

BELGRADE TOWNSHIP
MINUTES OF BOARD MEETING

September 14, 2021
Nicollet County Satellite Office

Present:

Supervisors: Sandy Howe, Cheryl Michels, Mary Milbrath and Craig Smith
Town Treas.: Ashley Hanley
Town Clerk: Joan Untiedt
Employee: Harlan Olson
Residents: Diane and Paul Langworthy – 38311 Timber Trail
Mike Johnson – 40331 486th St.
Betsy and Tim Dalluge – 42111 Kerns Dr.
Guests: Seth Greenwood – Nicollet County Public Works
Joel Haubaker – Nicollet County Public Works
Chuck Peters – 41129 State Hwy. 99, St. Peter
Philip Radel – 111 Erin St., Nicollet
Mike Thomas – North Links Golf Course

Absent: Supervisor Gerri Krueger

Meeting was called to order by Chair Michels at 7:00 p.m.

Agenda items to add include:

- LTAP seminar for Harlan (Cheryl)
- Road – Chuck Peters (Cheryl)
- Grant proposal for diesel machinery (Mary)

Milbrath/Howe move/second to approve the agenda as revised, approved.

Michels/Milbrath move/second to approve the August regular meeting minutes as presented, approved.

Treasurer Hanley – no report

Milbrath/Howe move/second to approve the claims as presented, approved.

Milbrath/Michels move/second to approve the payroll as presented, approved.

Reminder to all in attendance of town board meeting etiquette.

Old Business

1. Seth Greenwood from Nicollet County Public Works was in attendance to discuss the replacement of the culvert in Kerns Estates east side.
 - Township bridge program has possible funding sources.
 - To be eligible for the bridge replacement list, state law states the span must be 10 ft. or greater.
 - The bridge replacement list is maintained by the county and under review every 4 years. Structures will be viewed for repairs and/or replacement.

- County assists with replacing failing structures on the bridge inventory list.
- Kern's East culvert is not on the county bridge inventory because it does not have a span of 10 ft. or greater. However, the culvert was viewed for deficiency and will be added to the list for state aid and bridge funding sources.
- County receives a town aid allotment for bridge replacements.
- Box culvert on Old River Bluff Road (ORBR) was placed on the list two years ago. A job such as this costs between \$250,000 - \$750,000.
- An allotment is accumulated for repairs which is approximately \$18,000-\$20,000 from gas tax, license tabs, etc.
- State will look at the distribution to counties and take off 30% for the town bridge account. MN DOT will use this fund if the county does not have enough money in the bridge fund for a particular project.
- Bolton & Menk did a culvert study of this structure in January 2019.
- MN DOT is willing to put Kerns on the county bridge inventory for repairs.
- Town bridge funds will not cover 100% of the cost and requires township participation. There will be at least \$10,000 in engineering fees (if greater, request MN DOT to cover the excess), up to \$10,000 in approach grading costs, and removal of the existing structure. The bridge fund will not cover land easement, permits, and construction easements which will be the responsibility of the township.
- To start the process, the township and county sign an agreement for construction. Once that is signed, it will be presented to the county board for approval and the process can begin.
- A consulting firm will be hired to develop the project after the county approves the agreement.
- County will secure the consultant, surveyor, and determine specifications for the project. Township needs to acquire right-of-way. This will be done by a consulting firm (Bolton & Menk performs this type of work.) The county will determine the limits for right-of-way and easements. Boundaries will be determined by the consultant hired by the township. An attorney may need to be involved in the legal paperwork.
- The project will not start this year, anticipate it will be next fall. The culvert will continue to be monitored for deficiencies. Time to complete the replacement is 2-4 weeks.
- MN DOT will not set aside funding until a plan is reviewed by the state and right-of-way acquired. It is critical to get this part of the project done as soon as possible.
- Design will be worked on over the winter and roughed out by next spring. However, MN DOT will need to have funds available in the town bridge fund to move forward.
- Milbrath asked if American Rescue Plan (ARP) funds could be used for the project. ARP funding can be used for infrastructure and will need to check if this project would qualify.
- Betsy Dalluge – question regarding the requirement to be at least 10 ft. wide to qualify for the bridge fund. Greenwood has had correspondence with MN DOT that indicated they would consider the replacement structure under the bridge fund.
- Tim Dalluge – concerned about a weight limit on the road to not increase the damage to the culvert. Greenwood said a loaded semi-truck should not affect the condition of the culvert.
- Milbrath asked if ORBR replacement is moved down the list. Greenwood said it will be and Kern's would move up in the inventory. However, ORBR would remain on the list for future repairs.

- State makes counties responsible for the delivery of the projects. No expenditure will come from county funds, only state and township funds.
- Cost to the township is estimated to be \$30,000 - \$40,000. That includes an attorney and consulting firm to acquire land.
- Mike Thomas from North Links Golf Course was present to discuss an alternate access to the residents' homes during the construction. He is willing to allow parking in the maintenance shed area and use golf carts to travel to their property. Thomas was asked if an emergency vehicle (such as fire truck or ambulance) could get through the golf course, and he said they could.
- State aid requirements include having all land acquisition plans and agreements along with the alternate access route.
- This stream is also protected and DNR will need to be involved in the project.
- Milbrath/Smith move/second to execute the Agreement for Construction of Bridge 52J23 between Nicollet County and Belgrade Township, approved.
- Milbrath has been assigned the task for the Kern's project on behalf of the board.

New Business

Chuck Peters is a landowner and part of the project on 496th Street.

- Tiling project requires excavation through the road to get to the field requiring tile installation. An 8" tile would be placed through the road.
- Talked to the tiling company and the protocol on how they would do the excavation. The road will need to be opened and not burrowed under.
- After cutting the road, they will install ¾" rock, backfill, pack the fill, install 6" of ¾" clear rock, and 6" of class 5 gravel. They will also reseed the ditch and area around the affected area.
- Project will be done this fall.
- Michels/Smith move/second to approve the excavation of the street to facilitate the tiling project, approved.

Old Business

1. Employees – after receiving approval to set up ACH payment for employees' payroll checks, it was found to be too expensive and will continue preparing paper checks.
2. Equipment
 - Olson has been too busy to take the pup trailer to Crysteel to get an estimate on the latch repair.
 - Two companies were consulted regarding the backup signs to be placed on all equipment. M & R Sign would place on a standard plate with a cost of \$60 for the setup fee and additional cost per sign (5 signs needed). A company in Lake Crystal will take a picture of each piece of equipment to customize for each vehicle. The cost would be \$400. Michels/Howe move/second to approve using the Lake Crystal company for a total cost of \$400, approved.
3. Fire Report – Smith
 - Attended recent meeting in Nicollet.
 - They have \$141,900 in their account.

- There were 72 calls by July 31st with 12 in Belgrade Township.
- \$2,470 was donated by UFC to the department and \$2,600 by DNR.
- New tanker truck at a cost of \$330,000 will be ordered in the next two years. The township will be responsible for approximately 33% of these costs (\$108,900) and need to be taken from the equipment fund. Concerns were voiced that the levy was not increased to cover this additional cost. Milbrath/Michels move/second to set up a separate savings account to save for the equipment fund, approved.
- Pumper truck will need to be replaced within 10 years.

4. Roads - Milbrath

- Xcel Energy was invoiced \$98,000 for the work on the haul roads they used for the Huntley-Wilmarth project.
- Mike Johnson expressed concern that his white post was removed (Olson said it was in the right-of-way). Johnson installed the post for a mailbox and was packing it over time. He put the post back up and put on the mailbox. He also asked if he could move the county blue sign with his address. The county will need to be contacted.
- Tree trimming quotes were secured by Howe.
 - Phil Radel was in attendance to explain his quote. He estimated it would be \$2,200 per day with an estimate of 3-4 days needed to finish the project. He described the need to keep some trees intact to stabilize the road and to address oak wilt. The total would be \$8,800 if all 4 days needed and depending on tree removals. He is available to perform the work on the first two weekends in October.
 - AmLawn submitted a quote which just indicated rates per hour with no estimate of work or total amount.
 - Molina Tree Service submitted a quote of \$45,000.
 - Kato Lawn & Landscape submitted a quote of \$8,750.
 - Howe/Milbrath move/second to hire Phil Radel to perform the tree trimming and necessary tree removals on Timber Lane, approved.
- Trees need to be trimmed on 490th St. because vehicles are getting hit with branches. Olson can do some trimming but cannot do a proper job because we do not have the necessary equipment. Proposal was to request Phil Radel do this tree trimming at the same time he does Timber Lane. Howe will call Radel and get a quote to discuss at the next meeting.
- Timber Trail had severe washout and needed erosion control.
 - Landowners Diana and Paul Langworthy were in attendance. They suggested sharing the cost to all property owners along the road.
 - Milbrath/Howe move/second to have residents along the affected area on Timber Trail share in one-half of the cost for the erosion control, approved.
- Conciliation court hearing for the Timber Trail road damage was postponed to October 26 at 10:30 a.m.
- Langworthy said the sign was leaning over on Timber Trail after the erosion work was done. Seykora will be called to fix.
- Sign on 498th St. will remain the same. Michels talked to the sheriff and was told they were recommended speed limits.
- Sign on 506th St. was fixed.

- A packet of pictures of all 7 cartways in the township was distributed for the supervisors to review. Discussion on TC 130 was removed to discuss separately. Milbrath/Michels move/second that the township does not maintain the cartways except for the current maintenance done on TC 317 and TC 319. A role vote was taken:
 Yes – Howe, Michels, Milbrath
 No – Smith
- Discussion on TC 130 off County Road 41/Judson Bottom Road. The initial 0.14 miles of the cartway has been maintained because of a homeowner living along that part of the cartway. Copies of town board meeting minutes were included from 1993, 1994, and 1998 and cited by Michels for what had been done to the cartway. It was also noted that Smith has a conflict of interest since he is a landowner on this cartway. Smith responded:
 - Spillway was put in without his knowledge but authorized by the township.
 - Gate was put up by the township so no one would get stuck in the spillway after they talked to Smith. He said he would “allow” the township to install the gate if they continue to maintain the cartway.
 - The cartway has a padlocked gate with no access to the public.
 - Smith said trees have been trimmed and gravel laid. At the time the work was done, Smith was the road contact for the board, and he said was authorized to do the road maintenance. He has receipts for maintenance of the road (not presented at the meeting) and would be sent by his attorney.
 - Said there were 15 landowners affected by the cartway. Asked for the names and he again said they would be sent by his attorney.
 - Said the sheriff told the township to put up the gate to stop people getting stuck in the spillway.
 - Said a culvert should have been installed instead of the spillway.

Resolution was presented to the supervisors by Michels stating the cartway would continue to be a minimum maintenance road with only the first 0.14 miles of the cartway maintained as it currently is. In addition, no work would be done past the padlocked gate with the “Road Closed” sign currently attached to the gate. Milbrath/Howe move/second to adopt the resolution as presented. Roll call was taken:

Yes – Howe, Michels, Milbrath
 No – Smith

5. Other

- American Rescue Plan (ARP) application was submitted and won’t hear until October with details on the funding.
- Post office box was secured. The address for the township is P.O. Box 2075, North Mankato, MN 56002-2075.

New Business

1. Employees

- LTAP training on traffic sign maintenance and management will be held in Rochester on October 27th for a cost of \$75. Milbrath/Michael move/second to send Olson, approved.
- PERA manual was available for those who requested one.

2. Equipment

- Freightliner still needs one-half of the frame repaired. The Freightliner could be sold as is at a reduced price because it is still DOT certified. If the crack worsens, it will become a big problem.
- VW settlement has a grant program for diesel equipment. Milbrath will research and get more information.

3. Other

- Supervisors need a laptop or notebook to do township work. Howe/Michels move/second to purchase a notebook or laptop for each supervisor from the ARP funds expected, approved by Howe, Michels, and Milbrath. Smith dissented.
- A public hearing by the Nicollet County Board of Adjustment and Appeals will be held on a request from Keith and Larinda Burg to create a substandard lot in a conservancy zone within Belgrade Township. It is a non-buildable lot but asking for a variance. MAT was consulted and they said the township could have a resolution to not allow building on a substandard lot in the conservancy zones within the township. The resolution was presented by Michels. Michels/Milbrath move/second to adopt this resolution to oppose any substandard lot in a conservancy zone. Roll call vote was taken:
Yes – Howe, Michels, Milbrath
No – Smith
The signed resolution will be sent to the Nicollet County board prior to the hearing.
- A right-of-way request was received from Great River Energy. They will be sent an application to complete along with the request for the fee of \$500.

The next monthly meeting will be on Tuesday, October 12, 2021, at 7:00 p.m.

Milbrath/Michels move/second to adjourn the meeting at 9:40 p.m.



Cheryl Michels, Chair

10/26/2021
Date



Joan Untiedt, Town Clerk

10-12-2021
Date