

**BELGRADE TOWNSHIP BOARD MEETING  
NICOLLET COUNTY SATELLITE OFFICE  
JANUARY 12<sup>th</sup>, 2021  
MINUTES**

The Belgrade Township regular monthly meeting for January was held on January 12<sup>th</sup>, 2021 at 7:00 p.m. at the Nicollet County Satellite Offices on Howard Drive in North Mankato. Chairperson Cheryl Michels, Supervisor Craig Smith, Supervisor Mary Milbrath Supervisor Andy Goettlicher, Supervisor Gerri Krueger, Treasurer Ashley Hanley and Clerk Lori Cullen were present as well as Harlan Olson, Edward Olson and Tim Wachter.

The meeting was called to order @ 7:00pm. The clerk asked for nominations for board chair as part of the reorganizational portion of the meeting. Craig nominated Andy; seconded by Cheryl and Mary nominated Cheryl; seconded by Andy. Lori called for a roll-call vote. Craig and Cheryl voted for Andy. Mary, Gerri and Andy voted for Cheryl. Cheryl won the vote and became the new Chairperson. Lori turned the meeting over to Cheryl.

Mary made a motion to approve the agenda. Andy seconded the motion. Motion carried, 5-0.

Craig made a motion to approve December 8<sup>th</sup> Meeting Minutes. Andy seconded the motion. Motion carried, 5-0.

Mary made a motion to approve the December Claims. Craig seconded the motion. Motion carried, 5-0.

Mary made a motion to approve the December Payroll. Craig seconded the motion. Motion carried, 5-0.

Ashley gave the Treasurer's Report for December. There was \$12,200.37 in Simple Checking and \$8,400.52 in the Platinum account as of December 31<sup>st</sup>, 2020. The ending balance in the ICS account as of December 31<sup>st</sup>, 2020 was \$368,034.02. Interest for the month of December for the Platinum Account was \$0.99. Interest for the month of December in the ICS Account was \$48.42. Andy made a motion to approve the December Treasurer's Report. Mary seconded the motion. Motion carried, 5-0.

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

## OLD BUSINESS

There were no additions or corrections to the following Old Business:

COVID/ CARES - Checks sent to Fire Dept; Nicollet School; Food Shelf

Culverts & Ditches - Marking of township road culverts; Field Drains; Ordinance for ditches/road right of way

Employees - Harlan's Review after Regular Meeting

Equipment - Zeigler presentation; Equipment List from Harlan; Pay off International Truck Loan; Future Garage

FEMA - 2019 -2020- July 25-27-2020

Fire Report -Andy

Roads - Name the Road by Lorentz Construction; Road Bond; 10-ton

Other - MN Pollution Control Agency

Tabled Items - 526<sup>th</sup> Ditch; Oshawa Shared Road; Timber Trail ditches; Utility Permits; Top of 490<sup>th</sup> hill; Planning and Zoning

FYI - MAT Annual Conference and Meeting was very good;

## NEW BUSINESS

### **Culverts & Ditches**

Snowmobiling – While we are enjoying our winter recreation vehicles, let us be intentional about being respectful of our neighbor's property. Snowmobiling is only allowed in the right-of-way of ditches and on marked trails. There is no snowmobiling on township residents' private property. Tim said the Sheriff and the DNR are in charge of issuing licenses and dealing with violators.

### **Employees**

Lori will give Harlan, Tom and Edward a fresh copy of the 3 employee policies and obtain signatures from each of them to be filed in their employee files.

### **Equipment**

Edward brought in a quote on a new sander for the International at the request of Tom Langdon. The price for a new sander is \$6,134.00. Trade-in on the old one is \$800. The current sander is meant for sidewalks, not what we are using it for. Tom thinks the savings in time alone would pay for the sander in about two years (it has a wider spread range of 25' vs 10' on the old one); depending on snowfall and use. It would cost the township \$5,334.00. Tim Wachter questioned why we didn't just get a new one for the new truck. Harlan said since the truck came in so late in the season the board chose to make do with the old one and postpone further spring expense. Mary made motion to purchase a new sander, keep the control box and trade in the old one. Andy seconded. Motion carried, 5-0.

Last month our meeting was held outside because we couldn't get into the Satellite office. At the boards prompting, Mary looked into the cost of putting up another shed. Our lot is highly irregular. State and County setbacks tremendously restrict our options. Mary brought 3 quotes so the board could keep cost in mind if and when they decide to move forward with the project sometime in the future. The board will begin preliminary planning of this project by deciding where to place it, then wait until steel/lumber prices go down a bit. Craig said the additional shed isn't a priority right now. Andy suggested

perhaps pursuing meeting with the county variance board. Mary will contact the state and county to come out and mark the setbacks for us. Craig will call Pat Gillman to see if he would be interested in giving us a quote.

Paying off the International is tabled until next month.

## FEMA

FEMA 2 keeps dragging on. They recently requested two additional pictures of each site. Mary and Lori have already submitted many photos.

## Fire Report

Craig said there is a budget meeting on January 25<sup>th</sup>.

## Roads

Mary brought the MAT folder explaining the Road Authority Ordinance. The folder was passed around to all the supervisors. Mary said that the board is already the road authority for the township, but this documents it and gives a little more weight to the matter. Mary made a motion to adopt the road authority ordinance as shown in the folder. Gerri seconded. Craig opposed. Motion carried, 4-1.

Tim Wachter expressed concern regarding how his road is graded after summer dust control is applied. He said it creates a washboard effect on the road. Andy said there are times when it is harder to get the washboard to go away. Angled washboard is grader caused. Straight washboard is from traffic. Harlan explained that grading through the dust control sometimes is not an option, partly due to those who have paid for dust control do not want the grader disturbing the treatment. Edward said vehicles cause washboard due to excess speed. Tim asked that the blade dropped sooner. Andy said we will try that. The board stands behind Harlan to grade the entire road.

Lori spoke with a resident who expressed frustration over snow being pushed across 498<sup>th</sup>. The resident has been instructed that it is illegal to do so. Andy suggested explaining why it is illegal, including safety concerns. Mary suggested a form letter.

Craig has been contacted by North Mankato. They would like to have us grade 512<sup>th</sup> for them. Harlan said it should be after his work week is finished for the township. We could do it for a rate of \$300/hour. Andy made a motion go ahead with grading it for \$300/hour with the stipulation that Craig first speak with the attorney at MAT about insurance liability and any other liability issues. Craig seconded. Motion carried, 5-0.

Mary spoke with Seth Greenwood regarding the recently passed \$1,250,000 state bond for 10-ton roads. Mary and Harlan made a list of roads that need a 10-ton road rating. Seth is supposed to assist us in navigating this process. He requires us to have an engineer submit it. He recommended Bolten & Menk. \$8,000 was his guesstimate. This needs to be in by March 1<sup>st</sup>. Andy said it would be nice to have more information before we make a call on it, even if that means having a special meeting. Use of the roads has gotten heavier. Mary made motion to have a special teleconference meeting as soon as she gets more information. Gerri seconded. Motion carried, 5-0.

Mary got her LBAE certification for the annual Board of Appeal Meeting. Andy is in the process of getting his certification, too.

Mary got a call from North American Title Company asking if the Schwickert Cartway has been completed. Bob Lorentz completed it and sent Mary a confirmation that she was able to forward to the Title Company.

## Other

Lori mentioned that the August 10<sup>th</sup> meeting happens to be a Primary Day. The meeting time that day will be at 8:00pm.

Our Annual Board of Audit/Budget Meeting will be February 23<sup>rd</sup> at 7:00pm.

Lori reminded the board members to text, call or email agenda items to her by 10:00am the day of our Regular Meetings. It is especially helpful for all attending if they can follow along with the agenda that is handed to them. It will also be helpful to Cheryl as she adjusts to leading the meetings.

The Annual Meeting may be postponed. It was suggested by MAT to postpone it until summer so there are more options for social distancing. Mary will inquire as to the proper procedures for doing this. Harlan said the Annual meeting used to be held in two parts. First half in March with the budget proposal, then the second half in August to vote on the Levy.

Andy and Mary went to the Planning and Zoning meeting. There were a couple of hot ticket items that they put a lot of thought into. The committee did a good job.

Mary informed the board that there is a ravine on Timber Trail that it is getting washed out.

The board reviewed the Annual Organizational Meeting information that was included in the Agenda/Minutes packet. It will be included after the end of these minutes. Mary made a motion to approve the Organizational Meeting Plan, providing the clerk double checks the wording of bullet point #1. Andy seconded. Motion carried, 5-0.

## General FYI:

Howard Zhuelke was able to catch a very large badger. He is watching to see if there is evidence of another one. Thank you, Howard!

## Tabled Items

Timber Trail - spring of 2021; Planning and Zoning; Top of 490<sup>th</sup> hill; Camera for Harlan; 526<sup>th</sup> Ditch; Paying off International.

## Adjourn

Andy made a motion to adjourn. Mary seconded the motion. Motion carried, 5-0. The meeting adjourned at 9:00pm.

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Cheryl Michels, Chair

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Date

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Lori Cullen, Clerk

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Date

## ORGANIZATIONAL MEETING

- (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. If we are unable to enter the Satellite Office Building we will, according to MN Statute 13D.04: Call the meeting to order; first order of business will be to call for a continuance of meeting at 7:30 at Town Shop; Post a note on the door; Move the meeting to the Town Shop; Call meeting to order at new location; Notate it all in the Meeting Minutes. During a pandemic we may at times hold a meeting via teleconference (check township website). If the weather is inclement, we may opt to hold the meeting via teleconference (check township website).
- (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
- (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. This year's hourly wage is set at \$30.50/hour.
- (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. Currently not applicable.
- (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 \$0.50/mile for 2021.
- (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.