

Belgrade Township Monthly Meeting  
February 14<sup>th</sup>, 2017

The Belgrade Township regular monthly meeting for February was held on February 14<sup>th</sup>, 2017 at the Nicollet County Satellite Offices in North Mankato. Chairman Craig Smith, Supervisor Mary Milbrath, Supervisor Randy Gish, Supervisor Tim Lorentz, Treasurer Richard Timm and Clerk Lori Cullen were present as well as Harlan Olson, Gary Lindsey, Dale Hoehn, Loren Lindsey and CPA Greg Burkhardt.

Craig called the meeting to order at 7:00 P.M. and wished all there a Happy Valentine's Day.

The minutes from the January 10<sup>th</sup>, 2017 meeting were reviewed. Randy made a motion to approve the minutes. Mary seconded the motion. The motion passed.

Richard Timm gave the Treasurer's Report. There is \$200 in the Checking account, \$7,277.24 in the Platinum account and \$377,492.17 in the ICS account as of January 31<sup>st</sup>, 2017. Randy made a motion to approve the Treasurer's Report. Mary seconded the motion. The motion passed.

Claims were reviewed from December 19<sup>th</sup>, 2016 through January 31<sup>st</sup>, 2017, as well as January's payroll. Tim made a motion to approve the claims and payroll. Mary seconded the motion. The motion passed.

#### OLD BUSINESS

Craig and Harlan met to begin the process of implementing a regular Equipment Service Schedule.

Lori and Mary will go through the shop office in May to clean and organize it. An additional filing cabinet may be necessary at that time. They already assessed that there are file cabinets that are falling apart and just taking up space. Mary thought it would be a good idea to inform the residents via the Annual Township Newsletter about plans for archiving our old records with the Historical Society. Residents may have something interesting to contribute. Lori said that Marie Engel (previous clerk) has decided to "move on" and not assist with the transition process.

#### NEW BUSINESS

We had a guest CPA, Greg Burkhardt, who gave a presentation about the benefits and cost of having an external audit conducted of the township records. He also explained that an external audit can help assure residents that the Levy is being set properly. Audits can provide a historical document for residents to refer to. He stated if the township is doing work that will exceed \$100,000 then it is important to follow proper procedures regarding advertising, bids, etc... The board agreed to have it brought to a vote at the Annual Town Meeting. Mary made a motion to include it on the Annual Town Meeting Agenda. Craig seconded the motion. The motion passed.

Craig said we need to consider hiring another Part-Time employee. We want to make sure the roads are maintained in the timeliest manner possible during inclement weather. Randy still has the names of those who applied in December from the previous ad. Craig wants Harlan and Tim to look at the applications, then follow up with a contact and set up an interview. Randy made a motion to start the procedure for hiring another part-time employee. Craig seconded the motion. The motion passed.

Richard wanted clarification regarding the cost to a resident if they request the Township Board do an extra audit. He said there was a previous Resolution regarding compensation to the board members for their added time. He also wanted to continue with the same rate for election judges during an election. Randy made a motion to maintain the previously decided rate (\$100/hour per person for a minimum of 5 hours, \$0.50 per sheet for all copies requested plus the hourly wage of the clerk) for an audit and a rate of \$12/hour for election judges. Mary seconded the motion. The motion passed.

Bids for dust control were discussed. Craig asked how we can take bids when the rates of application are different? Tim said it is per foot, Richard said per gallon. Randy said per foot, too. Tim would like to take bids. Craig suggested perhaps putting an ad in the paper for bids. Tim thought it might be good to check with other townships to find out who they have had experience with and then send out letters for bids.

Mary has been working on a BAS Census request for information regarding Belgrade Township's boundaries. This organization is prepping for the 2020 Census. Mary met with Mandy Landkammer at the Nicollet County offices and Mandy told her that there were no boundary changes in 2016.

The last snowfall was a little tough, so we are looking over the snow policy. Randy gave Lori a letter that was sent to him by a resident. There was discussion about possibly using yellow tape at the top of the hills while Harlan is working on it.

Lori reported that the website will soon be up and running, but still under construction. We are looking forward to getting some helpful links on it over the next couple of months.

There is some confusion regarding how to handle Holiday Pay for employees. Lori will clarify with MAT and report it to the Board at the next regular meeting. The Employee Handbook may need to be revised so it is clear to all who read it.

Mary is assisting Lori in gathering the required "New Employee" paperwork required for bookkeeping and records.

#### OTHER BUSINESS

Tim had a question as to the amount of years someone serves on the Board before they are considered vested for PERA benefits. Some thought maybe four years, but clarification is needed.

Craig reported on the Fire Meeting he attended. He was very impressed with the efficiency of their reporting. February 27<sup>th</sup> is the Annual Fire Dept meeting @ 7:00pm at the Nicollet Fire Hall. The board is invited. The Fire Department is scheduled to purchase a van 2018. Belgrade Township's portion will be about \$90,000. They also have plans to purchase a tanker in 2020 (the current one is 32 years old).

Harlan made a request that he attend a Road Training session. It is being held at the MNDOT site in Rochester MN on April 11<sup>th</sup>, 2017 or at the Days Inn in Hutchinson on April 12<sup>th</sup>, 2017. There will be instruction on gravel road maintenance and design. The cost is \$60. It is a training event offered by the University of MN and MN LTAP (Local Technical Assistance Program). The board said it was important and that he should take the township truck.

Craig will contact the Sheriff and the Nicollet Fire Dept to invite them to the March 14<sup>th</sup> Annual Town Meeting.

Tim would like to take the Spring Road Tour with Harlan, our town grader. This would eliminate the usual \$75 per Supervisor (Meeting rate) to conduct the tour. There would only be an hourly rate which would amount to roughly \$30 dollars total. A savings of about \$420. He and Harlan can evaluate the roads and give a detailed report to the board. The date for the Spring Road Tour will be discussed at the next regular meeting.

Last year the Board hired a business to haul gravel using a belly dumper. This saved on fuel costs, but was a far more expensive method overall. This year we will use the township equipment as much as possible to haul of gravel.

A resident expressed concern about another resident using a CAT that was driven back and forth across the road, creating ruts and washout by his residence on Timber Lane. The supervisors will look in to it.

The Board will have Spring Training on March 22<sup>nd</sup>, 2017 in Mankato. Richard Timm will not be able to attend.

Mary made a motion to adjourn. Randy seconded the motion. The motion passed and the meeting was adjourned at 8:51 P.M.

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Craig Smith, Chairman

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Date

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Lori Cullen, Clerk