

BELGRADE TOWNSHIP  
MINUTES OF BOARD MEETING

April 12, 2022

Belgrade Township Shop

Present:

Supervisors: Sandy Howe, Gerri Krueger, Cheryl Michels, Mary Milbrath and Craig Smith  
Town Treas.: Ashley Hanley  
Town Clerk: Joan Untiedt  
Employee: Harlan Olson  
Residents: Edward Olson – 387<sup>th</sup> Lane  
Steve Burnett – 53042 Rockford Road  
Karen Smith – 41296 Judson Bottom Road  
Wallace Michels – 40196 478<sup>th</sup> St.  
Daphne Rippon – 42249 Kern’s Dr.  
Victoria Miller – 42115 Kern’s Dr.  
Guests: Andy Walser – Evergreen Companies  
Scott Bailey – Roadside Vegetation  
Joel Polzin – Nicollet Fire Dept.

Meeting called to order by Chair Michels at 7:00 p.m. Pledge of Allegiance recited by all in attendance. Reminder of town meeting etiquette was read.

Additions to the printed agenda include type of gravel to use and November meeting is scheduled for election day. Milbrath/Michels move/second to approve the revised agenda, approved by all supervisors. Michels/Milbrath move/second to approve the previous month’s minutes, approved by all supervisors.

The first quarter financial statement was distributed for review. Cash balances for all accounts total \$530,774.80. Michels/Krueger move/second to approve the treasurer’s report, approved by all supervisors.

Milbrath/Howe move/second to approve the claims as presented, approved by all supervisors. Michels/Howe move/second to approve the payroll as presented, approved by Howe, Krueger, Michels, and Milbrath. Smith voted no, said he was concerned about the number of meetings attended and cost to the taxpayers.

Old Business

1. Culverts & Ditches

- Michels and Milbrath met with the county and engineer on April 8<sup>th</sup>. Markers have been put up for the project. They are concerned the box culvert will not be available to do the replacement this year. Upon further inspection of the culvert, two more cracks were noted. Residents will

be contacted to discuss the timing and procedure for the repairs. The county does not know yet if funding will be available through the special bridge fund.

- Andy Walser (Evergreen Companies) discussed hydroseeding after tree trimming and removal. He will meet with Harlan on site to get the dimensions and submit an estimate on the cost.

## 2. Employees

- Ltap seminar on gravel maintenance was attended by Harlan and Edward Olson. It was a helpful review and received new ideas for our road maintenance.

## 3. Equipment

- Backup signs for equipment are not completed due to inability to receive the necessary materials.

## 4. Fire Report

- Fire Chief Joel Polzin was asked to attend the meeting to explain the process for the new pumper truck. Howe has also received calls regarding the breakdown of the truck purchase and accessories that have been ordered. Polzin said the payment for the truck is due when it arrives. If we pay now, there would be a 3% interest earned from the manufacturer. Smith explained the decision on when the payment is due will be discussed at the next quarterly fire department meeting.
- Smith said the joint powers board of the fire department was set up in 2001. It previously was a department of the City of Nicollet with the rural areas responsible for the pumper and water truck. In late 2001, the board was formed and moved all the services to one entity. The cost is divided by the county to the townships and city serviced by the department. Part of the agreement included the two large townships (Nicollet and Belgrade) cannot force the smaller townships to make purchases.
- The decision to order the new truck was a unanimous decision of the joint powers board.
- Polzin brought the specifications of the new truck order for review by the board. The truck will have a 3,000-gallon capacity (decreased from 3,500 gallons on the current truck). It was ordered in January for \$375,000. Accessories may be purchased through the regular budget. It will take up to 18 months for delivery. It was purchased through a dealer in Rochester and built in Florida. New encrypted radios specified by the government are required. The new radios have been ordered. The portion of \$138,000 for the department will be paid for by Nicollet County.
- New side by side vehicle was put in service by the department. It can transport an injured person. The trailer to transport the vehicle was funded by the department. Other funding came from fundraisers, Conservation Club, Nicollet Lions, and Nicollet Community Foundation.
- We were also made aware that the 2005 main pumper truck will be 20 years old and need replacing. The backup pumper is a 1983 model. This truck is very expensive and could be approximately \$1,000,000.
- Fire department meets quarterly and is open to the public.

## 5. Roads

- No response to date from the Glencoe company hired to replace and repair signs.

## 6. Other

- ARPA report due soon.
- Local Board of Appeals and Equalization will be meeting at the township shop on Thursday, April 14<sup>th</sup>. Due to the substantial number of appeals, an extension to the meeting might be necessary. Residents need to call the county to set an appointment to appeal their market valuation at this meeting.

## New Business

### 1. Culverts & Ditches

- Revised culvert policy was distributed for review. Michels read the policy for all in attendance. Howe suggested a \$50 permit fee, Smith said it should be zero. Harlan was concerned about the liability and should have a permit with no fee to repair or replace a culvert. Discussion on whether a fee should be charged. Michels suggested no fee unless the county would charge the township in the future. Then it will be passed on to the landowner. Michels/Milbrath move/second to accept the revised culvert policy with no permit fee, approved by all supervisors.
- Steve Burnett (Rockford Road) submitted a request to extend five culverts and install one new culvert. Discussion on an approach where the culvert does not exist. Reminder that weight restrictions are on the roads and cannot haul until it is lifted. Burnett will submit the information with the new culvert policy and meet with Harlan and a supervisor before work begins.
- Scott Bailey from Roadside Vegetation has sprayed the township ditches in the past. Cost is calculated by the mile for equipment and labor plus the chemical cost. Costs have increased but will not be double due to changing how much and how applied. Bailey requested a map of the township and have it marked with the areas to spray. Michels/Krueger move/second to contract with Roadside Vegetation to spray the ditches as needed this year, approved by all supervisors.

### 2. Employees

- DOT physical for Harlan is good for two years and cost \$80.00. Milbrath/Howe move/second to have the township pay for the cost of the DOT physical, approved by all supervisors.
- Michels/Milbrath move/second to cover the cost of Edward Olson (part-time employee) to get his CDL license and a DOT physical, approved by all supervisors.
- Milbrath/Michels move/second to cover the cost of \$65.00 for MAT training for the clerk and treasurer, approved by all supervisors.
- MAT has informative calls on the first and third Tuesday each week. The current topic included zoning and planning changes and how it is being pushed on to townships rather than the county. Discussion on the township making decision or even suggestions to the residents if they call with a question. All agreed that the county should be called.

### 3. Equipment

- Paul Johnson has agreed to let the township use a shed for storage of equipment. Michels/Howe move/second to use the shed for a cost of \$250 for 2022, approved by all supervisors.
- Distributed a copy of the order to Crysteel for a new truck.
- Grader needs repairs for the electronic injector. Ziegler is working on the repairs and the parts are in stock.
- Plows will be taken off the equipment. Freightliner and pup trailer will be taken to Crysteel to repair the trailer latch and do DOT inspections.

### 4. Roads

- Damage has been done to a road intersection after grading was done. Discussion on installation of a field camera(s) which is legal to do. However, difficult to follow-up with legal action if someone is caught doing the damage. Also, who would monitor the camera(s)? Residents are requested to report any damage they see on roads in the township.
- Road tour will be held on Wednesday, June 22<sup>nd</sup> starting at 9:00 a.m. Milbrath/Michel move/second to have Harlan attend the tour, approved by all supervisors.
- Discussion on the type of gravel to use, ¾" with fines for hills and/or Class 5 modified limestone. Milbrath/Michels move/second to have Harlan make the decision on what material is needed, approved by all supervisors.

### 5. Other

- Meeting with contractor Pat Gilman (Lake Crystal) to review the roof leak in the township building. He gave options for repairs and will also check the building insulation. One suggestion was to paint the roof to seal the screws and small pin pricks. Wood on poles is rotting by the foundation. Plates could be installed on the poles and then anchor the poles to the concrete. The panels inside the building would need to be taken off to make the repairs. Gilman will finish the inspection and give an estimate for the repairs necessary. The building in general is usable and just needs repairs.
- Overhead door also needs replacing. Moisture is getting inside the door and making the door very heavy. Concern would be the door would fall with the weight.
- A well and septic system will be needed for running water and a bathroom if the residents approve construction of a new building. Schaefer Well said it was not cost effective and suggested a holding tank. However, a well would still be required. At the annual meeting, residents asked to continue looking at the building needs and whether an addition should be added, or a new building constructed. Howe has been working on getting proposals to review at a future meeting.
- Krueger also suggested looking at adding a layer of cement to the floor to move water to the drain.
- Xcel Energy was contacted, and we need to have 37.5 feet from all poles and wires.

- Checking on the boundary lines of the township property. State is 80', county is 70', and private property is 20'.
- November township meeting is scheduled the same day as elections. The meeting would have to start after 8:00 p.m. when polls close or change to another day. This also affects primary day in August. Michels/Milbrath move/second to change the starting time for August and November meetings to 8:01 p.m., approved by all supervisors.

The next monthly meeting will be on Tuesday, May 10, 2022, at 7:00 p.m. at the town shop.

Milbrath/Krueger move/second to adjourn the meeting at 9:09 p.m.

Cheryl Michels  
Cheryl Michels, Chair

5/10/2022  
Date

Joan M. Untiedt  
Joan Untiedt, Town Clerk

5-10-22  
Date