

Little Falls Township News Update

Little Falls Town Hall & Community Center

March 2020



2020 Message from the Little Falls Township Board

Welcome once again to the Little Falls Township (LF TWP) News Update for 2020! 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:

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

Additionally, Dave Becker and Dick Knopik serve as the Deputy Clerk and Treasurer respectively.

We also have a great team of part-time employees in Dave Becker (Deputy Clerk, former Little Falls Town Board Chairman and Supervisor), Jerry Smude, and Al Heinz, 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 TWP's 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.

2020-2021 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 4th 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 (littlefallstownshipclerk@yahoo.com), or via letter.

Regular Monthly Meeting Dates for April 2018 – March 2019:

April 6, 2020	May 4, 2020	June 1, 2020 (5:30)
July 6, 2020	August 3, 2020	September 14, 2020
October 7, 2020	November 4, 2020	December 2, 2020 (5:30)
January 6, 2021	February 3, 2021	March 2, 2021

** 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 16, 2020.*

*** 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. We currently have invites into Senator Gazelka and Representative Kresha’s Offices for the June 1, 2020 Township Meeting.*

2020-21 Township Projects & Proposals

- **United States Census 2020.** While LF TWP only plays a tertiary roll in the conduct of the 2020 U.S. Census a complete and accurate count is critical for Little Falls Township, where the data gathered can help inform funding for new services and resources within our Community. In mid-March, homes across the country will begin receiving invitations to complete the 2020 Census. Census Day is April 1, 2020. Once the invitation arrives, you should respond for your home in one of three ways: online, by phone, or by mail. Beyond that time, throughout May and July, the Census takers will begin visiting homes that haven't responded to the 2020 Census to help make sure everyone is counted.
- **2020 Presidential Elections.** An election for president of the United States happens every four years on the first Tuesday after the first Monday in November. The next presidential election will be November 3, 2020. As a resident of Little Falls Township, you will vote at the Little Falls Township Town Hall and Community Center at 15132 Gordon Circle, Little Falls, MN.

➤ **Little Falls Township Comprehensive Plan Update.** 2019-20 has brought about the kick-off and ongoing updating process of the Little Falls Township Comprehensive Plan. To date, a Public Informational Meeting has been conducted; a Steering Committee has been established; and on-going meetings are being conducted on a monthly basis. Additionally, throughout this process, LF TWP and the Steering Committee welcomes and encourages any input from our Residents may have to make this product a well-established document that can serve LF TWP into the future. Any and all Constituents of the Township are welcome to attend the meetings and/or provide input in as desired. This can also be accomplished through contact with one of your Township Supervisors, as well as via email communication to the Township Clerk at littlefallstownshipclerk@yahoo.com. Our goal is to complete the Comprehensive Plan by early fall and provide additional opportunities for review prior to adoption. This Plan, gives 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.

2020 Township Clean Up Day

The Township Clean-Up Day for our Township residents this spring will be held on Saturday, May 2nd, 2020, from 8:00 am to 11:30 am (changed in 2019 from noon to 11:30 am). 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 MC 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 20, 2020. The 2019 documents of record were reconciled against all 2019 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 Minutes
February 20, 2020 7 p.m.
Year ending December 31, 2019

- 1. Chairman Charles Parins called the meeting to order at 7:16 pm. Present were Charles Parins, John Theis, George Sandy III, Joann Sowada and David Becker.
2. The meeting began with the Pledge of Allegiance.
3. Approval of Agenda: George Sandy III made a motion to approve the agenda. John Theis seconded the motion. Motion carried.
4. Audit: Township supervisors verified books of the clerk and treasurer match.
a. Receipts: \$443,829.67 Disbursements: \$448,429.79
b. A sampling of the documents checked with receipt numbers and verification signatures on the attached agenda:

Receipt number 771347, 685728 Verified by John Theis and George Sandy III

Claim number 19016, 19076, 19162 Verified by Charles Parins, John Theis, George Sandy III

- 5. Cash basis accounting report and statement of indebtedness report were reviewed. Statements of disbursement and receipts and other budget reports were reviewed and the following levy recommendations for the annual meeting will be made:

Table with 2 columns: Fund, Levy Amount. Rows include General (\$80,000), Road and Bridge (\$125,000), Fire Fund (\$40,000), Capital Investment (\$155,000), and Total (\$400,000).

- 6. Calendar dates for next year:

Table with 3 columns of dates: April 6, 2020; May 4, 2020; June 1, 2020; July 6, 2020; August 3, 2020; September 14, 2020; October 5, 2020; November 2, 2020; December 7, 2020; January 4, 2021; February 1, 2021; March 1, 2021.

- 7. John Theis made a motion to adjourn at 8:45 pm. George Sandy III seconded the motion. Motion carried.

Charles L. Parins, Supervisor-Board Chair

John Theis, Supervisor-Vice Chair

George Sandy III, Supervisor

Joann Sowada, Treasurer

David F. Becker, Deputy 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 is estimated to increase approximately over \$38 Million Dollars from 2017 to 2020. Correspondingly, the percent levy against the 2020 Township Market Value under the proposed levy, remains below 0.20 hundredth of one (1) percent.

Little Falls Township Budget and Levy Proposal

ACCOUNT	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Proposal
GENERAL REVENUE FUND	\$30,000	\$45,000	\$60,000	\$80,000	\$80,000
FIRE FUND	\$40,000	\$35,000	\$20,000	\$20,000	\$40,000
ROAD & BRIDGE FUND	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000
CAPITAL INVESTMENT FUND	\$130,000	\$125,000	\$125,000	\$165,000	\$155,000
TOTAL REVENUE	\$325,000	\$330,000	\$330,000	\$390,000	\$400,000
	2016	2017	2018	2019	2020
Township Market Value	\$174,022,600	\$176,260,000	\$181,287,900	\$197,606,300	\$212,810,400
% Levy vs. TWP Market Value	0.19% (0.00187)	0.19% (0.00187)	0.18% (0.00182)	0.20% (0.00197)	0.19% (0.00187)

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 2019:

ANNUAL STATEMENT of the TREASURER of LITTLE FALLS TOWNSHIP for 2019

BEGINNING ACCOUNT BALANCE ON JANUARY 1, 2019

\$305,780.45

INCOME:	
Morrison County Treasurer: Tax Settlement, Gas Tax Revenue, PILT and Solid Waste/Landfill Surcharges/Licenses	\$405,339.55
State of Minnesota: Ag Credits, PERA Aid Credits, Ag. Credit and Aid Credits	\$6,889.28
Interest: Bank Interest \$1,149.91; Savings/CD Interest \$10,443.62	\$11,593.53
Charges for Services & Permits – Title Searches (6*\$5.00); Utility Permit Fees (3*\$135)	\$435.00
Line Road Maintenance Reimbursed by Belle Prairie (\$10,893.89; \$2,026.37) TWP	\$12,920.26
Town Hall Rentals (Note \$1,000.00 damage Deposits Refunded)	\$1,375.00
Resident Reimbursement for Calcium Chloride Application	\$304.50
Road Access Permit Deposits -- @ \$200.00 each. Refunded After Satisfactory Completion	\$2,000.00
Street Light Expenses Reimbursed by Clover Glen Lane Residents	\$190.00
Resident Culvert Replacement, fill dirt & seed (2)	\$2,690.87
Material Sale – Erosion Fabric	\$227.18
TOTAL INCOME	\$443,829.67
Transfers:	\$00.00
<i>Certificates of Deposit (NOTE: Total Current Savings in CD's - \$400,000.00)</i>	\$400,000

DISBURSEMENTS BY FUND:	
General Revenue Fund	\$52,301.16
Fire Fund	\$41,370.56
Road & Bridge Fund	\$227,726.43
Road Allotment	\$41,888.64
Solid Waste/Landfill Fund	\$26,257.71
Capital Investment Fund	\$58,885.29
TOTAL DISBURSEMENTS	\$448,429.79

ENDING FUNDS BALANCES: CHECKING ACCOUNT, \$301,180.33; SAVINGS ACCOUNTS, \$400,000.00

ENDING ACCOUNT BALANCE ON DECEMBER 31, 2019 \$701,180.33

MAJOR DISBURSEMENTS (Not all inclusive):	
Fire Protection; City of Little Falls - \$41,370.56, includes other \$255.00 (Fire Extinguisher Services)	\$41,370.56
Donations set by the Residents at the Annual Meeting	\$9,150.00
DL&L Excavating for Snowplowing, Sanding, Blading, Gravel and Graveling Roads	\$75,752.58
Knife River – North Central to apply Calcium Chloride and Road Work—Paving & Tar Patch	\$137,038.50
Anderson Brothers. Crack and poly patch	\$38,985.25
Festler Land Survey – staking road center	\$650.00
Greg Colombe for Roadside Mowing	\$2,400.00
Morrison County Department of Public Works: Winter Sand, Culverts, Mailbox Stands, etc.	\$8,613.87
Doucette Landscaping & Construction establish turf& erosion control	\$7,267.00
Town Board and Employee Salaries – Labor, Training, and Supplies	\$32,647.45
Election Expenses for TWP Elections --- Judges including training \$607.92; Ballots & Auto Mark 275.50	\$883.42
Insurance \$5,799.00; Dues \$934.28; IRS \$5,221.40	\$11,954.68
Gopher Bounty (\$1,060.50); MC Animal Humane Society (\$1,947.00)	\$2,298.50
Clean-Up Day: Bob LeMieur Roll-Off dumpster & Tire disposal \$2,162.40; MC E-waste \$1,180.09	\$3,342.49
Legal Services	\$4,004.00
Land and ROW Purchase for New Road	\$46,000.00
West Bend Electric New Shed Door Openers	\$941.04
Midwest Machine new John Deere Lawn Mower	\$2,911.78
Britz Store New Commercial Grade Refrigerator	\$941.04
Town Hall: Crow Wing Power, \$864.00; Federated Co-ops for propane \$906.74	\$1,770.74
Kingsway Cleaning Service,\$1,400.00; Spectrum Business Internet & WIFI, \$1,054.76	\$2,454.76
All Other Disbursements	\$17,052.13

TOTAL DISBURSEMENTS, \$448,429.79

2019 Annual Road Report

Road Maintenance Synopsis

This year was another busy year for Little Falls Township for road maintenance. First of all, I would like to thank the Contractors that keep our Township roads in great condition. DLL Excavating, Dave Larsen, was responsible for blading, snowplowing, and sanding our roads as well as miscellaneous projects such as culvert replacement, right of way reshaping, and gravel application. Anderson Brothers, Jerry Beckman, provided our tar road maintenance, mainly crack patching, and poly patching. This is very important because it extends the life of our tar roads to 20 years. Knife River, Tim Otremba, (formerly Tri City Paving) did all of our tar overlays this past year and applied calcium chloride on various roads.

One of the first projects we completed in 2019 was the land purchase for the 138th Street extension. We spent \$46,000 for the four parcels of land. Thank you to Larry and Stephanie Adams, Beverly Nouis (the Nouis Family), Charley and Cleora Sprandel, and Adrian and Joann Sowada for working with the Little Falls Township in making this happen. As of this time, the only thing that remains to be done on 138th St. is the second lift of tar. Morrison County was deeded ownership to the right-of-way (ROW) to build the road, so hence, the only cost to the Township was the land purchase. It should be noted that from the inception of the project the main objectives was to provide greater safety conditions on these roads and as well as enhance access through this area of Little Falls Township and the surrounding Community. We believe the project was extremely successful on all accounts.

Crack patching on various roads was completed by Anderson Brothers. These roads were selected by age and need of the road. Normally these roads would be 1-5 years since they were last paved. Later in the summer, they returned to poly patch Zebulon Shores and Bayview. These two roads (10 years old) were experiencing some extreme cracking. Poly patch is a fairly new tar maintenance technology that has worked really well for other agencies. This is the first time we used this process. The total spent on crack patch and poly patch was \$38,900.

Knife River Corp. overlaid three (3) roads for us in August: Hidden Acres, Wooddale Drive, and Angelina Drive for a total of \$115,000. DLL Excavating did the shouldering and Sir Lines-A-Lot applied the paint striping. Sir Lines-A-Lot also restriped various other roads for the Township while they were in the area. Knife River also did our calcium chloride application in May for approximately \$22,000 for 6.5 miles some of which were reimbursed by Agram and Belle Prairie Townships.

With the help of DLL Excavating and Dullinger Excavating, we also addressed some drainage issues on 153rd St. and Harness Road. On 153rd St., we cleaned a drainage ditch and reshaped right of way totaling 1800 ft. Harness Road we reshaped 1000 ft. of right-of-way (ROW), installed a previously nonexistent centerline pipe to equalize water pressure and replaced two (2) 18 inch pipes with one (1) 24 inch pipe to help flow into US 10 drainage ditch. All of these projects were done with special permits from the Morrison County Soil and Water Conservation District, Minnesota Board of Water & Soil Resources (BWSR), and Army Corp of Engineers.

For calendar year 2019, Little Falls Township spent \$326,431.00 on road and right-of-way maintenance. This amount includes the \$46,000 spent to purchase the land for the 138th Street extension. Little Falls Township Supervisors would like to thank our constituents for their continued support and look forward to working with you going forward.

Respectfully submitted, George Sandy III, -Road Supervisor