

**BELGRADE TOWNSHIP BOARD MEETING**  
**NICOLLET COUNTY SATELLITE OFFICE**  
**January 9<sup>th</sup>, 2018**  
**MINUTES**

The Belgrade Township regular monthly meeting for January was held on January 9<sup>th</sup>, 2018 at the Nicollet County Satellite Offices in North Mankato. Chairman Craig Smith, Supervisor Mary Milbrath, Supervisor Tom Langdon, Supervisor Tim Lorentz, Treasurer Richard Timm and Clerk Lori Cullen were present as well as Harlan Olson, two reps for EXCEL Energy, Andy Willeart (township attorney), 29 township residents and 3 other attendees as listed on the sign in sheet. Supervisor Randy Gish was absent.

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

Craig called for nominations for a new chairman. Tom made a motion to nominate Mary Milbrath as chair. Tim seconded the motion. The motion passed.

The minutes from the December 12<sup>th</sup>, 2017 meeting were reviewed. Tom made a motion to approve the minutes. Craig seconded the motion. The motion passed.

Richard Timm gave the Treasurer's Report for December. There is \$137.28 in the Checking account, \$9,362.73 in the Platinum account and \$501,183.87 in the ICS account as of December 31<sup>st</sup>, 2017. Deposits for the month were: from the State of MN for \$4,882.21 and from Nicollet County, the last half of 2017 for \$164,895.24. Tom made a motion to accept the Treasurer's Report. Craig seconded the motion. The motion passed.

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

#### OLD BUSINESS

There were only additions to Old Business regarding the Hill Lights; they have been ordered and are on their way, and the LUCA Census update – It will be a mailing, not a door to door canvas. There were no further additions to old business: Q-Info Tech / Cart-Way issues / Huntley Wilmarth Power Lines / Eric Miller with the 7 Mile Creek Watershed Program / Audit follow up / Change in Beginning Balance for 2017 according to Audit's reported financials / Review of CTAS Reports / Disaster preparedness / ORI Sharing of Fine Revenues / Burnett Cartway hearing date / List of voided checks / MAT email update / Steve Michels letter / Closed Annual Performance Review for Full Time Grader, Harlan.

#### NEW BUSINESS

Mary read through the list of items on the Organizational Meeting Outline. There were no changes. Craig made a motion to approve all the points on the list. Tom seconded the motion. The motion passed. Please see "Organizational Meeting" outline listed at the end of the minutes.

Mary called for Additional Agenda Items and Approval of Agenda. Lori asked to add the Lease Agreement for use of the meeting space for board meetings.

Andrew (Andy) Willeart from Gislason and Hunter Law Firm addressed the board regarding the two cartway petitions currently submitted to the board. He represents Belgrade Township in the matters pertaining to the cartways. Andy explained there is a statutory process for the board to consider in the decision process. The first step is to set a hearing date. He five purposes stated for each of the petitions to be considered at the time. #1 Whether the petitioner is entitled to a cartway under the statute. #2 If so, whether it should be located where it's

being requested or an alternative route. #3 What damages, if any, the petitioner would pay to affected land owners for potential damages because of the establishment of the cartway. #4 What other damages would be incurred or likely will be incurred by the town in connection with the establishment of the cartway. #5 Any other issue or matter that might relate to that cartway. Andy brought an order to be signed by the Chair that requires the petitioner to post notice of this hearing, according to the statute here in this building as well as serving it upon the affected landowners and to post a bond or security the board deems to be necessary to the board and the town and any other damages it might anticipate. The hearing date is set for February 13<sup>th</sup>, at our regular board meeting, where the Board will here the petitioner's proposals and any affected landowners will be able to speak. The Board will decide at that time on whether or not to act, to continue it to a later date for further consideration or to deny it. Andy said the dollar amount they have suggested to the Board for the Board's/township's expenses is \$5,000 for each of the petitioners and the petitioners need to have that established with the township at least ten days before the hearing. They would also be required to have the notices served appropriately and posted appropriately at least ten days before the hearing. Mary clarified that if expenses to the township went above the \$5,000 that the petitioner would be required to pay those additional expenses. Andy said that it could be determined later that if the damages/expense to the township ended up being greater that they would have to pay the additional damages/expense. Tom made a motion to set the hearing date for both cartway petitions for February 13<sup>th</sup>, at our regular board meeting. Craig seconded the motion. The motion passed.

Conduct reminders were reviewed. Lori read a portion of the sheet that is on the table by the sign in sheet at each meeting.

Tom made a motion to change the \$5,000 that must accompany cartway petitions from a motion to a Resolution. Craig seconded the motion. The motion passed.

Mary spoke with other townships regarding extinguishing abandoned roads. She was told it is important to extinguish any abandoned roads but be sure to confirm that they are indeed abandoned. There are certain criteria that must be met. She called the county for maps but has received nothing to date.

There are new requirements for reflective road signs for the year 2020. Craig asked if there was going to be any funding for that. Richard said we are probably good since we just had our township road signs replaced in the last few years.

The annual town newsletter will come out in March. Mary asked the board to have any information submitted to her by February 14<sup>th</sup> if they want it included.

Joan Untiedt, the deputy clerk and an accountant, is willing to help with financials for the annual budget at her deputy clerk rate if requested. Tom made a motion to authorize Joan to assist with that this year if needed. Craig seconded the motion. The motion passed.

The printer being used for township reporting is malfunctioning and needs to be replaced. Tim made a motion to purchase a new laser printer for township business. Tom seconded the motion. The motion passed.

The township received a letter regarding changing the way Belgrade Township votes. We have the option of going to a Mail Ballot System. It does not mean township residents can't vote in person, but it does mean that every registered voter will be mailed a ballot. Craig asked when we need to decide. Lori said the decision needed to be made tonight because of timelines required by the county. Some of the township residents had questions and comments. The board felt it was too rushed and not enough information to make the decision so quickly.

Huntley Wilmarth representatives, Trisha Rosenfeld and Grant Stevenson, were invited by Mary to discuss the proposed routes for the power lines and to give township residents an opportunity to ask questions. They have four proposed routes in their route application to the state. Trisha said one of the best things residents can do is

submit their own route to the state with a letter explaining why that route would be the best route. They said, for example, in Byron, MN 95% of the route used was not part of EXEL Energy's proposed routes. Residents there submitted their ideas to the state and their input was weighted higher than EXEL's. There was much discussion back and forth between the residents and the representatives. Grant said that the state process is so open that if you choose to draw an alternative route it will get *serious consideration* by the state. Craig suggested the Highway 22 corridor. Grant said that could be a consideration if someone would submit it to the state explaining why that would be a better route. Generic form letters will not have an impact. Individual letters with different proposed routes will have more weight in the consideration process. Grant said that any *comparative* information that you can give has a lot of impact, for example: I think the power lines should go on this route "X" instead of "Y" because it is half the distance, or fewer houses, or less impact on agriculture... Something that is a little bit more data based.

Tom made a motion that if we require Harlan to attend a meeting then we pay him. Craig seconded the motion. The motion passed.

Lori inquired what to do with a bill from 2016 sent to the Simmons. The board instructed Lori to resend the bill by certified mail.

A past part-time employee who resigned in 2016 filed for unemployment. Randy contacted an attorney who specializes in these matters. It was recommended to him that since the amount of money the township would have to pay, under \$300 versus how much it would cost to fight it, \$400+, to pay it. Tom made a motion to pay the unemployment. Tim seconded the motion. The motion passed.

The board set the Board of Audit meeting date with budgeting for February 6<sup>th</sup>, 2018 @ 7:00pm.

MAT training dates for the board were shared by Mary.

Census training meeting is in April.

Lori offered to have Richard take the completed claims and printed checks to be mailed after meetings, so he would have the opportunity to look through them, then mail them. Richard declined.

List of voided checks for 2017 are: [9522, 9523, 9524, 9525 (signatures from previous board members)], [9584, 9585, 9586, 9587, 9588, 9589, 9590, 9591, 9656, 9657 (printer tray issue)], 9696, 9713.

Lori asked if the board wanted to continue to rent the meeting room at the Nicollet County Satellite Office for 2018 at a cost of \$50 for the year. Craig made a motion to continue to use the same meeting room for the \$50/year lease agreement cost. Tim seconded the motion. The motion passed.

Tom made a motion to adjourn. Craig seconded the motion. The motion passed and the meeting adjourned at 8:38pm.

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Mary Milbrath, Chair

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Date

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Lori Cullen, Clerk

## ORGANIZATIONAL MEETING (outline)

- (1) Meetings will be held the second Tuesday of every month at 7:00 p.m. at the Nicollet County Satellite Offices in North Mankato. If the second Tuesday is a holiday or election day, the meeting will be rescheduled. The Annual Town Meeting will be held the second Tuesday in March and the monthly March meeting will be the following Tuesday.
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- (2) The official newspaper for publishing meeting notices will be the Mankato Free Press. Notices will also be placed on the website whenever possible.
  - (3) The official posting places will be the front window and/or the bulletin board in the lobby of the Nicollet County Satellite Offices.
  - (4) Pioneer Bank will be the town depository
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- (5) Compensation for the full-time employee is set each year during the annual review with time and a half for hours worked in excess of 40 hours per week or on weekends as detailed in the Belgrade Township Employment Policies for (FT) Town Maintenance Director.
  - (6) Compensation for part-time employees is set on an individual basis with time and a half paid for hours worked on Sunday as detailed in the Belgrade Township Employment Policies for Part-time Road Maintenance Technician.
  - (7) Election Judge wage is set at \$12.00 per hour.
  - (8) Annual Meeting Moderator pay is set at \$25 per meeting.
  - (9) Compensation for the supervisors, treasurer, clerk, deputy treasurer, and deputy clerk is \$75.00 per meeting for regular, special, annual and other meetings as set by the Board. Compensation for town work outside of a meeting is set at \$20.00 per hour for supervisors, treasurer, clerk, deputy treasurer, and deputy clerk. Mileage for actual miles traveled will be reimbursed at the rate of \$0.545/mile for 2018.
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- (10) Audit of books hourly rate will be \$100 per hour per person for a minimum of five hours. The audit must be conducted in a public place and the person requesting the audit will pay rent of the public place. If the Nicollet County Services building is available, the Board requests to have the audit done there. The time of the audit must be set at a time that is most convenient for the board/clerk/treasurer and must be paid up front prior to the audit.
  - (11) All copies requested by residents will cost \$0.50 per sheet plus the hourly wage of the clerk.