

**BELGRADE TOWNSHIP BOARD MEETING  
NICOLLET COUNTY SATELLITE OFFICE  
December 12<sup>th</sup>, 2017  
MINUTES**

The Belgrade Township regular monthly meeting for December was held on December 12<sup>th</sup>, 2017 at the Nicollet County Satellite Offices in North Mankato. Chairman Craig Smith, Supervisor Mary Milbrath, Supervisor Randy Gish, Supervisor Tom Langdon, Supervisor Tim Lorentz, Treasurer Richard Timm and Clerk Lori Cullen were present as well as Harlan Olson, Eric Miller (7-Mile Creek water shed program), Wendy Greiner (Q-Info Tech) and several township residents, as listed on the sign in sheet.

Craig called the meeting to order at 7:00 P.M.

Craig called for Additional Agenda Items and Approval of Agenda. There were a few additions to the agenda by Harlan Olson, Steve Michels, Tim and Lori. Randy made a motion to accept the agenda. Tom seconded the motion. The motion passed.

The minutes from the November 14<sup>th</sup>, 2017 meeting were reviewed. Mary had a correction to the minutes. Randy made a motion to approve the minutes with Mary's correction. Mary seconded the motion. The motion passed.

Richard Timm gave the Treasurer's Report for November. There is \$6,826.51 in the Checking account, \$6,899.50 in the Platinum account and \$350,669.58 in the ICS account as of November 30<sup>th</sup>, 2017. There were two deposits: the last half of the County tax payment on December 4<sup>th</sup> in the amount of \$164,895.24. Randy made a motion to accept the Treasurer's Report. Tom seconded the motion. The motion passed.

Claims were reviewed from November 2017, as well November's payroll. Mary made a motion to accept the November claims and payroll. Randy made a motion to accept the November claims and payroll. Tom seconded the motion. The motion passed.

#### OLD BUSINESS

There were no additions to old business: External Audit Greg Burkhardt / Election equipment / 7 Mile creek watershed program / Hiring a person for snow plowing / Ditch 409th avenue / Census / Huntley-Willmarth 345 Kilovolt Transmission Line Project / Schwickert Cartway Petition / Harlan's review.

#### NEW BUSINESS

Lori invited Wendy Greiner, from Q-Info Tech, to explain how the township website was set up. Wendy fielded some questions and explained that the website was not set up for a comment section. Its function is for providing information for township residents. The URL is [www.BelgradeTownship.com](http://www.BelgradeTownship.com) and it is mobile friendly. She answered a question regarding the ".com" vs ".org" or ".gov" by explaining that ".com" is the most commonly used and it helps to make our website easier to find. It would cost an additional \$20 per year to have it end in ".org". Lori explained that it is not a requirement for townships to have a website, but it is something we provide for the residents to keep them informed. Mary made a motion to leave the website ".com". Tom seconded the motion. The motion passed.

Craig brought up the issue of Cartways in the township. Mary made some phonecalls, including one to Blue Earth and one to MAT. MAT advised that the board should make some Resolutions of our own to establish some ground rules to go by. Steve Michels suggested talking to other large townships and ask how they deal with cartway issues when they come up. Lori suggested calling MAT to ask if they would have someone come to one of our meetings to give a good explanation of cartway issues. Jill Klooster added some unique insight about cartways that she and her husband have been learning. Harlan Lanz shared an experience he had with a cartway. Craig expressed great concern about erosion issues that plague Belgrade Township because of so many ravines. Chris Miller asked if the township would be liable if there were a big wash out, since we approved a cartway. Randy said we don't issue building permits, nor do we establish the setbacks from the bluffs. The county oversees that. Lori shared that Chris Kamath, one of the township attorneys, suggested making a set dollar amount of earnest money to accompany cartway petitions. Tom made a motion to make the minimum amount of earnest money required with a petition \$5,000; more if the attorney advises, with the provision to replenish the amount if it gets used up. Mary seconded the motion. The motion passed.

A representative asked Supervisor Mary Milbrath if there was a Resolution from the township board opposing the Huntley-Willmarth power line being run through Belgrade Township. Mary also spoke with the county commissioner and asked why all the county commissioners together signed a petition opposing the power line coming on 41, but didn't do it for the whole township and why don't you do it now? She got referred to Ryan Kroash, the county administrator. She was told "don't let your guard down". Mary said the best thing would be for the residents to get a petition going quickly because numbers have impact. Also, send to all the email addresses in the letter and do it daily. The board will send a joint email as well as individual emails expressing Belgrade Township does not want the power lines going through the township.

Eric Miller from the 7 Mile Creek watershed project was asked by Craig about if the grant he is working on would help us with the cost of cleaning the plugged culverts along Old River Bluff Road. Eric said "No" because this grant is primarily focused on drainage, retention and flow at this point. Once they get past this, they will be seeking a grant for project and practices. Harlan Lanz requested that the farmers are a part of the process of figuring it out. Craig said our greater concern is once culverts are clean, how can we prevent them from plugging again so quickly. Craig told everyone that one our goals as a board is to get some of our infrastructure set up, especially culverts and roads.

Mary reviewed the audit and told about the segregation of duties. The board asked if Lori could bring the back copy of the bank statements with the check images, so the supervisors can initial that they saw it. Mary said the supervisors should be taking more time to look through the claims and payroll. Craig agreed that we should take the extra time.

The audit done on the 2016 financials for the township gave us ending balances as of 12/31/2016. Lori worked with the MAT trainer, Lucinda Messman, to adjust the beginning balances for 2017 in CTAS. Lori must read the changes, so they can be recorded in the township minutes.

The old beginning balance for the General Fund was \$137,321.50 with the new beginning balance for the General Fund being \$149,986.00. The old beginning balance for the Road & Bridge Fund was \$30,750.12 with the new beginning balance for the Road & Bridge Fund being \$17,379.00. The old beginning balance for the Equipment Replacement Fund was \$215,419.55 with the new beginning balance for the Equipment Replacement Fund being \$216,144.00. The previous total was \$383,491.17 with the new total being \$383,509.00.

Lori presented the board with options for various CTAS reports that could be brought to each meeting. There's a Cash Balance Statement; a Statement of Receipts, Disbursements and Balances; The Interim Financial Report by Account Number; interim Financial Report. Craig asked what the board would like to have Lori bring. Randy suggested the Interim Financial Report by Account Number.

Disaster Preparedness was addressed by Mary. Justin Black is the head of Emergency Preparedness for Belgrade Township. They will be having a meeting in January. He told Mary to provide them with information on any areas that might be a safety concern.

Mary gave a LUCA Census update. Mary said we will be reaching out to residents who might be interested in helping with it. We will put a request for help on the website.

Mary spoke about ORI (Fine Revenues). If someone in our township gets a fine/ticket, we get a share of that fine. The county attorney recognized that we now have a number for that. Mary provided them with a state statute explaining it.

The Burnett's attorney requested a date to schedule a hearing date. Randy asked if we were paid the \$5,000 yet. Lori will check to see if the \$5,000 has been paid, and if so, we will hear their petition at the January regular meeting.

Lori will read a list of the years voided checks at the next meeting.

Lori encouraged everyone to check their email for MAT updates.

Unemployment benefits have been requested by a previous PT employee. Randy explained that it will happen every time he applies for approximately 3 years from when he ended his employment. Joan Unteidt said you can respond via the internet if we have an issue that needs to be raised.

Harlan Olson had questions about the hill warning lights for High Hill and Timber Lane. Randy said we wanted to wait until winter, so we didn't burn up our warranty. Harlan Lanz said they were originally purchased from Geyer out of St Cloud. Randy will look in his paperwork to see if he can find the exact ordering information. We need four.

Steve Michels had some concerns to address to Supervisor Tim. He read his list of concerns from a letter he brought. He asked for Tim's resignation. Tim presented his side of the story. Harlan Lanz expressed

concern about boarding the road grader while it was moving. Craig explained that the supervisors have already addressed the issues and concerns that were expressed. Mary said that all the supervisors should have the ability to contact the FT employee, Harlan Olson, if there is a concern. Sheryl Olson requested that Harlan be contacted if a maintenance situation comes up. Harlan Olson said he had concerns about texts from one board member. Craig said that has been addressed. Mary made a motion that any supervisor can text or call Harlan regarding township issues that come up, preferably a text so that it can be sent as a group text. Randy seconded the motion. The motion passed.

Craig closed the meeting at 8:40pm for the Annual Performance Review for FT Employee, Harlan Olson.

According to MN Statute 13D.04 sub 5, this portion of our meeting was closed at the employee's request. Craig re-opened the meeting immediately following the review to summarize the meeting. This portion of the meeting was recorded.

Craig reopened the meeting at 9:16pm. Tom checked to see if any township residents were waiting to come back for the summary of the closed portion. No residents were waiting. Randy gave a summary of the Annual Review as follows:

There was an employee review by five of the board members. A raise was decided on by four supervisors (Tim had to leave prior to the end). The consensus was a raise of 80 cents per hour, which Harlan Olson has accepted. Effective starting date will be January 1<sup>st</sup>, 2018.

ADJOURN

Tom made a motion to adjourn the meeting. Randy seconded the motion. The meeting adjourned at 9:18pm.

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Craig Smith, Chairman

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Date

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Lori Cullen, Clerk