

BELGRADE TOWNSHIP  
MINUTES OF ANNUAL REORGANIZATION MEETING

January 10, 2023

Nicollet County Human Services Building, North Mankato

Present: Supervisors: Corky Berdan, Bryan Bode, Christopher Frederick, Mary Milbrath,  
and Shane Nelson  
Town Clerk: Joan Untiedt  
Town Treas: John Speckel  
Employee: Harlan Olson  
Residents: Nine Residents

Meeting called to order by Milbrath at 7:00 p.m.

Introductions were made of all elected and appointed officials. Newly elected and appointed officials have all taken the oath of office prior to the meeting.

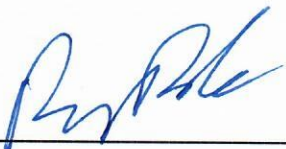
1. Laptop computers of prior supervisors have been reset by A+ Security with the email addresses of the new officers.
2. Berdan/Nelson move/second to elect Bode as chair of the board. Milbrath moved to nominate Frederick as chair. Vote was taken and Bode was elected chair. Bode/Frederick move/second to elect Nelson as vice-chair, approved by all supervisors.
3. The schedule of 2023 board and annual meetings was presented for adoption. Frederick/Milbrath move/second to adopt the schedule as presented, approved by all supervisors.
4. Frederick/Milbrath move/second to designate the Saint Peter Herald and Mankato Free Press as the official newspapers for publishing notices for the township, approved by all supervisors.
5. Frederick/Nelson move/second to adopt the 2022 holiday schedule with the revision to change Christmas Eve from one-half day to full day, approved by all supervisors. The holidays will be January 1, last Monday in May, July 4, first Monday in September, November 11, fourth Thursday in November, December 24, and December 25.
6. Frederick/Milbrath move/second to adopt the 2022 hourly rate of \$20 and \$75 per meeting for the supervisors for the 2023 calendar year, approved by all supervisors.
7. Discussion on the employee review completed after the December 20<sup>th</sup> meeting with Harlan Olson. Frederick/Milbrath move/second to adopt the prior board's recommendation for compensation of \$35 per hour. Approved by Frederick and Milbrath. Dissented by Berdan, Bode, and Nelson. Continued discussion regarding the increase proposal. Bode stated the status of road maintenance was good but concerned about the relationship with the board.

Bode/Nelson move/second to have a three-month probation for Olson, if approved after the probationary period, compensation increase would be retroactive to January 1, 2023. Discussion continued with public input on the proposed increase. Olson offered his response to the comments from the board and the public. Call for vote – approved by Bode, Nelson, and Berdan with dissent from Milbrath and Frederick.

8. Frederick/Milbrath move/second to adopt the federal maximum mileage reimbursement rate of 65.5 cents per mile for all officials and employees when a personal vehicle is used, approved by all supervisors.
9. Distributed the employee handbook for review. Frederick/Nelson move/second to evaluate the handbook at the February meeting to allow more time for supervisors to read the document, approved by all supervisors.
10. Discussion on the duties and responsibilities to designate to supervisors. Frederick/Nelson move/second to approve the following responsibilities and approved by all supervisors.
  - Culverts/ditches/weed control – Nelson
    - Milbrath to complete the Kern’s culvert project
  - Roads/Employee Supervisors – Berdan, Milbrath
  - Equipment Control – Berdan
  - Fire Department – Bode
  - Planning and Zoning with the County – Frederick
  - Nicollet County Township Association – Milbrath
11. Frederick/Berdan move/second to have all supervisors and maintenance employees have a key to the shop and a code for the alarm system, approved by all supervisors.
12. Frederick/Milbrath move/second to hold regular monthly board meetings at the Nicollet County Human Services Building in North Mankato, approved by all supervisors.
13. Frederick/Berdan move/second to designate the posting places for township notices on the town shop door and the Nicollet County Human Services building, approved by all supervisors.
14. Frederick/Milbrath move/second to designate Frandsen Bank & Trust as the town depository, with the authorized signers of Chair, Vice-Chair, Clerk, Treasurer, Deputy Clerk and Deputy Treasurer, approved by all supervisors. Frederick/Milbrath move/second to have three signatures on checks and no cash withdrawals will be permitted, approved by all supervisors. Frederick/Berdan move/second to authorize a credit card to be issued to employee Olson and clerk Untiedt, approved by all supervisors.
15. Discussion was held on the designation of a town attorney. Currently, the firm of Couri and Ruppe have represented the township. Untiedt has been instructed to get up to 4 RFPs from attorneys familiar with township law.
16. Conflict of Interest Policy was distributed for review and discussion. Frederick/Berdan move/second to table the approval of the policy to the February board meeting, approved by all supervisors.

17. Administrative Policy was distributed for review and discussion. Frederick/Milbrath' move/second to adopt the policy as presented, approved by all supervisors.
18. AWAIR plan needs to be developed. Suggested to add to the agenda of a work session of the board. Frederick/Nelson move/second to table this discussion until the work session in April at a time and place to be determined at the March regular board meeting, approved by all supervisors.
19. Training and reference materials for the board.
  - The Township Manual is currently being updated and will be available at the spring training course.
  - Tuesday Talk is held on the first and third Tuesday of each month with MAT. The talks are recorded and can be listened to at any time.
  - Ltap trainings are offered by University of Minnesota of a variety of topics for continuing education for employees.
  - MAT offers online webinars.
20. Work on the ordinance and resolution book will be deferred to the April work session.
21. Annual Town Financial Reporting Form will be prepared by the Treasurer and Clerk to be submitted timely by March 31<sup>st</sup> to the State Auditor.
22. List of officers have been submitted to MAT.
23. Insurance policies will renew on March 1<sup>st</sup>. The current policies will be reviewed, especially for values on equipment to ensure adequate coverage. Frederick is concerned the supervisors are not covered by a bond, only the clerk and treasurer. A request will be made to get an estimate for supervisor coverage before the March 1<sup>st</sup> renewal.
24. A three to five year operations plan will be discussed at the April work session.

Nelson/Frederick move/second to adjourn this meeting at 8:30 p.m., approved by all supervisors.

  
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 Bryan Bode, Chair

2-14-23  
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 Date

  
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 Joan Untiedt, Town Clerk

2-14-2023  
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 Date