

BELGRADE TOWNSHIP
MINUTES OF OPEN MEETING – WORK SESSION

April 18, 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: Absent
Employee: Harlan Olson
Residents: Four Residents

Meeting called to order by Chair Bode at 6:00 p.m. Pledge of Allegiance was recited.

Attached to these minutes is a chart of all work session agenda topics.

Meeting was adjourned at 9:00 p.m.



Bryan Bode, Chair

5-9-23

Date



Joan Untiedt, Town Clerk

5-9-23

Date

BELGRADE TOWNSHIP

Chart of Work Session Agenda Items

Agenda Item	Discussion/Recommended Changes	Next Step	Responsible Officer
Employee Handbook	<ol style="list-style-type: none"> 1. Add definition of manager under Section 1 - board appointed supervisor for employees will be designated as a manager of employees to be named at the reorganization meeting held annually in January. 2. Section 3.14 - change language to reflect "if the employee review is done in a closed session, results will be shared at the next open meeting." 3. Section 4.5 - add language to first sentence "and may be tracked by GPS." 4. Social Media section - is it needed? It was inserted from past experience with a Facebook page and intended to address the issue if social media is utilized in the future. 5. Discussion on GPS service for vehicles 	Make suggested changes and submit to attorney for review before approval	Joan Untiedt
AWAIR Program	Change "supervisor" to "manager"	Get quotes to review at May meeting	Corky Berdan
Annexation Agreement	<ol style="list-style-type: none"> 1. No discussion held to date with Mayor of City of North Mankato 2. Determine defined area for orderly annexation 3. Review options for reimbursement rate 	Approve at next meeting Contact mayor	Joan Untiedt Chris Frederick
Planning and Zoning Commission	<ol style="list-style-type: none"> 1. Previous board made resolution to have 50 foot setback which is same as county 2. County said we had to have our local P & Z commission to dictate different setbacks 	Discuss after contact with city Discuss after contact with city	Board Board

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	3. Encourage landowners to have survey done prior to building to have accurate county setback	Request county post on their web site to have township same as county setback	Mary Milbrath						
	4. Do not pursue having local P & Z Commission								
Nicollet Fire Dept. Agreement	1. Discussion of current agreement which is not dated or contain a term	Call county regarding calculation of cost split	Bryan Bode						
	2. Not using voting calculation as stated in the agreement.	Bring list of questions to the Fire Dept. at their next meeting	Bryan Bode						
Ordinances and Resolutions	Distributed copy of all resolutions and one ordinance that are on record with the township								
3 to 5 Year Work Plan	1. Review all roads and culverts in the township	Road tour	Board						
	2. Policy on solar panels in the county	Contact county	Bryan Bode						
	3. Discussion on asphalt roads in the township								
	- Residents must petition to have asphalt road								
	- Residents must pay 100% of costs up front								
	- Residents are responsible for all maintenance								
	- Township will provide snow plowing								
	- Township is not required to have paved road								
	4. If a road is paved and assessed to residents' taxes, will township have to maintain?	Contact county for clarification	Corky Berdan						
	- Get specifications from county for paved road, will they need 10 ton road?								
	5. Equipment needs	Update equipment list	Corky Berdan						
	6. Shop addition or new building	Discuss at next annual meeting	Corky Berdan						

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	7. Review lease vs. purchase of new equipment	As needed	Corky Berdan	
	8. Contract mowing of ditches -save on purchase of equipment	Get estimate of cost	Corky Berdan	
	9. Change policy to gravel roads every 3 years to as needed	Road tour	Board	
	10. Install right-of-way markers in the township	Install 6-7 miles per year	Board	
Snow plowing routes	1. Resident asked to follow the bus routes			
	2. Discuss having part-time employees to assist in snow storms	Look for 3 part-time employees by next fall	Board	
	3. Keep route for plowing as done before - will work better with 3 employees			
Record Retention Schedule	Distributed MAT recommended schedule	Approve at next meeting	Joan Untiedt	
Emergency Plan	When emergency happens, board chair will call an emergency meeting to discuss action		Bryan Bode	
Subdivision Requirements	County dictates regulations			
Turnaround Requirements	Some turnarounds are not large enough to turn equipment around	Ask landowner to donate or sell land for township to widen turnaround	Board	
Cartways	1. Currently 7 cartways identified by county in the township			
	2. Review possible vacation of cartways	Review process	Chris Frederick	

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<p>Property owned by township</p>	<p>3. Discussion on 526th Street-in bad shape - previously was minimum maintenance road - two landowners on the road-willing to maintain - road used as "shortcut" for Minnewaukon residents</p> <p>1. Township owns 7.85 acres in Section 12 2. Received call regarding a deer stand on the land 3. DNR contacted-said to put up "No Trespassing" sign 4. Adjoining landowner is upset because people park and walk across his land to this parcel</p>	<p>Road tour - discussion at next meeting</p> <p>Put on next meeting agenda and discuss selling</p>	<p>Board</p> <p>Board</p>