

**BELGRADE TOWNSHIP BOARD MEETING**  
**NICOLLET COUNTY SATELLITE OFFICE**  
January 14<sup>th</sup>, 2020  
**MINUTES**

The Belgrade Township regular monthly meeting for December was held on January 14<sup>th</sup>, 2020 at 7:00 p.m. at the Nicollet County Satellite Offices, 2070 Howard Drive in North Mankato, MN. Chairperson Mary Milbrath, Supervisor Craig Smith, Supervisor Cheryl Michels, Supervisor Tom Langdon, Supervisor Andy Goettlicher, Treasurer Konnie Pierson and Clerk Lori Cullen were present as well as Harlan Olson, Dave Chambers and Joan Untiedt. Treasurer Konnie Pierson was Absent.

The meeting opened with The Pledge of Allegiance and was called to order @ 7:00pm by Mary Milbrath.

Tom made a motion that Mary remain chair. Cheryl seconded. The motion passed.

Tom made a motion to approve the items listed on the Organizational Meeting sheet, which is listed at the end of the minutes. Andy seconded. The motion passed.

Craig made a motion to approve the agenda. Tom seconded the motion. The motion passed.

Tom made a motion to approve December 10<sup>th</sup> Meeting Minutes. Craig seconded the motion. The motion passed.

Cheryl made a motion to approve the December Claims. Andy seconded the motion. The motion passed.

Craig made a motion to approve the December Payroll. Cheryl seconded the motion. The motion passed. Tom abstained because had a claim for payment included.

Lori gave the Treasurer's Report for December. There was \$13,646.61 in Simple Checking and \$16,611.45 in the Platinum account as of December 31<sup>st</sup>, 2019. There was \$261,960.69 in the ICS account as of December 31<sup>st</sup>, 2019. Interest for the month of December for the Platinum Account was \$1.01 . Interest for the month of December in the ICS Account was \$401.95. Tom made a motion to approve the Treasurer's Report. Craig seconded the motion. Motion passed.

Mary reminded everyone of Board Meeting Etiquette. The meeting is being recorded only to assist in preparing minutes.

### OLD BUSINESS

The only additions/changes to old business are indicated by the asterisks.

Culverts & Ditches - Right of Way letter; Deerwood Trail

Employees - Harlans Review at end of meeting

Equipment - Interest rate and delivery date for new truck; Re-Key lock at shop

FEMA - FEMA 1 & 2 Updates

Fire Report - Craig

Roads - Sink hole 498th-A & A Construction Kenyon \*(Update) Jerry Guck contact; Resolution stating: Belgrade Township is the road authority; Michlaetz Minimum Maintenance road; \*Resolution/motion to close certain Minimum; Maintenance Roads for the winter

Tabled Items - No Tabled Items

Other - Census; Letter from Resident; Balance Sheet from Konnie; Alarm System- Phone contact

\*The board finished up with the motion to close Minimum Maintenance Roads for the winter, as discussed and agreed on at the December meeting. Tom made a motion to close the minimum maintenance roads as listed in the December Meeting Minutes. Andy seconded. The motion passed.

### NEW BUSINESS

#### **Culverts & Ditches**

Tyler Scholl sent a reminder email to Mary stating they would like to see work on Timber Trail. It was tabled in 2019 to be readdressed and discussed in the spring of 2020.

#### **Employees**

Kathy Langdon agreed to be the new Deputy Treasurer. Tom made a motion to appoint Kathy as the new Deputy Treasurer. Craig seconded. The motion passed.

The employee handbooks should be reviewed and brought up to date with the Holiday/PTO revision. Harlan pointed out, although agreed upon, no motion was made regarding the Holiday/PTO trade off. Andy said he remembered the idea behind the holiday vs PTO was that it would eliminate the possibility of having to pay a premium rate in the event of a snowstorm. It also allows Harlan greater flexibility in when he can use those days. Tom made a motion to exchange MLK and President's Day, previously paid holidays, for two PTO days to be taken when Harlan chooses. Andy seconded. The motion passed. The board will review the Employee Handbook, with the holiday/PTO change and a revision clarifying

a couple of definitions. It will be brought to the next meeting for approval. Employees will receive revised copies after approval. They must sign a form stating they've received the revised Employee Handbook.

The board agreed that employees should sign the Policy for Safety, the Policy for Planned Absence and the Policy for Returning to Work After Surgery annually. These are not new, but a good reminder of procedures when signed annually.

## Equipment

Harlan said we have 4 tire chains. Two sets of two. They are breaking because they are worn out. He said one pair covers 2 wheels. New they cost between \$350 - \$500 plus \$100 shipping. They do not come with the J Hook. The Hooks are in descent shape and could be reused (new \$8/piece). At C & S he could get soft chains in bulk or hardened chains in bulk. He proposed spending \$285 to get 100 ft of hardened chain and have Edward make 2 sets of chains. We will also need to get 100ft of cross chains at around \$500-\$600. The tires require roughly 20 Feet of side chain per tire. He said labor is basically the same whether we buy new or make our own. Craig said to go with the 100ft of hardened chain and cross chain from C & S.

The Freightliner is down due to the fact it won't shift. It was towed to NCI. The throw out bearing went out. NCI is hoping to get it done by Friday. There was a question as to whether we have enough equipment to get the snow plowed if the storm comes Friday. Craig said the Dodge and Grader can handle it.

## FEMA

FEMA 1: Mary was informed that the check will be out within 30 days. They rejected the Kerns appeal request again. FEMA said it wanted the bridge permit. Mary was able to find the 1989 permit through the DNR in Hutchinson (Gary Bennet). He told her any future work done in Kerns will need a permit as well.

FEMA 2: The \$175,000 Mary spoke of previously for streamlining the process isn't for an event, it is per site location of the event.

## Fire Report

Craig said there was nothing new from the Nicollet Fire Dept. He will contact Joel to see if he can come to our Annual Meeting. Their Annual Budget Meeting is January 27<sup>th</sup>, 2020.

## Roads

Road Guidelines will be added to the Snow and Ice Policy tab on the township website.

Tom and Harlan were able to make the Michlaetz Minimum Maintenance Road passable.

## Other

The clerk read the list of 2019 Voided Checks. They are as follows: 10343; 10303; 10302; 10079

The snow date for Annual Meeting is Wednesday, March 11, 2020.

The meeting date for Board of Audit/Budget Meeting is February 11, 2020 @ 5:30

MAT Spring Training will be held March 18, 2020 from 9am-3pm at the Mankato Civic Center.

There was discussion regarding sending a post card to township residents instead of the full newsletter explaining that the Annual Newsletter would be posted on the township website. Residents would still have the option to contact the town clerk to have a hard copy mailed to them. It would be a more budget friendly approach. The board discussed it and decided to continue mailing the full newsletter out.

## Tabled Items

Timber Trail discussion for spring of 2020.

## Adjourn

Andy made a motion to adjourn. Craig seconded the motion. The motion passed and the meeting adjourned at 8:14pm.

\_\_\_\_\_  
Mary Milbrath, Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lori Cullen, Clerk