

# Little Falls Township News Update

## Little Falls Town Hall & Community Center

### March 2019



### ***2019 Message from the Little Falls Township Board***

Welcome to the Little Falls Township (LF TWP) News Update for 2019! As your Township Board, it has again been our privilege to represent you for another year.

And as your board, we strive to execute our statutory duties in the best possible manner for the public interest and well-being. Correspondingly, we always welcome your feedback and assistance in identifying issues, as well as opportunities to further the goals for the Township and its residents. Please feel free to call us at any time, on any issue in which you may need information or assistance, or have ideas for improvements to our service.

The LF TWP Board's core missions are to provide for road maintenance services, execute election duties, as well as coordinate and contract for Fire Department services. LF TWP also maintains one (1) very small cemetery. These services intended to benefit Township residents and protect the public's health, safety and welfare. The LF TWP Boards basic tenets are to:

- ✓ ***Provide Appropriate and Sound Technical Solutions for Road Maintenance***
- ✓ ***Maximize Value and Cost Effectiveness in Providing Government Services***
- ✓ ***Build Constituent Trust and Satisfaction in Execution of Our Missions***

Our positions and phone numbers are provided below for your use as appropriate:

<b><i>Chuck Parins</i></b>	<b><i>Supervisor &amp; Chairperson</i></b>	<b><i>320-632-2627</i></b>
<b><i>John Theis</i></b>	<b><i>Supervisor &amp; Vice Chairman</i></b>	<b><i>320-980-5352</i></b>
<b><i>George Sandy</i></b>	<b><i>Supervisor &amp; Road "Boss" Supervisor</i></b>	<b><i>320-630-5595</i></b>
<b><i>Bonnie Bieniek</i></b>	<b><i>Township Clerk</i></b>	<b><i>320-632-9491</i></b>
<b><i>Joann Sowada</i></b>	<b><i>Township Treasurer</i></b>	<b><i>320-632-5297</i></b>

Additionally, Dave Becker and Lynn Young serve as the Deputy Clerk and Treasurer respectively.

We also have a great team of part-time employees in Dave Becker (former Little Falls Town Board Chairman and Supervisor), Jerry Smude, and Al Heinz, that keep our maintenance backlog at bay throughout the year. Our crew, along with our dedicated contractors (in particular Dave Larson, owner/operator of DLL Excavating, Inc., the Townships primary contractor), strives to provide quality service and support to the Township.

We also work very closely with our partner governmental units such as the Morrison County (MC) Board of Commissioners, Assessor, Department of Public Works, Land Services, and the Morrison County Soil & Water Conservation District to accomplish the goals of the Township. Without their assistance and support it would certainly be much more difficult to provide the same level of services to our residents. These agencies, coupled with other City governments, Regional and State agencies, as well as mutually supporting organizations help provide effective and efficient processes.

***2019-2020 Monthly Meetings***

The regular monthly meetings are held on the first Monday of each month at 7:00 pm, with exceptions made for the June and December meetings, which start at 5:30 pm (occasionally the July meetings are rescheduled for 4<sup>th</sup> of July week observance). Meetings are open to the public and Residents can present their issues and voice their opinions at these meetings, but cannot vote at regular monthly or special board meetings (Residents do have the opportunity to submit motions and vote accordingly at the LF TWP Annual Meeting). We request that whenever possible, any person or parties interested in presenting an issue, plan or proposal, contact the Township Clerk or one of the Supervisors to be included on the agenda with as much lead time as possible to ensure that any required action will be able to be completed in as expeditious manner as possible. In the event of a holiday or inclement weather, the meeting will be held on the following Monday. If a meeting is cancelled for any other reason, it will be publicized on KLTF radio and rescheduled and posted in the Morrison County Record in the legal section. All legal notices are posted on the posting board next to the Town hall. Anyone wishing to be put on the agenda can contact the clerk, by phone, e-mail ([littlefallstowshipclerk@yahoo.com](mailto:littlefallstowshipclerk@yahoo.com)), or via letter.

**Regular Monthly Meeting Dates for April 2019 – March 2020:**

April 1, 2019	May 6, 2019	June 3, 2019 (5:30)
July 1, 2019	August 5, 2019	September 9, 2019
October 7, 2019	November 4, 2019	December 2, 2019 (5:30)
January 6, 2020	February 3, 2020	March 2, 2020

***\* Please note that the final Regular Monthly Meeting Dates are finalized at the Little Falls Township Board’s Special Board (Reorganizational) Meeting conducted on March 18, 2019.***

***\*\* Also, please note that the June and December meetings are the original “Town Hall Meetings”, where we invite our State Government’s Senator and local Representative, County and Regional Officials, as well as our business partners to attend our meeting and participate in a forum for conversation with our residents about our State and Local governance, as well many other topics of interest to our constituents. This forum for conversation is provided in both a formal (during the public meeting) and informal atmosphere, where after we adjourn we typically share a light meal together and gather socially.***

***2019-20 Township Projects & Proposals***

- **General Road Maintenance Projects.** In 2018, LF TWP took on a couple of very significant road projects, such as the rebuild work on 180th Avenue, and what we have coined as the “Airport Road Project” and the acquisition of the necessary road easements for project execution. Given those two (2) projects, and at the time, a number of unknown aspects for completion of both projects, the LF TWP Board has looked at focusing primarily on general road maintenance and minor construction and maintenance on the existing roads for 2019. There is never a shortage of maintenance projects, and this perspective will allow the TWP Board to align our resources again in the future to meet the growing public safety, traffic patterns and vehicle counts. Also, call it a premonition or the like, the spring of 2019 could easily bring unexpected consequences from the significant snowfall amounts, requiring resources to be redirected in response to spring-time events as they arise.
- **Little Falls Township Comprehensive Plan Update.** As discussed in 2018, by request of the LF TWP Board, and coupled with partnerships with “SourceWell” [formerly known as the National Joint Powers Alliance (NJPA)] and Region Five Development Commission (R5DC) the Board proposed to develop a Comprehensive Plan Update for Little Falls Township. Ultimately, the opportunity to accomplish this was overcome by events of the year. It still remains a near-future objective, as a means to provide the Township Board, Township Residents, and the business and development community of the Township a comprehensive, inclusive, and consistent tool to guide Little Falls Township’s decision making and development over the next 15 years. This 2020 plan will drive future development, and preservation efforts, by serving as a guide for future ordinance amendments and rezoning requests.

***2019 Township Clean Up Day***

The Township Clean-Up Day for our Township residents this spring will be held on Saturday, May 4th, 2019, from 8:00 am to 11:30 am (changed from noon to 11:30 am to accommodate delivery of recycled tires to the landfill prior to closing for the day). The Morrison County Department of Public Works has been sponsoring a portion of this service with grant money, coupled with a portion of Township Funds to provide this yearly service. More information will be publicized in the Morrison County Record.

***Little Falls Town Hall and Community Center Rental***

The Little Falls Township Hall and Community Center remains available for rent to the Residents of Little Falls Township at a rate of \$75 per day, with a deposit of \$200. Please contact Township Supervisor John Theis, who manages the rental calendar or one of the other Township Supervisors or Board Members for more information and reservations.

***Little Falls Township Web Site***

As a reminder, we encourage our Residents to take an opportunity to peruse the web site for their awareness, but moreover, to provide feedback to the Board on ways to improve the site. Much of the public information pertaining to Board contact information and day-to-day business information and documents can be found on the organization’s web site, located at <http://www.littlefallstownship.com/>, where agendas, meeting minutes, permit & rental forms, as well as public notices can be found for constituent and public use.

***Little Falls Township Board of Audit***

Little Falls Township Board conducted its Annual Board of Audit on February 26, 2019. The 2018 documents of record were reconciled against all 2017 checks, check registers and bank statements. The funds registers and accounting documents were methodically compared. All funds balanced, and where discrepancies were identified (primarily due to bank statement errors), all were subsequently resolved. No shortages or overages were noted. A copy of the Board of Audit results is provided below on the next page and additionally available for examination and publicly posted during the Annual Meeting.

***Thank You!***

We, your elected officials of Little Falls Township, would like to thank all of the Residents for the support given to us this past year. Without your input at monthly meetings, assistance and support, we would not be able to do our job. All meetings are open to the public, unless specifically closed because of Privacy Act requirements.

***Chuck Parins, Supervisor and Editor***



# Little Falls Township

**Board of Audit**

February 11, 2019 6:30 pm  
Year ending December 31, 2018

**Audit:**

Township Supervisors verified clerk and treasurer books match.

Receipts: \$679,240.76

Disbursements: \$601,738.57

Township Supervisors verify claims and receipts. A sampling of those documents will be checked at this time.

Receipt Number	Verified by
685652	C Parins <i>CP</i>
685695	J Theis <i>JT</i>
Claim Number	Verified by
18064/9553	G Sandy III <i>GS</i>
18189/9679	J Theis <i>JT</i>
18223/9713	C Parins <i>CP</i>

5. Cash Basis Accounting Report and Statement of Indebtedness reports were also reviewed. Statements of Disbursements and Receipts and other budget reports were reviewed and following levy recommendations for the Annual Board Meeting will be made:

Fund	Levy Amount
General	\$80,000
Road & Bridge	\$125,000
Fire Fund	\$20,000
Capital Investment	\$165,000
Total Levy	\$390,000.00

**Adjournment:**

John Theis made a motion to adjourn at 8:30pm. George Sandy III seconded the motion. Motion carried.

*Charles L. Parins*  
Charles L. Parins, Supervisor- Board Chair

*John Theis*  
John Theis, Supervisor- Vice Chair

*George Sandy III*  
George Sandy III, Supervisor

*Joann Sowada*  
Joann Sowada, Treasurer

*Bonnie L. Bieniek*  
Bonnie L. Bieniek, Clerk

***Property Taxes and Setting the Town Levy***

Property taxes constitute the primary source of revenue for Town Government. The electorate sets the Town’s property tax levy at the Annual Town Meeting. The Town Clerk then certifies the amount of the levy to the County Auditor annually by September 15th. The Town Levy may only be set at a Town meeting. The Little Falls Township Board proposes to keep the levy at the same level as last year. It should be noted that the Little Falls Township Market Value increased approximately over \$16 Million Dollars from 2018 to 2019. Correspondingly, the percent levy against the 2019 Township Market Value under the proposed levy, remains below 0.20 hundredth of one (1) percent.

**Little Falls Township Budget and Levy Proposal**

ACCOUNT	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 <i>Proposal</i>
<b>GENERAL REVENUE FUND</b>	\$30,000	\$30,000	\$45,000	\$60,000	\$80,000
<b>FIRE FUND</b>	\$40,000	\$40,000	\$35,000	\$20,000	\$20,000
<b>ROAD &amp; BRIDGE FUND</b>	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000
<b>CAPITAL INVESTMENT FUND</b>	\$130,000	\$130,000	\$125,000	\$125,000	\$165,000
<b>TOTAL REVENUE</b>	<b>\$325,000</b>	<b>\$325,000</b>	<b>\$330,000</b>	<b>\$330,000</b>	<b>\$390,000</b>
	<b><u>2015</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>	<b><u>2019</u></b>
<b>Township Market Value</b>	\$162,521,300	\$174,022,600	\$176,260,000	\$181,287,900	\$197,606,300
<b>% Levy vs. TWP Market Value</b>	<b>0.20% (0.002)</b>	<b>0.19% (0.00187)</b>	<b>0.19% (0.00187)</b>	<b>0.18% (0.00182)</b>	<b>0.20% (0.00197)</b>

*Township levies for the following year are approved at the current year’s Annual Town Meeting, meaning that the levy is set nearly a year in advance, and when collection and payment dates are factored in it becomes apparent that towns essentially need to plan their budgets and levy needs two years in advance.*

*Provided below is the status of the Township's funds balance, as well as a recap of the major disbursements authorized throughout year 2018:*

**ANNUAL STATEMENT of the TREASURER of LITTLE FALLS TOWNSHIP for 2018**

**BEGINNING ACCOUNT BALANCE ON JANUARY 1, 2018**

**\$228,278.26**

<b>INCOME:</b>	
Morrison County Treasurer: Tax Settlement, Gas Tax Revenue, PILT and Solid Waste/Landfill Surcharges	\$407,034.89
<b>\$331,881.43; \$44,114.27; \$573.69; \$27,942.50 and \$2,523.00 (Clean-Up Day Grant)</b>	
State of Minnesota: Ag Credits, PERA Aid Credits, Ag. Credit and Aid Credits	\$7,152.63
Interest: Bank Interest \$1,054.76; Savings/CD Interest \$4,543.76	\$5,598.62
Charges for Services & Permits – Title Searches	\$30.00
Line Road Maintenance Reimbursed by Agram and Belle Prairie (\$4,043.83) TWP's	\$4,743.16
Town Hall Rentals – Five (5) @ \$275.00 each (5 damage deposits of \$200.00 each refunded); Educational @ \$150	\$1,525.00
Resident's Reimbursement for Calcium Chloride Application	\$375.24
Road Access Permit Deposits -- @ \$200.00 each. Refunded After Satisfactory Completion	\$1,700.00
Street Light Expenses Reimbursed by Clover Glen Lane Residents	\$196.00
City of Little Falls – Annexation Tax Value – Clover Glen Lane	\$265.82
Clean-up Day: County Grant of \$2,523.00 (Included Above)	
MISC Income: Filing Fees \$8.00; Additional Items by Residents \$87.00; SourceWell Rebate	\$595.00
Crow Wing Power Capital Credits \$14.40;	\$14.40
<b>TOTAL INCOME</b>	<b>\$429,230.76</b>
Transfers: From Savings \$10.00 Share and \$100,000 from Savings – Added to Checking Account	\$100,010.00
<i>(NOTE: \$500,000 Savings Matured; \$250,000.00 Reinvested. \$250,000 CD Cashed to Fund Accounts - Deposited \$100,010.00 to Checking and Reinvested \$150,000.00 to New CD. Total Current Savings in CD's - \$400,000.00)</i>	

<b>DISBURSEMENTS BY FUND:</b>	
General Revenue Fund	\$151,719.30
Fire Fund	\$34,867.80
Road & Bridge Fund	\$88,304.89
Road Allotment	\$44,114.27
Solid Waste/Landfill Fund	\$30,165.06
Capital Investment Fund	\$252,567.25
<b>TOTAL DISBURSEMENTS</b>	<b>\$601,738.57</b>

**ENDING FUNDS BALANCES: CHECKING ACCOUNT, \$305,780.45; SAVINGS ACCOUNTS, \$400,000.00**

**ENDING ACCOUNT BALANCE ON DECEMBER 31, 2018**

**\$705,780.45**

<b>MAJOR DISBURSEMENTS (Not all inclusive):</b>	
Fire Protection; City of Little Falls - \$34,697.80, plus other \$74.00 (Yeager's Fire Protection)	\$34,771.80
Donations set by the Residents at the Annual Meeting	\$7,100.00
DL&L Excavating for Snowplowing, Sanding, Blading, Gravel and Graveling Roads (incl. Project Work – 180 <sup>th</sup> Avenue)	\$156,551.25
Knife River/Tri-City Paving, Inc. to apply Calcium Chloride and Road Work—Paving & Tar Patch	\$76,453.75
Brock-White for Fabric for 180 <sup>th</sup> Avenue Project	\$1,977.60
Anderson Brothers: Crack Patching	\$8,038.97
Greg Colombe for Roadside Mowing	\$2,596.00
Morrison County Department of Public Works: Winter Sand, Culverts, Mailbox Stands, etc.	\$16,724.97
Doucette Landscaping & Construction: Establish Turf & Erosion Control - 180th Avenue Work	\$7,762.00
Kowalczyk Gravel - 180th Avenue Work	\$66,121.50
Town Board and Employee Salaries – Labor and Training	\$30,297.44
Gopher Bounty (\$571.50); MC Animal Humane Society (\$1,947.00)	\$2,518.50
Meyer's Pit Royalties (\$6,655.20); Ziegler Brush Cutter (\$3,330.00)	\$9,985.20
JD Services, Culvert Replacement	\$615.00
Froggy's Signs	\$390.00
Spectrum/Charter Internet Service for the Town Hall and Community Center	\$893.27
Innovative Office Solutions for paper products and supplies	\$516.28
Town Hall: (Insurance \$3,727.00 & Dues \$933.52); CW Power (\$989.00); Federated Co-ops for Propane (\$847.07)	\$6,496.59
Service Master - Clean (\$345.00); Kingsway (\$200.00) Athman Refrigeration & Heating for furnace repair (\$127.00)	\$672.00
All Other Disbursements	\$2,721.55

## **2018 Annual Road Report**

### ***Road Maintenance Synopsis***

2018 was a very busy year for Township road maintenance and repair. Little Falls Township would like to thank all of our contractors DLL Excavating, Kowalczyk Sand and Gravel, Knife River (formerly Tri City Paving), and Anderson Brothers for another successful year and projects well done. Their quality and expedient work is greatly appreciated by your Board of Supervisors.

This past year we finished the rebuilding of 180th Ave between CR 256 south to Iris Road, 1.5 miles, put a 2500 foot bituminous patch through the lowland on 170th Avenue to preserve the integrity of the road surface, rout and seal cracks on 103rd street, Hillview Lane, 133rd Street by the old A&W, and 150th Avenue east of Brandl Motors. In November, we rented a tractor/mower from Ziegler Rental and mowed all the woody brush in the right of ways. The tractor/mower was operated by Jerry Smude.

A project that continues to be challenging for a second year of construction was 180th Avenue. It was a more complex project because of all the wetlands it crosses. We started the permitting process in 2016, acquired permits from the Army Corps of Engineers and the Minnesota Pollution Control Agency (MPCA) with the help of Morrison County (MC) Soil and Water Conservation District (SWCD). Work commenced in mid-July 2017 and continued on and off all the way to freeze -up. Also, the fact that we received 13 plus inches of rain made it even more challenging. After doing soil borings at multiple locations over the length of the project, along with the unstable shoulders and the amount of heavy traffic generated by the county landfill and agriculture, the Board of Supervisors decided to remove all the topsoil and muck from the road bed and replace it with fill from Parkview Acres' pit and Meyer's pit. At freeze-up 2017, we had 6200 feet (1.2 Miles) completed at a cost of \$440,900, less \$51,600 received from Morrison County for all the topsoil/muck removed from the road bed for a net cost of \$389,300. Of this amount, DLL excavating and Kowalczyk Sand and Gravel were due approximately \$105,000 for the work they did in October and November 2017. This was paid in March of 2018 per their request. In September and October 2018, we finished the last 1700 feet on the south end at a cost of \$87,400, this completed the rebuilding portion of the project. Total project cost over 2 years was approximately \$476,700. Eventually in the next 5 years, our plan is to pave 180th Avenue from MN State Highway 27 to Iris Road, and hopefully we can get some State funding for this portion.

We also completed other minor projects in 2017, they are as follows:

- **7.3 miles calcium chloride various heavily traveled gravel roads, cost \$21,000**
- **170th Avenue south of Iris Road, 2500 foot Bituminous patch through the lowland, cost \$51,000**
- **Township wide ditch mowing, cost \$2,700**
- **Township wide ROW brush mowing, cost \$5,300**
- **Rout and seal crack patch bituminous maintenance, cost \$8,800**

Also in November and December, we were ready to start the right of way acquisition process for the 138th street extension per our Memorandum of Understanding with Morrison County and the City of Little Falls. We mailed offers to four property owners involved in the Township portion of the project and commenced negotiating. Your Board of Supervisors agreed at the outset that we wanted to pay the Landowners, our constituents, not lawyers and appraisers to get this acquisition completed. As of February 20, 2019 your Board of Supervisors are pleased to announce that we have settled with all four Landowners and the purchase was completed without contest. We would like to take this opportunity to thank Larry and Stephanie Adams, Adrian and Joann Sowada, Charley and Cleora Sprandel, and Beverly Nouis and Troy Nouis for their willingness to work with the Township Board to complete this acquisition. In March, Morrison County will be asking for bids to build a new 138th Street from Oakland Cemetery east to 160th Avenue.

In closing, we would like to thank our constituents for their support of our Township levy. As your Township Supervisors, we strive to make the right decisions to keep your roads safe for the traveling public and spend your hard earned tax dollars wisely, keeping in mind that Little Falls Township is an integral part of a larger transportation system. Once again, thank you for your support of our efforts to constantly improve our roads in Little Falls Township.

*Respectfully submitted, George Sandy III, -Road Supervisor*



**Little Falls**  
*Township*