

# SCHROEDER TOWNSHIP

## Minutes for Regular Board Meeting of July 9, 2024

Present: Supervisors Bruce Martinson, Tina McKeever; Treasurer Carla Menssen; Clerk Amy Brugge, Deputy Clerk Anna Green; Fire Chief Phil Bonin; Residents of Schroeder.

**T. McKeever moved to approve the agenda as presented, B. Martinson amended the motion to have the agenda include Sugar Loaf Road to the Road & Bridge Report. T. McKeever motioned to approve the amendment. B. Martinson then seconded the motion. Motion carried unanimously.**

**T. McKeever moved to approve the regular meeting minutes and the Special Meeting minutes of June 11, 2024. B. Martinson seconded. Motion carried unanimously.**

**Treasurer's Report** – reported by Treasurer Carla Menssen, for June 2024.

**Disbursements** - \$11,968.36 **Receipts** - \$30,411.01 **Total Financial Assets** – \$464,841.43

C. Menssen discussed the purchase of CDs at both North Shore Federal Credit Union for \$75,000 and Grand Marais State Bank for \$100,000. New signature cards were also signed for both banks due to recent changes to the board composition.

Property tax for first period was included in the reporting of receipts; went up to \$27,293.73 from approximately \$24,000 during the same period in 2023.

**T. McKeever moved to pay check numbers 5811-5835, with one voided (#5813), for a total of \$30,463.54 and to accept treasurer's report as present. B. Martinson seconded the motion. Motion carried unanimously.**

B. Martinson requested a copy of invoices from Curt Laboda and Isak Hansen's for emergency road repair work related to June floods in the event it may be eligible for state/federal reimbursement. Town clerk provided copies of invoices received and paid.

**West End Lodging Tax for April** - \$782.57

**Commissioner's Report:** no report, Commissioner Storlie not present.

**Fire Department:** Fire Chief Phil Bonin reports good attendance for last night's department meeting. Reported they are still awaiting replacement tanks for SCBAs. Quiet fire season thus far. Will be created new ID cards for department members soon now that supplies are in.

### **Road & Bridge:**

Skou Road - B. Martinson & Charlie Muggley (previously on Road Committee) met with Curt Laboda regarding Skou Road repair. Work was completed and bill was paid this month.

Sugar Loaf Road – B. Martinson reviewed the state of the road following the flood damage from June. Isak Hansen's and Nick Olson were able to address the immediate damage to make the road passable via temporary repair following the flash flooding event of June 17 & 18, 2024. Options for a more permanent repair were discussed, as well as current traffic volume.

**T. McKeever motions for B. Martinson to repair lower portion near his residence with Grade 5. B. Martinson seconds the motion. Motion carried unanimously.**

B. Martinson discussed attempts to contact Cook County Emergency Management Director Mike Keyport. Reviewed information available from FEMA website regarding disaster declaration, that road repair work would be deemed eligible for FEMA funds, and that necessary documentation is inclusive of receipts related payments and pictures of damage incurred. B. Martinson provides proposal for Board to request sealed bids for the permanent repair of Sugar Loaf Road and to hold a Special Meeting on Tuesday, July 23, 2024 to review sealed bids received. Bids will be posted publicly for a two-week period.

**T. McKeever motions to approve the language for the request for sealed bids for the permanent repair of Sugar Loaf Road and to hold a Special Meeting to review bids on July 23, 2024. B. Martinson seconds the motion. Motion carried unanimously.**

**Cemetery:** Nothing to report.

**Recreation:** Garbage can for the park was received with a damaged lid. The box it was in was not damaged, but the lid was significantly dented. T. McKeever will call the vendor and request a refund and/or replacement. New flag placed at Highway 61 wayside. A spare was also purchased and will be kept in Town Hall for future use.

**Town Hall:** Furnace situation was discussed as no contractor has agreed to do the work at this time. T. McKeever will reach out to various HVAC providers to re-initiate discussions.

**Other Business:**

Mail-In Ballots – Resident Cathy Johnson presented citizens' concerns regarding the use of mail-in ballots and a desire to return to in-person voting at the Town Hall. B. Martinson discussed mail-in ballots resulting in a higher election participation rate among registered voters. It was noted that there are 126 registered voters in the Township as of June 1, 2024. T. McKeever had contacted the Cook County Auditor's Office regarding election administration. T. McKeever present anticipated costs to return to in-person voting would include the purchase of a tabulation machine (approx. \$6,000), an assistive voting device machine (approx. \$2,000), and software licensing, training, and maintenance cost for an approximate total of \$10,000. The township would be responsible for training cost and payment of election judges. The polling place would need to be open from 7am – 8pm on each Election Day, plus additional statutory early voting days prior to the election. Venue must meet all current ADA requirements for

precinct site. Discussion occurred regarding ADA compliance concerns around the Town Hall as a voting site, as that was part of the 1997 move to mail-in ballots. Last year the Township paid approximately \$1,200 to the county for administration of elections via the mail-in ballots. B. Martinson suggests the town board requests a list of registered voters and public review to follow.

**T. McKeever then motions to amend the agenda to add discussion of the current Board Supervisor Vacancy. B. Martinson seconds the motion. Motion carried unanimously.**

Board Supervisor Vacancy –

**T. McKeever motions to appoint Cathy Johnson as interim supervisor in replacement of Lloyd Chase effective July 10, 2024 until the March 2025 election. B. Martinson seconds the motion. Motion carried unanimously.**

**Correspondence:**

**Sent – N/A**

**Received – N/A**

**Public Comments:**

Schroeder Days will be held 8/24. Town Hall has been rented; local business will be participating. Two bands will be playing that afternoon & evening. Those interested in volunteering and/or willing to help with planning should contact Steve Schug.

**T. McKeever moved to adjourn. B. Martinson seconded. Adjourned at 8:38pm.**

Respectfully submitted,

Amy Brugge, Clerk

# SCHROEDER TOWNSHIP

## Minutes for Special Board Meeting of July 23, July 30, and August 5, 2024

### Special Board Meeting of July 23, 2024

Present on 7/23/2024: Supervisors Bruce Martinson, Tina McKeever, Cathy Johnson; Treasurer Carla Menssen; Clerk Amy Brugge, Deputy Clerk Anna Green; Commissioner Ginnie Storlie, Residents of Schroeder.

Call to Order – 7:00pm

**T. McKeever moved to approve the agenda with the amendment to add a report from Commissioner G. Storlie. C. Johnson seconded the motion. Motion carried unanimously.**

County Commissioner Report: G. Storlie reports having met with County Emergency Management Director Mike Keyport today regarding emergency flood relief from June storm. A FEMA representative will be coming tomorrow to meet with various stakeholders including Supervisor B. Martinson. G. Storlie discussed disaster declaration and asks for people to refer residents to her for additional assistance. She requests that residents take photos, gather cost estimates, and provide their contact information, all of which should be sent on to Mike Keyport's government email. At this time, she does not know if business application process will be different than the application for private property. B. Martinson states documentation needed in 60 days from FEMA meeting with local representatives.

B. Martinson will meet with FEMA at 11am on 7/24/2024. Resident C. Muggley notes that G. Storlie should be aware of potential shortage of road material given the amount repair work going on across the county and relay that concern to FEMA representatives.

After Commissioner G. Storlie's departure. B. Martinson discusses that culvert work desired may be considered preventative work and not part of emergency repair work immediately considered for eligible for FEMA aid, unless it the culvert is currently plugged. Installation of new additional culverts would be considered preventative work.

The Board then reviewed the sealed bids received for the repair and resurfacing of Sugar Loaf Road.

Three bids were received:

Isak Hansen's: \$174,600

Describes 2 weeks for repairs and includes culvert work & 8 days of resurfacing

Lists option for extra/separate culvert repair with a separate additional estimate of \$5,146.64

Laboda Grading: \$270,500

Describes summary of work to be completed, materials to be used, and culvert installation

Curtis Laboda: \$76,305

States because of the lack of materials in local pits his description of proposed repair work varies from specifications posted for sealed bid process. Provides details by miles of proposed repairs.

The Board then deliberated on the bids received with considerable discussion. It was noted that the lower and upper halves of the road have different levels of damage. There was review of past grading and material for the Sugar Loaf Road over the past 12 to 18 months. B. Martinson noted that he had contacted the highway department regarding potential signage to restrict the Sugar Loaf Road to local access only, but has not received a response at this time. T. McKeever suggests that additional information obtained from B. Martinson's meeting with FEMA representatives may be important to the decision-making process. C. Johnson expressed concern that the road may be further deteriorating with each heavy rain received this summer. T. McKeever noted that at the time the specifications were posted, the Board was not aware that a FEMA representative would be coming to Cook County to survey the damage.

B. Martinson requests that the Board reviews regulations related to when sealed bids are required for contracting by a municipality versus when only a quote must be obtained.

**T. McKeever motioned to suspend the special meeting and reconvene on Tuesday, July 30, 2024 at 7pm once greater information is obtained from FEMA representative's survey of damage. C. Johnson seconds the motion. Motion carried unanimously.**

**Meeting was suspended at 8:39pm.**

## **Special Board Meeting of July 30, 2024**

Present on 7/30/2024: Supervisors Bruce Martinson, Tina McKeever, Cathy Johnson; Treasurer Carla Menssen; Clerk Amy Brugge, Deputy Clerk Anna Green; Tom Dwyer of Isak Hansen's, Curtis Laboda, Residents of Schroeder.

Call to Order – 7:00pm

Resume the suspended meeting from July 23, 2024.

B. Martinson reports that he met with 2 representatives from the State of MN Office of Emergency Management who were present on behalf of FEMA on July 24, 2024. They stated the threshold for seeking sealed bids is \$175,000; anything between \$25,000 to \$175,000 there is a requirement to seek a minimum of two quotes. FEMA representative made it clear that the

request for bids/work would need to be separated into two types of work items; one to repair damages from flooding and a second to mitigate future flooding, for example, new culverts.

Given this new information from FEMA representatives and greater review of MN Statutes, the board does not feel it is required as a municipality to seek sealed bids for the project to repair and resurface Sugar Loaf Road.

B. Martinson outlined 2 options; 1) accept one of the bids previously received or 2) reject all bids related to originally published specifications for repair and resurfacing of the Sugar Loaf Road. C. Johnson stated she felt it was appropriate to reject all bids, given that the originally published specifications were not 100% accurate, as it, for example, did not include information about the plugged culvert, which was unknown at the time of specifications publication. B. Martinson noted that original specification also did not separate out the difference between repair work due to flood damage versus mitigation efforts to prevent future flooding along the Sugar Loaf Road.

C. Johnson noted that the priority should be to repair the road first for residents for safe use. B. Martinson stated FEMA emergency repair work must be done within six months, mitigation effort can still be reimbursed for up to 18 months after the emergency declaration but requires approval from FEMA.

B. Martinson presented a draft of new specifications for repair work for the board to review and consider. T. McKeever asked B. Martinson to further clarify the sections of the proposed specifications language.

C. Johnson inquired why the upper 2.2 miles section should be addressed as part of this effort now. The desire for a greater crown in that section of road was discussed. There was further discussion on the history of maintenance to the Sugar Loaf Road over the past several years. C. Johnson articulated concerns regarding the volume of trucks of a high weight that regular use this minimum maintenance road.

**C. Johnson motioned to reject all bids previously submitted in relation to the original specifications. T. McKeever seconded the motion. Motion passed unanimously.**

The board deliberated on the timeline to obtain revised quotes from local contractors and the specifics of each subcomponent of B. Martinson's draft proposal related to the immediate repair and future flood mitigation work.

C. Johnson and T. McKeever articulated a desire to fix the area with the greatest damage immediately. It was suggested that there should be signage regarding the condition of the road. B. Martinson stated that he communicated with the county regarding road closure/restriction signs and was told there were no signs available at this time due to high usage of signage for road damage across the region.

B. Martinson recommended seeking quotes for the components delineated in his revised specifications proposal presented in the meeting. The immediate quote sought will address the lower 2 miles of Sugar Loaf Road from its Highway 61 starting point. B. Martinson will contact all parties with specifications by 10pm on July 31, 2024, and will request that all quotes are returned by 5pm on Friday, August 2nd.

The board will then resume this Special Meeting in person at 4:30pm at the Town Hall on Monday, August 5<sup>th</sup> with Zoom access available for all.

B. Martinson provided the clerk with a handout regarding seeking a Unique Entity ID for FEMA application.

**C. Johnson motioned to suspend the special meeting and reconvene on Monday, August 5, 2024 at 4:30pm to review quotes obtained. T. McKeever seconded the motion. Motion carried unanimously.**

**Meeting was suspended at 8:36pm.**

## **Special Board Meeting of August 5, 2024**

Present on 8/5/2024: Supervisors Bruce Martinson, Tina McKeever, Cathy Johnson; Treasurer Carla Menssen; Clerk Amy Brugge, Deputy Clerk Anna Green; Tom Dwyer of Isak Hansen's, Curtis Laboda, Residents of Schroeder.

Call to Order – 4:30pm

Resumed the suspend meeting from July 30, 2024.

The board reviewed the quotes submitted by local contractors for the emergency repair of the initial 2 miles of Sugar Loaf Road from its starting point at Highway 61. The project scope details were reviewed by all again prior to discussion of the quotes provided. Two quotes were received:

Isak Hansen's: \$69,694

Curtis Laboda: \$80,605

C. Johnson noted the positive aspects of the quotes received and sought to confirm the immediateness of when work would commence with each. B. Martinson asked what the additional cost would be for more material, if needed, with the quote from Isak Hansen's. Tom Dwyer of Isak Hansen's iterated that the cost of additional material is detailed at the bottom of the quote provided. C. Johnson articulated that she appreciated the specificity of the Curtis

Laboda quote and his on-site management of the project. B. Martinson reiterated the cost difference between the two quotes and articulated that both quotes provided more details than any estimates received by the township for road work over the past several years. B. Martinson asked Tom Dwyer who would be responsible for doing the work on site and he provided names of the individuals who would be involved.

**T. McKeever motioned to accept Curtis Laboda's quote for the emergency repair of Sugar Loaf Road at \$80,605. C. Johnson seconded the motion. Motion passed by a vote of 2-1.**

After the vote B. Martinson expressed his full support for hiring Curtis Laboda to execute the work. Discussion then occurred regarding the closure of the road and appropriate signage. B. Martinson will remain in communication with Curtis Laboda as the project is executed and will notify Isak Hansen's of the board's decision.

B. Martinson then reviewed the need for a Unique Entity ID with the federal government in order to proceed with FEMA assistance application. Clerk A. Brugge reported that she was able to recover a password associated with the township's email address for the SAM.gov website and then described the 18-page document that outlines all the data and documents required for a Unique Entity ID. Discussion continued across the board regarding various data elements. Clerk A. Brugge will continue to investigate the process and necessary elements and report back to the board.

**T. McKeever moved to adjourn. B. Martinson seconded. Motion carried unanimously. Adjourned at 5:13pm.**

Respectfully submitted,

Amy Brugge, Clerk