

Belgrade Township  
Minutes for board meeting on January 11, 2022  
Nicollet County Satellite Office

Present:

Supervisors: Sandy Howe, Cheryl Michels, Mary Milbrath, Craig Smith, Geri Krueger  
Town Treasurer: Ashley Hanley  
Employee: Harlan and Edward Olseon

Residents:

Karen Smith, 41296 Judson Bottom Road  
Loren Lindsay, 52621 Valley View Blvd  
Linda Johnson, 40816 Judson Bottom Road

Ashley Hanley called the meeting to order at 7:07 p.m. Pledge of allegiance said by all.

Reorganizational part of meeting.

Mary motioned: Sandy second to appoint Cheryl Michels, Chairman of Belgrade Township Board.

Cheryl- abstain

Geri-yes

Sandy-yes

Mary-yes

Craig-no

Cheryl Michels Voted as Chairman

Michels motioned, Sandy second to appoint Mary Milbrath, Vice Chairman

Vote:

Geri- yes

Mary- abstain

Sandy-yes

Cheryl-yes

Craig no

Mary voted as Vice Chairman

Mary motioned to approve the same holidays as before, Geri second, motion passes 5-0.

Mary motions to approve meeting dates for 2022, Geri second, motion carries 5-0.

Meeting dates for 2022: Start time at 7 p.m. unless otherwise noted

January 11

February 8

February 9- budget meeting

March 8- Annual meeting at Fire Hall. Mary will make reservation for space. Board to vote to approve @ February meeting.

March 15

March 16- Spring Short Courses- Mankato

April 12

May 10

June 14

July 12

August 9

August 10- District 4 Meeting

September 13

Oct 11

Oct 14 and 15, MAT, MTG, St. Cloud

November 8 (need to select time since it is Election Day)

December 13

Question came up on March 8 since it is an Election Day, but Mary says there is no local election here so meeting can carry on @ 7:00pm.

Other date in question is November 8, but we will discuss later if we can start meeting at 8 p.m.

Newspaper of record:

Cheryl motion, Sandy, second to name: "FREE PRESS"

Approved 5-0.

Set compensation for board members to \$75/meeting and \$20/hour. Mileage at .575 a mile.

Cheryl motion, Sandy second. Motion passes 5-0.

Road Supervisor:

Geri motion to nominate Mary, Sandy second.

Mary-abstain

Geri- yes

Sandy-yes

Cheryl- yes

Craig- no

Fire Board

Sanday motion to nominate Craig, Cheryl seconds.

Passes 5-0

Posting Site of Meetings:

Chery motions, Sandy seconds to name the site: : 2070 Howard Drive.  
Motion passes 5-0.

Bank- Sandy motions to name Pioneer Bank as main bank, but also to add two additional accounts: one for fire and one for equipment.

Cheryl seconds motion. Passes 5-0.

Approval of agenda-

Fix typo on number of residents voting (717)

Cheryl motion, Mary second, all vote to approve 5-0

Approval of minutes:

Add Geri's name to present at December minutes

Craig- no

Cheryl- yes

Mary yes

Sandy-yes

Geri- yes

Treasurer's Report-Ashley Hanley

Savings- \$9,976.57

ICS- \$634, 131.75

Checking- \$9,697.29

Passes 5-0

Approval of claims:

Cheryl motion, Mary second

Craig-no

Cheryl-yes

Mary-yes

Geri-yes

Sandy-yes

Payroll-

Cheryl motion, Mary second

Craig- no

Cheryl-yes

Mary-yes

Geri- yes      Sandy-yes

## REMINDER OF TOWN BOARD ETIQUETTE

### Old business:

Cheryl apologizes for mentioning Loren Lindsay's name in the November meeting. She says it was nothing against Loren.

### Culvert's:

Kern's-nothing new at this time.

### Abandoned tile:

Nothing has been done at this time.

### Employees:

Work comp payment sent on 12-31-21

Upcoming training: ARPA meeting January 12 at 10 a.m. Will talk about what money can be spent on. All are encouraged to attend. All meetings with MAT are recorded and can be looked at anytime.

### Equipment:

Crystal Valley- checked tank & 2 regulators. The regulator was replaced on the tank. Crystal Valley is responsible for that one. The regulator closest to the shop is Townships responsibility. That was replaced. Both were outdated. The line going into the shop is bent. That will be replaced in the spring. Furnace check is scheduled to be done.

International- lights under warranty: being replaced, Harlan says we need a vibrator to shake sand out. Cost estimated \$2,020. Cheryl asked how much time was used for not having the vibrator, Harlan said about 5 hours. Harlan said time could be cut in half if we had a vibrator. Cheryl motions to get the vibrator, Mary second.

Craig-yes

Cheryl-yes

Sandy-yes

Geri-yes

Mary-yes

Harlan will take international to Crysteel.

Freightliner wing cylinder replaced. Wing wasn't holding. Replaced lock valve. Total repairs for the freightliner, from 12-15-21 to 1-11-22 is: \$6,264.14.

Mary, Harlan and Cheryl visited two places to look at availability of a new freightliner. Mary said if we want our name on the list for next year 2023, we need to get on the list. Kenworth withdrew the bid. International recommended getting our name in to hold a spot on the list.

The Chasey from International is approximately \$125,000.00. Then it would be customized through Crysteel.

Sandy made a motion to get name on "The list" @ International, Geri second. Notes no money is involved, just get name on list for 2023.

Craig-no  
Sandy-yes  
Cheryl-yes  
Geri-yes  
Mary-yes

Bank- Pioneer has new CD- possible for fire department and equipment. Like a savings account but is locked in. Once the CD is established money can be deposited into that CD 4 x year. Mary presented it as an option.

Mary presented equipment funding amounts, said it should be approximately \$300,000. Equipment funding and updated list of equipment will be established at our next meeting.

Fire & equipment amounts will be updated before the budget meeting. PLAN: have two separate accounts 1. fire 2. equipment. Sandy notes that would be more transparent.

Fire Department: Sandy motions to do CD for Fire Department, Geri seconds motion passes 5-0.

Equipment: Cheryl motions to do a CD since we are at least a year out. Sandy second. Vote of 5-0 to approve.

Insurance was submitted for damage on River Bluff Road. High Line repair & pole replacement. Insurance paid claim in full.

Loren Lindsay noted that a sign blew over on Deerwood Trail in the ditch (curve sign). But says it might be hard to fix it now. Harlan will take care of it.

Signs- vandalism of signs. Cheryl notes on 478th Street and 411th, the Yield Sign was taken down. Cheryl called the sheriff and he said we aren't the only township. Also noted is the street sign was taken down on 490th. Cheryl said if anyone sees who may be doing this to let the sheriff & township know. Mary obtained replacement costs of signs that will be submitted to the sheriff's office, if we have another incident.

Sandy called, left a message, Nicollet County to obtain the cost from Nicollet County to manage new regulations for signs.

Fire report:

Budget meeting: January 24th at 7:00,

Roads:

Sand- not able to get sand and salt mixed from the county at this point. Will have to purchase on our own, however, the county may have salt available next month. Harlan says the reason is that for salt, they have to go by what the state says and a specific company. Harlan notes the township has no place to store it. Sandy will check in with Cargill to see if we can get a load of salt, and will mix our own. Again, storage is an issue.

Newsletter- topics in newsletter.....we need ideas. Email ideas to Mary. Joan said she will print it and send it out. Want it out by the middle of February. Get ideas to Mary ASAP. Needs to be approved at the February meeting.

Voting for this fall: Last voting in Belgrade Township: 767 registered voters, 717 voted in person or via mail. Pricing out if we do voting in person; would cost over \$6,000 for each required machine, TWO machines are required  $\$6000.00 \times 2 = \$12,000.00$ . Plus additional costs of judges, approximately \$3,000. Approximate Total \$15,000.00. Following the election, the machines will be outdated and would, again, need to be replaced.

REMEMBER: you can still vote in person at the courthouse. Costs to do mail-in voting would be costs of stamps to mail ballots, approximately: \$420-\$500.00

Cheryl motions to do mail-in ballots for the fall, Mary seconds.

Craig-no

Cheryl-yes

Mary-yes

Geri-yes

Sandy-yes

Set a date for budget meeting

Wednesday, February 9 at 7 p.m.

Got a letter about annexation east of Rockford Road...7.8 acres. Annexation has been turned over to our MAT Lawyer. Mary notes minimum amount of return from North Mankato, Plus the TOWNSHIP has "NO" recourse. Sandy suggests to wait till Township hears from our Lawyer to make a decision.

Mary motioned to adjourn, Geri second. All approved. Meeting adjourned at 8:13 p.m.

Cheryl Nichols Chair  
Geri Hansen Treasurer

January 11, 2022

REORGANIZATION MEETING

1. Swearing in of newly elected officer:) n/a
2. Transfer Town Records:)n/a
3. Select a town board chair & vice chair:) Approved by Cheryl, Mary, Sandy, Geri=Yes/      Craig=No  
Cheryl Michels-Chair  
Mary Milbrath-Vice Chair
4. Adopt a schedule of the board's regular meetings: see attachment
5. Holidays
6. Designate an official newspaper: Mankato Free Press
7. Compensation for town officers & Employees:  
\$75.00 /per meeting  
\$20.00 per hour  
\$0.575 mileage/mile
8. Filling duties/positions  
Road supervisor: Mary  
Fire Department: Craig  
Signs: Sandy  
Newsletter: Clerk- All remaining board will review for correction & additions.
9. Designate one or more posing places in the town: 2070 Howard Drive, North Mankato, MN
10. Designate a bank as the town depository: Pioneer Bank
11. Consider conflict of interest issues. Refer to article Document Number C6000.
12. Amend board policies as needed. /refer to policy manual.
13. Adopting an administrative policy for the town.
14. Review Town's AWAIR plan; Checked with road crew- they have & use: safety glasses, hard hat, ear plugs, proper protection for trimming trees, safety shoes, (\$100.00 per yr. paid by township, receipt required.) High VIS vest & jacket, long sleeve shirt, long pants.
15. Inventory training & reference materials. Up to date reference books. Town Law Book & election requirements.

17. town Planning & Zoning: n/a

18. confirm the Town Financial Reporting form has been completed & returned to the State Auditor.

19. Upcoming training opportunities: review at monthly meetings.

20. List of officers: Sent to MAT to receive all communication from MAT.

21. Review Insurance Policies; Review all policies. Needs to be done.

22. COMPENSATION:

Harlan Olson: \$32.00/hr

Edward Olson \$21.00/hr

Tom Langdon \$21.00/hr

Compensation for FULL TIME employee is set each year during the annual review with time and a half Employment Policies for (FT) Town Maintenance Director.

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.

Election Judge N/A

Annual Meeting Moderator pay is set at \$25.00 per meeting.

Compensation for the supervisors, treasurer, clerk, deputy treasurer, and deputy clerk is \$75.00 per meeting for regular, special, annual & 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 \$.575/mile for 2022.

Audit of books hourly rate will be \$100.00 per hour per person for a minimum of five hours. The audit must be conducted in a public place & the person requesting the audit will pay rent of the public place. If the Nicollet County Services building is available, the Board request 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.

All copies requested by residents will cost \$.50 per sheet plus the hourly wage of the clerk/board member.

All Board members approved above issues.

Signature Cheryl Michals Chair/Supervisor  
Signature Mary C. Hulbeath Vice Chair  
Supervisor  
1-11-2022



MEETING DATES-2022- start time is 7 pm unless stated.

January 11

February 8                      DATE??Board of Audit

March 8-Annual Meeting pm

March 15

March 16 Spring Short Courses-Mankato

April 12

May 10

June 14

July 12

August 9    ?time

August 10,                      District 4 Meeting

September 13

Oct 11    Oct14&15, MAT MTG, St. Cloud

November 8    ?time

December 13