritized.

Chad motioned to pay bills as presented. Roger seconded the motion. All voted in favor and motion carried.

The meeting was recessed by motion from Roger and second by Chad at 9:27 PM and will reconvene September 19, 2016, at 5:30 PM.

Respectfully Submitted by:



Jamie Malvin, Clerk/Treasurer

**South Bend Township
Special Meeting
September 12, 2016**

The special meeting of the South Bend Township Board of Supervisors was called to order at 5:45 pm on September 12, 2016. The purpose of the meeting was to review the draft of the personnel policy manual and discuss the public works position. Board members that were present were June Lonnquist, Roger Veldhuisen, and Anthony Albang. Also present was Jamie Malvin, Clerk/Treasurer. Chad Ruch and Bryan Wendland were absent.

Policy Manual

No one from the Fire Department was present to assist the Board on the personnel policy.

Tony asked if we were going to have one policy manual or would there be a separate one for the Fire Department. Roger and June stated that there will be one all-encompassing manual, integrating the proposed Fire Department By-Laws. Tony has not seen the By-Laws, Jamie explained they were in the manual and Jamie re-emailed them to him also.

Tony is curious if and how we are going to enforce issues with the fire department.

Roger stated that if the agility test is left in as written that we would lose a lot of members. Another issue that he brought up included people being marked present at fires but not actually there. Currently the State of Minnesota only requires bi-annual physicals.

Went through Manchaca Fire Department's handbook and made deletions as necessary. Jamie will get officer responsibilities from Rob.

Discussion surrounding the Relief Association and fundraising options occurred.

Jamie asked for clarification on comp time. Is it computed hour for hour or each hour worked over 40 hours is 1.5 hours of comp time? Is/should it be similar to PTO/Vacation accrual?

Public Works Position

Tony and June want to decide if we are hiring a Public Works Manager or not because we need to post the position.

Roger would prefer to hire someone but feels that all five board members should be present to make a decision. He wants to meet with Jason Geller to see if he is interested in full time or willing to work part time until the Township decides if they want to contract out or hire someone.

June stated that no contractors have shown any interest.

Roger is willing to take the phone and deal with issues as they arise and wants to post the position as part time with the possibility of being full time.

As only three members are present, June stated that a decision on the position will not be made tonight.

Jamie gave out the updated job description that she has put together. Board members went through and gave suggestions on additions and deletions.

Other discussions were about the position being hourly or salary and part-time or full-time.

Miscellaneous

Roger told the board members that he is going to take out the tractor to fix issues on Beaver Avenue and Grant Drive. Roger is going to make a ditch at the end of the driveways to try to keep the water from washing the road out into the driveways. He also stated that he is going to put gravel around manholes on LeHillier Street. He also asked the status of the blacktopping projects and Hawkeye Lane culvert replacement. Jamie has not had any contact with WW Blacktopping and has not received any estimates for the culvert.

Tony is concerned about two Board members not showing up to meetings as he feels that nothing can get done. Roger stated that three is a quorum and the three can proceed with topics.

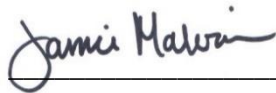
Kyle gave a list of the equipment that South Central College took. They will give him an approximate value and he will work on negotiating training discounts.

- 4 pairs of boots
- 9 helmets
- 12 pants & suspenders
- 10 coats
- 5 pairs of gloves

He plans on talking to a local man about donating the remaining equipment for backpacks to be made.

The meeting was adjourned by a motion from Roger and a second from Tony at 8:18 pm.

Respectfully Submitted by:

A handwritten signature in dark ink, appearing to read "Jamie Malvin", is written over a horizontal line.

Jamie Malvin, Clerk/Treasurer

**South Bend Township
Reconvened Meeting
September 19, 2016**

The regular meeting of the South Bend Township Board of Supervisors was reconvened at 5:30 pm on September 19, 2016. Board members that were present were June Lonnquist, Roger Veldhuisen, Anthony Albang, and Chad Ruch. Also present was Jamie Malvin, Clerk/Treasurer. Bryan Wendland were absent.

MS4

Rick Baird of the City of Mankato was present to discuss services that could be provided by Mankato to assist South Bend Township with the MS4 application and program. If the Township does not comply with MS4 guidelines, they could face large fines by the MPCA.

The goal of the MS4 program that the City of Mankato has is to encourage residents to contact the community when they see or accidentally create issues rather than it becoming a larger problem needed to be cleaned up by MPCA.

To partner with Mankato and other area communities, there would be an initial start-up obligation of \$10,000 with annual charges being equal to any issues/problems that are reported.

Mankato also has a monthly stormwater fee added onto all residents of \$3.24 to fund their program and suggested South Bend Township consider a similar fee. As not all township residents are connected to the water system, it would most likely have to be part of the levy/annual budget.

Mankato also suggests having a land disturbance permit. As South Bend Township does not issue permits, the permit would need to be through Blue Earth County.

While all members present were in support of signing the agreement, Roger wants to get Bryan's input and sign the contract at the October 4, 2016 regular meeting.

Public Works Position

Jamie gave out the final job description and job advertisement. Chad suggested that the position be full time and have a pay range of \$15-22/hour, based on experience.

Roger made a motion to post the position as a full time position. Chad seconded the motion. All voted in favor and the motion carried.

The job advertisement will be posted per official posting places and also at the Quick Mart and Mankato/North Mankato Public Libraries if permitted.

Miscellaneous

The new culvert was placed on Hawkeye Lane. Residents had paid to have Jetter Clean clear out the culvert and are planning on being at the October meeting to ask for reimbursement.

Larry would like a signed document stating that the Township will pay out his 21 days of vacation time at the end of the month. Board approved and June signed.

Chad made a motion to give Jamie additional authority while the Board goes through the hiring process. Tony seconded the motion. All voted in favor and the motion carried.

RESOLUTION AUTHORIZING CERTAIN ACTIONS BY TOWNSHIP CLERK

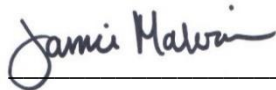
WHEREAS, the Town Board of South Bend Township has carefully considered the most efficient manner to handle issues relating to minor road repair or maintenance, and

WHEREAS, the Town Board of South Bend Township has previously hired a Township Clerk and has delegated certain powers to her/him to act without additional authorization of the Town Board;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN BOARD OF SOUTH BEND TOWNSHIP that the township clerk shall have authority to enter into contracts/agreements for minor road repair or maintenance not to exceed \$1,500. Any such contract/agreement shall be duly reported to the Township Board at its next regularly scheduled meeting.

The meeting was adjourned by a motion from Chad and a second from Tony at 8:04 pm.

Respectfully Submitted by:

A handwritten signature in dark ink, appearing to read "Jamie Malvin", is written over a horizontal line.

Jamie Malvin, Clerk/Treasurer

**South Bend Township
Lawyer Worksession
October 4, 2016**

The South Bend Township Board of Supervisors met at 6:00 pm on October 4, 2016. Board members that were present were June Lonnquist, Roger Veldhuisen, Anthony Albang, Bryan Wendland, and Chad Ruch. Also present was Jamie Malvin, Clerk/Treasurer. The purpose of the meeting was to meet with Christopher Johnson to inquire about services that he could offer the Township as their lawyer.

There was discussion of Mr. Johnson's background with rural, industrial, and urban areas. The Board will discuss the information at the October 4, 2016, regular board meeting and will be in further contact with Mr. Johnson depending on the outcome of their discussion.

**South Bend Township
Regular Meeting
October 4, 2016**

The regular meeting of the South Bend Township Board of Supervisors was called to order at 7:01 pm on October 4, 2016. Board members that were present were Roger Veldhuisen, June Lonnquist, Chad Ruch, Bryan Wendland, and Tony Albang. Also present was Jamie Malvin, Clerk/Treasurer.

June added Acorn Court and Goldeneye Avenue to New Business and Township Attorney to Old Business. The agenda was approved with the additions.

The minutes from the following meetings were read:

- September 6, 2016, Public Hearing on a water connection fee
- September 6, 2016, Regular Meeting
- September 12, 2016, Special Meeting on employee policy manual and public works position
- September 19, 2016, Reconvened Regular Meeting.

Chad made a motion to approve the minutes as amended. Roger seconded the motion. All voted in favor and the motion carried.

The Treasurer's report was read for information and approval. The Chairman accepted the treasurer's report as read.

NEW BUSINESS

SEPTEMBER STORMS

June has met with Lorentz Construction, Crystal Construction, and Deegan Construction to assess the damage done during the recent storms. Affected roads are Hawkeye Lane, Grant Drive, Pintail Street, Fernwood Drive, and Cycle Club Road. She will be going out to the roads with Bryan on Saturday morning. Blue Earth County has set a meeting for cities and towns with storm damage for Thursday, October 13, at 8 am to see if the county qualifies for state and federal disaster aid.

2018 BUDGET WORK SESSION

June wants to set a work session for the 2018 budget to start looking forward for 2018, 2019, and 2020. Roger thinks that November or December would work. Chad prefers to begin sooner rather than later. Work session set for Tuesday, October 11, at 6:00 pm.

APPOINTMENT OF ELECTION JUDGES

Jamie recommends that the Board appoint the following judges for the 2016 General Election on November 8, 2016:

- Wayne Lonnquist
- June Lonnquist
- Ruth Carlson
- Steve Flo
- Mary Sutch
- Benjamin Bailey

Roger made a motion to appoint the judges as Jamie presented. Bryan seconded the motion. All voted in favor and the motion carried. Jamie will create a schedule and contact the appointees.

TOWNSHIP ROADS

Acorn Court Jason Bruns, 506 Acorn Court, and Bob Reichel, 1154 Birch Avenue, were present to discuss options for future drainage projects on their road as Acorn Court was washed out during the September storms. Jason stated that their road does not get washed out often but it has been happening about every five years. During the recent storms, the power box across the street from him was in standing water. Jason and Bob suggested three options for the township to consider, including a swale through the Jason's properties to the ditch, building up the road, and adding a culvert. Jason does not want a culvert but wanted to present it as an option in hopes for future discussion with the Board and residents.

Bob stated that he is willing to dig out a ditch on his road but doesn't want to end up flooding Acorn Court more than it is. Both men agree that the township needs to work from the cone of the issue to the nose. Multiple residents in the area are willing to work with the Township.

Roger stated that moving the electrical box had been brought up in the past but it was a very expensive process and the issue was dropped. Chad suggested that the residents contact Xcel to determine the potential issues with the box continuing to flood. He also stated that the Board would work with the residents to come up with a solution and that they will be notified throughout the process.

Bob also requested that gravel be built up at the intersection of Birch Avenue and County Road 33 as there is a lot of wash out with rains.

Goldeneye Avenue Richard Griebel, 423 Union Street, was present to ask the Township to do some maintenance on Goldeneye Avenue as there are plugged culverts that the neighborhood keeps cleaning out after storms. He also voiced concern about the culvert at Reno Street and Le Sueur Avenue being too close to the road and too deep. The corner of Goldeneye and Union Street also has a culvert issue/washout and is in need of tree trimming.

Bolton & Menk Jamie has contacted Lyle about putting together a cost estimate to do a full township road survey with a recommended maintenance schedule.

Bargen, Inc. James Johnson of Bargen, Inc., stopped in to let the Town Board know that he would be willing to do a road survey with recommended maintenance for the blacktopped roads. The Board will contact him in the spring.

OLD BUSINESS

2016 BLACKTOPPING PROJECTS

We are still waiting on bids to replace the broken culvert on Badger Lane from Crystal Construction and Lorentz Construction. Jamie will try to call WW Blacktopping again to get updated quotes and contracts and to see if they can give us a timeline for the project.

HAWKEYE LANE

Chad asked for clarification of the cost of the new culvert. Jamie stated that Crystal Construction put in the new culvert for \$2,800. She also clarified that the old culvert was not filled in after the new culvert was put in as it was left as a secondary culvert. During the September storms, the culvert did become blocked. Bolton & Menk is looking at possible drainage solutions. Deegan Construction should have their estimate to us by Friday, October 7, 2016.

MS4

Rick Baird, City of Mankato, is working on getting together documents to proceed with the application process.

Tony made a motion to sign the contract and partner with Mankato and other small towns and cities for all MS4 dealings. Bryan seconded the motion. All voted in favor and the motion carried. Jamie will get the signed contract to Rick.

EPA GRANT/2ND WELL

Jamie received an email and phone call from Steffanie Crossland of the EPA requesting a status update on the water and sewer extension project. After some discussion and clarification about the grant, Jamie will contact Steffanie and let her know that the previous site for the new well is no longer available and we are researching another property.

Roger has been talking with Stuart Carlson of Ruby Development Inc. about buying his land at the top of the hill for a new well. Stuart is wanting \$4,500 for the land. Roger will follow up with him and let him know that we are interested. He will also see how much land is needed for a well and water tower.

TOWNSHIP ATTORNEY

Bryan is going to contact Christopher Johnson and negotiate the hourly rate and clarify a meeting price. He is also going to discuss the option of a teleconference during meetings as needed. Chad is concerned that we will be billed double charges. June explained the billing breakdown that Mr. Johnson gave during his informal meeting with the Board.

PUBLIC WORKS POSITION

The hiring committee conducted two interviews on Monday, October 3, 2016. Jamie is in the process of setting up two more interviews for the end of this week.

Continuing the discussion from the Special Meeting on September 12, 2016, there was further discussion about the benefits package to be offered to the new hire. Jamie is researching health insurance plans. The Board wants insurance to kick in after 60 days of hire. Drug testing will occur upon hire and accidents.

Other benefits include

- 40 hours of personal time for the first year, eligible to use after six months
- Hourly pay with anything over 40 hours a week paid at time and a half pay
- Payroll will be bi-weekly
- A performance review will occur annually and pay and benefits will be adjusted at that time
- Holiday pay will be 8 hours. If work is needed on the holiday due to storms or other emergencies, holiday pay will not be paid at OT pay. Hours over 48 will be eligible for OT on holiday weeks.

FIRE UPDATE

The Fire Department responded to three calls:

- Car accident
- Overhead transformer blew in the trailer park
- Grass fire that they couldn't find

All three of the new applicants have passed their agility test. Two of the applicants, Nick Kielas and Josh Wieland, have successfully completed their drug test and respiratory fitting.

Roger made a motion to put the Nick and Josh on the Fire Department and, upon successful completion of drug screening and notification of Jamie, to put Alan Ebbinga on the Fire Department. Bryan seconded the motion. All voted in favor and the motion carried.

June has been approached by a member of the Fire Department concerning their annual pay. The fire fighter suggested to June that rather than withholding Medicare and Social Security taxes, the money should be deposited into the Relief Association to be disbursed. June contacted the MAT attorneys for insight and was informed that if the Board allows the move of the \$7,000 from the Fire Fund—Compensation to the Relief Association that the Board would then be liable to levy that additional amount in the future for the Relief Association. This would increase the Relief Association levy from

\$22,000 to \$29,000. Rob and Kyle Hulke both said that this is the wants of one member of the department and it has not been brought up at any of their meetings. Roger does not think that the Board should allow the change as not every fire fighter is eligible for the Relief Association. Rob stated that he will have the fire fighters fill out the W-2's and I-9's at the October 19th meeting.

PUBLIC WORKS UPDATE

Flood pumps are running, had Gish out to do some emergency work on the pump at LOM. Storm damage has been reported to Blue Earth County for the storms the week of September 19-23.

CLERK/TREASURER UPDATE

Jamie requested painting the offices and meeting room of the Town Hall. She will ask the Fire Department for volunteers after she gets the necessary materials. The cost of materials will come out of the General Fund, not the Fire Fund.

George Leary, Blue Earth County, forwarded a Flood Plain Training opportunity to the Township. Tony will attend.

PUBLIC INPUT/MISCELLANEOUS

Jetter Clean Bill Kirby Thompson, 20024 Hawkeye Lane, sent a letter to the Town Board concerning the cleaning of the blocked culvert near the Henderson property. Kirby and Jack McGowan paid to have the culvert clean in anticipation of heavy rains with the September storms. They are requesting reimbursement from the Township. Chad stated that we should reimburse the two residents and add the \$200 to the invoice for LaDon Henderson for causing the initial damage to the culvert in June.

Bryan made a motion to repay Kirby Thompson and Jack McGowan for the culvert cleaning. Tony seconded the motion. All voted in favor and the motion carried. Jamie will send them reimbursements at the next meeting.


Quality Tree Invoice June has contacted Shirley and Barry Rosenau and they state that the work was finished according to the original agreement and the bill stands. The Board has decided not to pay the invoice per Larry stating that the original work was not finished and he had to call another contractor in to complete the work.

Larry's Retirement Roger has been approached by former Board members about having a recognition party/plaque made for Larry. It is unsure if Larry would want to come back for a party but after discussion, the Board agrees that Larry deserves the plaque for so many years of great service to the Township. Roger will deliver the plaque and approach the idea of a reception with Larry.

Roger motioned to pay bills as presented. Tony seconded the motion. All voted in favor and motion carried.

The meeting was adjourned by motion from Chad and second by Bryan at 9:51 pm.

Respectfully Submitted by:

A handwritten signature in dark ink, reading "Jamie Malvin". The signature is written in a cursive style with a large initial "J" and a long, sweeping underline.

Jamie Malvin, Clerk/Treasurer

**South Bend Township
Special Meeting
October 11, 2016**

The special meeting of the South Bend Township Board of Supervisors was called to order at 6:00 pm on October 11, 2016. The purpose of the meeting was to begin the 2018 budget process and discuss the applicants for the public works position. Board members that were present were June Lonnquist, Roger Veldhuisen, Bryan Wendland, Chad Ruch, and Anthony Albang. Also present were Jamie Malvin, Clerk/Treasurer, and Rob Stone, Fire Chief.

Public Works Position/Personnel Policy

Benefits will be granted to full-time employees. All benefits will be re-examined on a yearly basis.

PTO (Personal Time Off) will be used for vacation or sick time as the employee needs to meet his/her 40 hours/week full time paycheck. Minimum allowed increment of an hour. PTO cannot create overtime pay. Employees will be paid 1.5 times their normal hourly pay for hours that exceed 40 hours per week (overtime pay).

PTO accrual will begin as outlined in the table.

YEARS OF SERVICE	TIME OFF (HOURS)	TIME OFF (WEEKS)
0-1	40	1
1-3	80	2
3-5	120	3
5-7	160	4

Based off of a 40 hour work week and 2080 work hours in a year, accrual would be 0.02 hours PTO per hour worked. Employee will start accruing PTO on their first day of employment but are not able to use until six months of employment. Full amount of vacation will be available for use at that time and each year after on that same date. Example: First day of work would be January 1, 2017. First day to use PTO would be July 1, 2017. Future year's PTO available on July 1. Carry over options were discussed and it was decided that up to 40 hours can be carried over year-to-year. If employee has more hours than 40, they must use it or lose it. There was also discussion of a payout down to 40 hours.

Day-to-day hours for the Public Works Position will be Monday through Friday from 7 am to 4 pm or 8 am to 5 pm. During snowstorms or other emergency situations, the employee is able to flex hours to start earlier/end earlier as long as a minimum of 8 hours are worked that day.

Township cell phone will be issued to the new Public Works Manager. The Clerk will be compensated \$25/month for using personal cell phone for Township Business.

PERA benefits are set by the state, currently the employee contributes 6.5% and the employer contributes 7.5%.

Employees will be eligible for health insurance the first of the month following their first 60 days of service. The Township will pay:

- 75% of the employee's monthly premium and 50% of the dependent's monthly premium, OR
- Up to 75% or a certain dollar amount depending on the plan chosen.

In order to have specific plan options and costs, we need more demographic information on the employees to proceed.

Employees will be paid every two weeks, on a date to be determined. Friday, Monday, and Tuesday were discussed. Paycheck will be available by noon that day for the prior two weeks' pay. Reimbursements will be issued at the monthly meeting for the prior month.

Holiday Pay will follow the federal/state guidelines and will be a straight 8 hours per holiday. If the employee ends up working on the holiday due to an emergency situation, the holiday can be a floating holiday but must be used within the calendar year. If the employee ends up working on the holiday, they will not be paid overtime pay until they reach 48 hours for the work week.

Roger asked if the new employee will be full-time or part-time. Chad and Bryan stated that the employee will be full-time. Roger wants to offer the position as part-time for the first six months and then move to full-time. Tony stated that offering part-time will make the employee more likely to leave if they are offered a full-time position.

2018 Budget Discussion

June presented a spread sheet of building breakdowns for the Township by class code. She also listed the EMV and TMV for each code to give the other Board members an idea of who is getting taxed what and the approximate percentages.

Jamie gave all Board members a copy of disbursements made through September 30, 2016, and a breakdown of the Fire Fund from 2012-2015.

Rob presented the Board with a proposed 2018 levy and a replacement schedule for their equipment. Roger suggested increasing the compensation as it has been set at \$7000 for a few years. Chad suggested increasing the relief association levy instead of increasing the compensation. Rob will bring it up at a department meeting as no one has requested to increase compensation in the past. Rob explained that equipment replacement is usually done when the fire department is awarded grants and the breakdown shows the life expectancy and replacement cost.

Employee wage breakdown was discussed. Currently, the clerk/treasurer wages are split 50/50 between the General Fund and the Utility Fund and the Public Works Manager wages were split 92/8 between the Road and Bridge Fund and the Utility Fund. The current splits will be left as they are.

The Capital Reserve Fund and the Dike Fund are at good levels. Further discussion of the General Fund and the Road and Bridge Fund will be at a work session. Roger feels that the Road and Bridge Fund will recoup a lot on the blacktopping cost right away. Blacktopping projects are on hold until the spring of 2017.

MS4 Funding was discussed. As it was not put into the 2017 Budget, money will need to be borrowed from one of the other funds to cover the initial start-up costs and any incident costs. Roger suggested that we create a special fund for 2018 to levy for MS4. Discussion will continue at the next budget work session.

The Utility Fund was discussed. The \$5 meter connection charge will be going into the O&M account for future repairs/upgrades.

The sewer extension grant funds are available through November of 2017 but the Township will most likely need to borrow money to cover our portion of the cost for any work done. Roger suggests the cost of the second water tower and the initial bill of the system being put in should be assessed to the residents who benefit from the system but we cannot assess any cost until the water and sewer lines have been installed. He also brought up the option of a connection pipe from the City of Mankato as a secondary water source. He will follow up with Bolton & Menk to see if that would be covered under our grant. Roger also stated that the Township would need to sell bonds to finance the well project. June wants to have an engineer involved to figure out an approximate cost and if the land we are looking at is a viable source for the well. Roger is also concerned about access to the site because the main access is through the trailer park with a cart way through the adjacent property from Beaver Avenue. Roger thinks that the Township should only pursue the well at this time, not a second water tower.

Chad is unsure how to proceed with some of the one-time projects as it would cause more issues further down the road by increasing then decreasing then increasing the levy. He is also concerned about the tax base at the top of the hill where the proposed water and sewer lines would be put in. The current system is also going to be in need of a lot of work and we need to focus on that.

Roger and Bryan agree that before the project can proceed, the Township needs to find more grant money to make the project feasible. Bryan also would like Waste Management contacted about possibly paying a larger portion of the improvement.

Tony feels that we need to address the hilltop area as many wells and septic systems are beginning to fail and it might be more cost-effective for residents to have the assessments versus putting in new wells and septic systems. Jamie has also had multiple inquiries about the future of the project.

Miscellaneous

Roger talked to CenterPoint Energy and they want to move their building at the Eleanor/Anderson intersection closer to the Dike. They are in the beginning stages and will be contacting the state and Army Corp of Engineers.

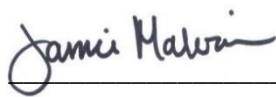
Roger stated that the flood gates are still closed and the pumps are still running. He needs assistance with opening them. He also is going to leave the West pumps on until the river is below 14 feet. Chad will help him Thursday morning, October 13, 2016.

Roger was approached by a resident concerning the use of the Town Hall by the Women- of the Moose. He stated that there has always been an unwritten policy that residents could use the hall free of charge and non-residents would pay a fee. It was stated that Sandi Albang is a resident and the Board had approved the use previously. Roger was concerned that while it is a resident, it is still an outside organization. Issue will be discussed further at the November Regular Meeting.

Jamie is unable to go to the county disaster meeting. Roger will attend and sign any necessary paperwork. The only estimate that has been received is from Lorentz Construction and is not itemized as we do not have specifications for each road. After further discussion, Chad made a motion to have Bolton & Menk write up RFP's with road specifications. Tony seconded the motion. All voted in favor and the motion carried.

The meeting was adjourned by a motion from Roger and a second from Tony at 9:36 pm.

Respectfully Submitted by:

A handwritten signature in blue ink that reads "Jamie Malvin". The signature is written in a cursive style and is positioned above a horizontal line.

Jamie Malvin, Clerk/Treasurer

**South Bend Township
Special Meeting
October 11, 2016**

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PTO (Personal Time Off) will be used for vacation or sick time as the employee needs to meet his/her 40 hours/week full time paycheck. Minimum allowed increment of an hour. PTO cannot create overtime pay. Employees will be paid 1.5 times their normal hourly pay for hours that exceed 40 hours per week (overtime pay).

PTO accrual will begin as outlined in the table.

YEARS OF SERVICE	TIME OFF (HOURS)	TIME OFF (WEEKS)
0-1	40	1
1-3	80	2
3-5	120	3
5-7	160	4

Based off of a 40 hour work week and 2080 work hours in a year, accrual would be 0.02 hours PTO per hour worked. Employee will start accruing PTO on their first day of employment but are not able to use until six months of employment. Full amount of vacation will be available for use at that time and each year after on that same date. Example: First day of work would be January 1, 2017. First day to use PTO would be July 1, 2017. Future year's PTO available on July 1. Carry over options were discussed and it was decided that up to 40 hours can be carried over year-to-year. If employee has more hours than 40, they must use it or lose it. There was also discussion of a payout down to 40 hours.

Day-to-day hours for the Public Works Position will be Monday through Friday from 7 am to 4 pm or 8 am to 5 pm. During snowstorms or other emergency situations, the employee is able to flex hours to start earlier/end earlier as long as a minimum of 8 hours are worked that day.

Township cell phone will be issued to the new Public Works Manager. The Clerk will be compensated \$25/month for using personal cell phone for Township Business.

PERA benefits are set by the state, currently the employee contributes 6.5% and the employer contributes 7.5%.

Employees will be eligible for health insurance the first of the month following their first 60 days of service. The Township will pay:

- 75% of the employee's monthly premium and 50% of the dependent's monthly premium, OR
- Up to 75% or a certain dollar amount depending on the plan chosen.

In order to have specific plan options and costs, we need more demographic information on the employees to proceed.

Employees will be paid every two weeks, on a date to be determined. Friday, Monday, and Tuesday were discussed. Paycheck will be available by noon that day for the prior two weeks' pay. Reimbursements will be issued at the monthly meeting for the prior month.

Holiday Pay will follow the federal/state guidelines and will be a straight 8 hours per holiday. If the employee ends up working on the holiday due to an emergency situation, the holiday can be a floating holiday but must be used within the calendar year. If the employee ends up working on the holiday, they will not be paid overtime pay until they reach 48 hours for the work week.

Roger asked if the new employee will be full-time or part-time. Chad and Bryan stated that the employee will be full-time. Roger wants to offer the position as part-time for the first six months and then move to full-time. Tony stated that offering part-time will make the employee more likely to leave if they are offered a full-time position.

2018 Budget Discussion

June presented a spread sheet of building breakdowns for the Township by class code. She also listed the EMV and TMV for each code to give the other Board members an idea of who is getting taxed what and the approximate percentages.

Jamie gave all Board members a copy of disbursements made through September 30, 2016, and a breakdown of the Fire Fund from 2012-2015.

Rob presented the Board with a proposed 2018 levy and a replacement schedule for their equipment. Roger suggested increasing the compensation as it has been set at \$7000 for a few years. Chad suggested increasing the relief association levy instead of increasing the compensation. Rob will bring it up at a department meeting as no one has requested to increase compensation in the past. Rob explained that equipment replacement is usually done when the fire department is awarded grants and the breakdown shows the life expectancy and replacement cost.

Employee wage breakdown was discussed. Currently, the clerk/treasurer wages are split 50/50 between the General Fund and the Utility Fund and the Public Works Manager wages were split 92/8 between the Road and Bridge Fund and the Utility Fund. The current splits will be left as they are.

The Capital Reserve Fund and the Dike Fund are at good levels. Further discussion of the General Fund and the Road and Bridge Fund will be at a work session. Roger feels that the Road and Bridge Fund will recoup a lot on the blacktopping cost right away. Blacktopping projects are on hold until the spring of 2017.

MS4 Funding was discussed. As it was not put into the 2017 Budget, money will need to be borrowed from one of the other funds to cover the initial start-up costs and any incident costs. Roger suggested that we create a special fund for 2018 to levy for MS4. Discussion will continue at the next budget work session.

The Utility Fund was discussed. The \$5 meter connection charge will be going into the O&M account for future repairs/upgrades.

The sewer extension grant funds are available through November of 2017 but the Township will most likely need to borrow money to cover our portion of the cost for any work done. Roger suggests the cost of the second water tower and the initial bill of the system being put in should be assessed to the residents who benefit from the system but we cannot assess any cost until the water and sewer lines have been installed. He also brought up the option of a connection pipe from the City of Mankato as a secondary water source. He will follow up with Bolton & Menk to see if that would be covered under our grant. Roger also stated that the Township would need to sell bonds to finance the well project. June wants to have an engineer involved to figure out an approximate cost and if the land we are looking at is a viable source for the well. Roger is also concerned about access to the site because the main access is through the trailer park with a cart way through the adjacent property from Beaver Avenue. Roger thinks that the Township should only pursue the well at this time, not a second water tower.

Chad is unsure how to proceed with some of the one-time projects as it would cause more issues further down the road by increasing then decreasing then increasing the levy. He is also concerned about the tax base at the top of the hill where the proposed water and sewer lines would be put in. The current system is also going to be in need of a lot of work and we need to focus on that.

Roger and Bryan agree that before the project can proceed, the Township needs to find more grant money to make the project feasible. Bryan also would like Waste Management contacted about possibly paying a larger portion of the improvement.

Tony feels that we need to address the hilltop area as many wells and septic systems are beginning to fail and it might be more cost-effective for residents to have the assessments versus putting in new wells and septic systems. Jamie has also had multiple inquiries about the future of the project.

Miscellaneous

Roger talked to CenterPoint Energy and they want to move their building at the Eleanor/Anderson intersection closer to the Dike. They are in the beginning stages and will be contacting the state and Army Corp of Engineers.

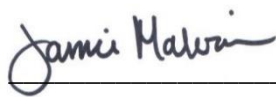
Roger stated that the flood gates are still closed and the pumps are still running. He needs assistance with opening them. He also is going to leave the West pumps on until the river is below 14 feet. Chad will help him Thursday morning, October 13, 2016.

Roger was approached by a resident concerning the use of the Town Hall by the Women- of the Moose. He stated that there has always been an unwritten policy that residents could use the hall free of charge and non-residents would pay a fee. It was stated that Sandi Albang is a resident and the Board had approved the use previously. Roger was concerned that while it is a resident, it is still an outside organization. Issue will be discussed further at the November Regular Meeting.

Jamie is unable to go to the county disaster meeting. Roger will attend and sign any necessary paperwork. The only estimate that has been received is from Lorentz Construction and is not itemized as we do not have specifications for each road. After further discussion, Chad made a motion to have Bolton & Menk write up RFP's with road specifications. Tony seconded the motion. All voted in favor and the motion carried.

The meeting was adjourned by a motion from Roger and a second from Tony at 9:36 pm.

Respectfully Submitted by:

A handwritten signature in blue ink that reads "Jamie Malvin". The signature is written in a cursive style and is positioned above a horizontal line.

Jamie Malvin, Clerk/Treasurer

**South Bend Township
Regular Meeting
November 1, 2016**

The regular meeting of the South Bend Township Board of Supervisors was called to order at 7:02 pm on November 1, 2016. Board members that were present were Roger Veldhuisen, June Lonnquist, Chad Ruch, Bryan Wendland, and Tony Albang. Also present was Jamie Malvin, Clerk/Treasurer.

Roger requested that the minutes from the October 11, 2016, Special Meeting be amended as follows:

- On page 3 where it discusses the flood gates, it should state "He needs assistance with opening the gates," instead of "He needs assistance with closing the gates."

Tony made a request to correct the name of the women's organization on the same page to "Women of the Moose" instead of "Ladies of the Moose."

Roger made a motion to approve the minutes as amended. Tony seconded the motion. All voted in favor and the motion carried.

The Treasurer's report was read for information and approval. The Chairman accepted the treasurer's report as read.

NEW BUSINESS

LESUEUR AVENUE DRAINAGE

Micah Nettekoven of 436 Reno Street was present to discuss the drainage issues on his property along LeSueur Avenue. The Board will look into the issue further.

208TH LANE VACATION (BLASCHKO'S BUILDING)

Bruce Johnson was present to ask about vacating the portion of 208th Lane past Blaschko Building Center as the road is not maintained. There was discussion about whether the road is a private or township road. Jamie will further research the issue and contact Mr. Johnson about the process of vacating the road if necessary.

DK AUTO

Jamie received a letter from Aaron Stubbs, Land Use Planner from Blue Earth County, concerning a review of a Legal Non-Conforming Use by Dennis Kleinow, DK Auto. Per Mr. Stubbs, Mr. Kleinow must bring his property into compliance by moving all automobiles, automobile parts and any other items associated with his business onto his property located at 1205 Beaver Avenue by their next meeting in early December 2016.

FLOODPLAIN & SHORELAND MGMT TRAINING FOR LOCAL OFFICIALS

Tony and Justin will attend the training. Bryan will see if he's available and let Jamie know later this week.

HALL RENTAL POLICY

The Board read through the Hall Rental Policy Draft. Roger would like to wait to approve the policy until the Board has an updated copy. Chad made a motion to approve the policy with the changes requested. Bryan seconded the motion. Chad, Bryan, June, and Tony all voted in favor. Roger voted against.

209TH CULVERT

Erosion control is needed. Township is now responsible for seeding as the original seed laid washed away during storms. Justin will do the erosion control when he starts working full time on November 11, 2016. Roger suggested getting sod for the area. Bryan suggested that a circle of sod going five feet out from the culvert with seed blankets on the rest of the area. Tony made a motion to allow Roger to get sod for the five foot area around the culvert as long as it was less than \$150. Roger seconded the motion. All voted in favor and the motion carried.

BOARD OF CANVASS FOR ELECTION RESULTS

The Board of Canvass for the results of the General Election is set for November 15, 2016, at 7:00 PM.

OLD BUSINESS

2016 BLACKTOPPING PROJECTS

Jamie received an updated contract from WW Blacktopping for the LeHillier streets with black dirt and mailbox strips for a signature. They did not have an updated contract for Badger Lane as more changes were coming. Roger said the only changes that should have been added were the shouldering with black dirt and grass seed. After further discussion, Jamie will contact WW Blacktopping to have them add the northern section of Hawley to the LeHillier street contract as all of the work will not begin until the spring.

No bids have been received to replace the culvert on Badger Lane. Bryan thinks that we should wait and have Justin do the work in the spring.

MS4

The contract with the City of Mankato has been signed by Tony and Jamie.

Jamie received a request for review and comments on the draft for the General Permit—Stormwater Reuse. The Board will review the draft and discuss any needed changes at the Special Meeting for awarding the September Storm contract on November 7, 2016.

EPA GRANT/2ND WELL

Roger has been in contact with Ruby Development and feels that the property is ok for a well but the township would need an easement from Beaver Avenue as the current access to the property is through private property.

Roger will contact the other property owner and talk to Bolton & Menk about the proposed cost.

SEPTEMBER STORMS

The Board will open the bids and award the contract for the road work on November 7, 2016, at 5:00 PM.

TOWNSHIP ATTORNEY

The Board reviewed the Retainer Agreement sent by Chris Johnson. Bryan explained that Chris agreed to lower his hourly cost and that he is also available for conference calls during meetings if needed. Roger and June would like anyone contacting him to notify either the Chairman or Clerk. Chad made a motion to sign the agreement. Roger seconded the motion. All voted in favor and the motion carried.

2018 BUDGET WORKSHOP

No discussion.

FIRE UPDATE

There were no fire calls this month. The pump on the grass rig broke down so they are having it repaired.

Rob asked the Board for permission to send the new fire fighters to the initial training course now as there is an increase in the training reimbursement available for this year rather than waiting until their one year probationary period is over. The fire fighters would still be on probation until the one year mark. Roger made a motion to send them to school now. Tony seconded the motion. All voted in favor and the motion carried.

Roger brought up replacing the step plate on the back of the pumper. He had talked to Reich but he was not interested in doing the work at this time. The cost for an aluminum plate would be approximately \$250 and the cost, after painting,

for a steel plate would run the same. Roger stated that he could install the plate with the assistance of a couple other fire fighters.

June asked Rob about the maintenance schedule and where the step plate falls on the list. Rob has stated that new tires for 5415 are at the top of the maintenance list and they will be done the first week in January.

Chad asked Roger if it was a safety issue or a cosmetic issue. Roger stated that it is mostly cosmetic. As the issue has not been brought up during a Fire Department meeting, Rob suggested bringing it up at the next meeting. June stated that it will be put on hold until the fire department discusses it.

PUBLIC WORKS UPDATE

Roger stated that the window on the tractor is broken. Replacement cost for tempered glass is \$221 and for safety glass is approximately \$60. He also plans on having the front right tire fixed as it is leaking air.

Roger has also received complaints about tall grass in the ditches and wants to get mowing done sooner rather than later. Chad asked if we have an agenda ready for Justin when he begins work. Currently, mowing and road maintenance are on the agenda. After a discussion of township liability, Chad and Bryan requested a doctor's note for a medical release before Roger is able to do any further work. Roger will bring the note to the Monday, November 7, 2016, meeting. A new resolution will also need to be made in order for him to be paid for any additional work he performs.

Roger let the Board know that the Department of Health was in earlier today to retest the water system as he forgot to sanitize the faucet before he took the water sample and we should know the results on Wednesday.

Roger also explained that there is a large infiltration into the sewer system as we pumped one million more gallons than we used. He suggests having someone assist him with lifting manholes and looking for issues. June wanted to know if they would just be looking or fixing issues as they are found and is it possible to hire someone. Bryan feels that someone needs to be hired as it is not a job that the Board should be doing themselves. Bryan made a motion to contact Ground Zero, Deegan, SMC, Holtmeier, and Mathiowitz to get the process started and an estimate for fix any issues. Chad seconded the motion. All voted in favor and the motion carried. Roger estimated that there are about two manholes per block.

Roger wants to know if we should hire someone to grade the roads and alleys before Justin begins work. After some discussion, the Board will ask Justin if he wants/needs the help and Roger will contact Tom Brunz to see if he'd be willing to help if needed.

CLERK/TREASURER UPDATE

2017 Meeting Calendar Jamie presented the 2017 meeting calendar with two regular meetings per month. Roger asked if we could cancel any meetings we do not need. June said yes but by prescheduling them, we would have fewer special meetings. Chad made a motion to approve the meeting calendar. Bryan seconded the motion. All voted in favor and the motion carried.

Delinquent Water Bill Certification Jamie presented a list of outstanding water bills and township invoices. Roger asked how many of the properties are rentals and if the owners were notified. Jamie will be sending letters after the Election. He also asked if we could assess the pool filling charge. Chad stated that we could as it was a service provided by the township. Roger made a motion to assess the past due accounts on November 30, 2016. Tony seconded the motion. All voted in favor and the motion carried.

Hawkeye Lane Culvert Jamie received a request from Kirby Thompson, 20024 Hawkeye Lane, for the township to reimburse him for a culvert that he had put in on his property. Roger does not remember the township telling him that he did not need a culvert when he met with the Board before putting in the new driveway. June stated that there was a

culvert above his driveway. Bryan and Tony do not feel the township should pay for the culvert as the township did not require him to install it. Bryan also feels that Thompson should have approached the Board before installing the culvert. Roger made a motion to not reimburse Mr. Thompson. Tony seconded the motion. All voted in favor and the motion carried.

816 South Bend Avenue George Leary sent an email to the township concerning 816 South Bend Avenue as the realtor, Rebecca Thate, is wanting to get a conditional use permit for a cabinet shop to be at the location. He outlined the steps to be taken and the township will wait for further requests.

PUBLIC INPUT/MISCELLANEOUS

Fernwood Lane R&E brought in gravel for the section between the Quonset building and the rail road tracks to firm up the road. Chad wants to know why we did not vacate that section of the road. Roger feels that the issue is a build up by the tracks that doesn't allow the water to flow. As the state owns the land, Chad feels that we should be able to vacate the road and he will look into it further.

Larry's Retirement Larry does not want a retirement party. The plaque from the township is finished and Roger will deliver it.

Bryan motioned to pay bills as presented. Roger seconded the motion. All voted in favor and motion carried.

The meeting was adjourned by motion from Bryan and second by Tony at 9:40 pm.

Respectfully Submitted by:



Jamie Malvin, Clerk/Treasurer

**South Bend Township
Special Meeting
November 7, 2016**

The special meeting of the South Bend Township Board of Supervisors was called to order at 5:34 pm on November 7, 2016. The purpose of the meeting was to open bids and award the contract for the September Storms. Board members that were present were June Lonnquist, Roger Veldhuisen, Bryan Wendland, Chad Ruch, and Anthony Albang. Also present was Jamie Malvin, Clerk/Treasurer.

Opening of Bids

Bids were opened for the emergency road work due to the September storms:

- Deegan Construction—\$151,968
- Lorentz Construction—\$103,777.49
- Crystal Construction—\$8,429.59 (Grant Drive only)

Bryan made a motion to award the contract to Lorentz Construction and have them start work with Hawkeye Lane. Roger seconded the motion. All voted in favor and the motion carried.

Badger Lane Culvert

Jamie received a quote for the replacement of the broken culvert on Badger Lane. As the blacktopping will not begin until the spring, the Board will discuss how to handle it with Justin.

Water Issues

Roger has had a new jet pump for the chlorine installed and he will be testing it in the morning to make sure it is functioning correctly.

Roger is having problems with the fluoride test not registering fluoride in the system. He has it turned up past 5 for the injection and will test it again in the morning.

The Coliform Bacteria test showed 2.5 parts per million. Beemer shocked the well on Friday, November 4, and he opened a hydrant to cycle out the highly chlorinated water. Beemer also replaced a diaphragm on the chlorine injector. When Amy from the Minnesota Department of Health was present to retest the water, she suggested getting a chlorine scale to be able to see how full the tank is. Bryan made a motion to get the chlorine scale from Beemer. Tony seconded the motion. All voted in favor and the motion carried.

Public Works

Bryan asked Roger for his doctor's note. Roger left it at home but will get it to Jamie this week.

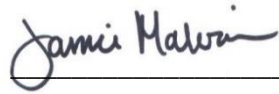
Roger has replaced the tractor window and new blades. He also received a quote of \$200 for a pallet of sod. Bryan suggested going with sod and laying the rest of the seed in the spring. Roger will have the fire department water the sod once it is laid. June told Roger to have the sod delivered to 209th Lane and Justin will install it Monday.

Insurance

The Board will review the insurance options and discussion will occur after the Board of Canvass on November 15, 2016, at 7:00 pm.

The meeting was adjourned by a motion from Bryan and a second from June at 6:58 pm.

Respectfully Submitted by:

A handwritten signature in dark ink, reading "Jamie Malvin". The signature is written in a cursive style with a large initial "J".

Jamie Malvin, Clerk/Treasurer

**South Bend Township
Board of Canvass
November 15, 2016**

The special meeting of the South Bend Township Board of Supervisors was called to order at 7:01 pm on November 15, 2016. The purpose of the meeting was to certify the results from the 2016 General Election. Board members that were present were June Lonnquist, Roger Veldhuisen, Bryan Wendland, Chad Ruch, and Anthony Albang. Also present was Jamie Malvin, Clerk/Treasurer.

NEW BUSINESS

ELECTION RESULTS

The results of the 2016 General Election were certified and will be kept on file in the Clerk's office.

OLD BUSINESS

WATER & SEWER UPDATE

Roger states that everything is working now. The chlorine injector was put in backwards. In his recent chlorine residual test, there was a 1.0-1.4 reading which is normal. He is still waiting for the results from the fluoride and coliform retest.

Chad asked if the water was bad enough to issue a boil order. Roger stated that it was not. Chad also asked if the fluoride injector was still set high. Roger stated that it was at 5.5 still as he is not getting a reading when performing the test.

PUBLIC WORKS UPDATE

Justin was present to update the Board on what his plans for the week are. He has been driving the roads to become more familiar with where they are and the condition of the roads. He also patched some of the potholes in the lower area. He plans on mowing, getting the truck and spreader running, grading the alley between North McKinzie and North Sturgis Street, and fixing the hole in the back of the pole shed.

June and Bryan would like a list of tools and other items needed for the December 6, 2016, meeting. Chad reiterated that Justin will be held accountable for keeping order of the new tools.

After the mowing and grading is done, the Board suggested working on cleaning out culverts.

Justin also stated that the intake on the culvert on 209th Lane needs to be raised about 6 inches. He will check with Blue Earth County to see if they have a pattern so that he could make it cheaper. Chad also suggested getting erosion control socks staked in around it for the winter.

MISCELLANEOUS

Bob Lorentz stopped by and said that there was not crushed limestone available for Hawkeye Lane repairs. Chad made a motion to go with crushed concrete instead of crushed limestone. Bryan seconded the motion. All voted in favor and the motion carried. Jamie will contact Bob.

Roger has made two additional sets of Larry's keys but is still sorting them into different sets. Chad stated that the keys need to stay in Jamie's office. Roger is concerned because Jamie is the only one who has a key to her office. Chad made a motion to get a key lock box and a padlock for Jamie's door. Bryan seconded the motion. All voted in favor and the motion carried.

The Board reviewed and signed Justin's Employment Contract.

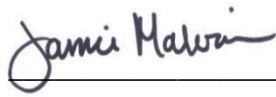
Tony made a motion to set a review for Jamie on December 6, 2016, at 6:00 pm. Chad seconded the motion. All voted in favor and the motion carried.

INSURANCE

After discussion, insurance should be offered to any full time employee. Bryan made a motion to set full-time hours at 32 hours per week with the township paying 75% of monthly premium and deciding on family coverage contribution at the December 6, 2016, meeting. Tony seconded the motion. All voted in favor and the motion carried.

The meeting was adjourned by a motion from Roger and a second from Tony at 9:36 pm.

Respectfully Submitted by:

A handwritten signature in dark ink, appearing to read "Jamie Malvin", is written over a horizontal line.

Jamie Malvin, Clerk/Treasurer

**South Bend Township
Regular Meeting
December 6, 2016**

The regular meeting of the South Bend Township Board of Supervisors was called to order at 7:00 pm on December 6, 2016. Board members that were present were Roger Veldhuisen, June Lonnquist, Chad Ruch, Bryan Wendland, and Tony Albang. Also present was Jamie Malvin, Clerk/Treasurer.

Minutes from the November meetings were read for approval. Roger requested a correction be made on page 3 of the November 1, 2016, minutes as the prices were switched for the cost of tempered glass and safety glass for the tractor window.

Chad made a motion to approve the minutes as amended. Tony seconded the motion. All voted in favor and the motion carried.

The Treasurer's report was read for information and approval. The Chairman accepted the treasurer's report as read.

NEW BUSINESS

HAWKEYE LANE—KIRBY THOMPSON

Kirby Thompson was present to request the township pay for the culvert that he put in under his driveway. Bryan stated that if he had come to the Board before installation, the Board would have considered it and talked to Bolton & Menk to see if it was necessary for the road drainage as the township does not pay to put the initial culvert in but covers maintenance costs after it is installed.

WASTEWATER MEETING UPDATE

MPCA has lowered the requirement for phosphate levels in the water supply. The City of Mankato, along with other Mayors and Boards are encouraged to fight the change. The City of Mankato is composing a letter on behalf of all of their wastewater customers and sending it to the MPCA. If the change in requirement goes through, Mankato will have to replace their system and there will be a significant cost increase for water treatment.

OLD BUSINESS

2ND WELL/EPA GRANT

Jamie received an email requesting an updated project schedule. Currently, the Township has been put on the list for new IUP requests but no update until a bonding bill is passed to fund new projects.

Jamie also received a letter from the Minnesota Department of Health outlining things that the township should look into putting in place to ensure the safety of the township water supply.

Roger has talked to the 2nd property owner in regards to the second well location and they do not want to split the property.

Bryan made a motion to have Chris get bonding/grants in place for a second well. Tony seconded the motion. All voted in favor and the motion carried.

WATER SYSTEM

Bryan, Tony, Roger, and Justin met with John Roessler on December 1, to have him look at our water system. Bryan thinks that the Township should hire John as the water superintendent and that the water issues should have been resolved within 30 days with Justin performing system checks on the weekends until the issues are resolved.

After a lengthy discussion, Chad made a motion to hire John. Tony seconded the motion. Chad, Bryan, Tony, and June voted in favor. Roger voted against. The motion carried.

2018 BUDGET WORKSHOP

A budget meeting will be held in January.

FIRE UPDATE

There were five fire calls this month:

- 2 lift assists to Hillcrest
- 2 car accidents
- 1 mutual aid to Mt. Kato

Rob thinks that the Board should set a charge for lift assist calls as they have been receiving more of them. Roger made a motion to set the fee at \$250 for medical/lift assist calls. Bryan seconded the motion. All voted in favor and the motion carried.

The department received a \$500 donation from Northern Frights for having one of their trucks on scene two nights in October.

5510 had a break line replaced. They are also in the process of updating the department medical bags.

PUBLIC WORKS UPDATE

John and Justin are getting quotes for a mixer for the water tower as all new towers have them. Justin had gravel added to three roads (208th Lane, 549th Lane, and Fernwood).

Roger asked about adding gravel to Pintail Lane. Explained that it was part of the September storms and gravel will be added as the road is fixed.

Having a road inventory of township roads done by Bolton & Menk was discussed. The Board does not want to proceed at this time as Justin feels that he can do it himself.

Justin will look through the letter from MDH and see which items he can do himself and which items need to be hired out.

CLERK/TREASURER UPDATE

Kachelmyer Property Jamie received an email from George Leary concerning a request to build a new house in a different location on John Kachelmyer's property. As it is in the Urban Fringe District, dividing or subdividing for nonfarm uses is prohibited. They are asking for permission to split before obtaining a construction permit. After discussion, the Board agreed that Kachelmyer can build a new house as long as he cannot subdivide the property. Jamie will contact George.

Tony motioned to pay bills as presented. Bryan seconded the motion. All voted in favor and motion carried.

The meeting was closed by motion from Bryan and second by Tony at 8:57 pm.

Respectfully Submitted by:

A handwritten signature in dark ink, reading "Jamie Malvin". The signature is written in a cursive style with a large initial "J" and a small dot over the "i".

Jamie Malvin, Clerk/Treasurer