

BELGRADE TOWNSHIP  
MINUTES OF ANNUAL REORGANIZATION MEETING

January 9, 2024

Nicollet County Human Services Building, North Mankato

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

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

1. Milbrath/Bode move/second to elect Frederick as chair of the board for the coming year, approved by all supervisors. Frederick/Berdan move/second to elect Bode as vice-chair, approved by all supervisors.
2. The schedule of 2024 board and annual meetings was presented for adoption. Bode/Berdan move/second to adopt the schedule as presented, approved by all supervisors.
3. Holidays for 2024 will be New Year's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Eve, and Christmas Day. No transactions will occur on these days. Bode/Milbrath to approve the holidays as presented, approved by all supervisors.
4. Bode/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 moved to adopt the 2023 hourly rate of \$20 and \$75 per meeting for the supervisors for the 2024 calendar year, motion failed for lack of second. Bode/Berdan move/second to increase supervisors' hourly rate to \$25, no change of \$75 per meeting, and increase clerk and treasurer rate to \$35 per hour, approved by all supervisors. There will be no office reimbursement for the clerk in 2024.
6. Frederick/Milbrath move/second to adopt the federal maximum mileage reimbursement rate of 67 cents per mile for all officials and employees when a personal vehicle is used, approved by all supervisors.
7. The employee handbook needs to have an addendum for the Minnesota Earned Sick and Safe Time law which went into effect January 1, 2024. Speckel will provide the language to review and approve at the next regular meeting.
8. Discussion on the duties and responsibilities to delegate to supervisors. Bode/Milbrath move/second to approve the following responsibilities, approved by all supervisors.
  - Culverts/ditches/weed control – Nelson
  - Roads/Employee Supervisors – Berdan, Milbrath

Equipment Control – Berdan

Fire Department – Bode

Nicollet County Township Association – Milbrath

Minnesota Townships District 4 meetings – Frederick and Bode

Minnesota Townships annual conference – Frederick and Bode


9. Alarm system contacts will remain the same. Harlan Olson, Corkey Berdan, and Mary Milbrath are to be called when the alarm is activated.
10. Regular monthly meetings and special meetings will be held at the North Mankato Human Services Building in North Mankato. The annual lease of \$50 was approved in a prior meeting.
11. Milbrath/Bode 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.
12. 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.
13. Milbrath/Berdan move/second to retain Troy Gilcrest from Kennedy & Graven Law Firm as the township attorney, approved by all supervisors.
14. Conflict of Interest Policy was distributed for review and to be completed by all officers for 2024.
15. Administrative Policy was distributed for review and discussion. No changes are necessary.
16. AWAIR plan was reviewed and signed by Frederick. No changes are necessary.
17. Training and reference materials for the board.
  - The Town Law book is in the clerk's office.
  - 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 on a variety of topics for continuing education for employees.
  - MAT offers online webinars.
  - Election materials are supplied by Nicollet County.
18. Recap of adopted resolutions was reviewed.
19. Annual Town Financial Reporting Form will be prepared by the Treasurer to be submitted timely by March 31<sup>st</sup> to the State Auditor.

20. List of officers have been submitted to MAT.

21. Insurance policies will be renewed on March 1<sup>st</sup>. The current policies will be reviewed, especially for values on equipment to ensure adequate coverage.

22. A three-to-five-year operations plan is an ongoing document to be reviewed and updated, as necessary.

Frederick adjourned the meeting at 7:30 p.m.

  
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Christopher Frederick, Chair

2/13/24  
Date

  
\_\_\_\_\_  
Joan Untiedt, Town Clerk

2-13-24  
Date