

**BIRCHDALE TOWNSHIP
REGULAR MEETING MINUTES
Tuesday, January 30, 2018 - 8:00 P.M.**

1. Call to Order/ Pledge of Allegiance/Roll Call

Chair Jim Carstens called to order the regular meeting of the Birchdale Township Board at 8:00 p.m. on Tuesday, January 30, 2018 at the Birchdale Town Hall. The Pledge of Allegiance was recited. Present were Supervisors Jim Carstens, Dale Ahrens, Arnie Berscheid, Marc Brinkman, Larry Bebus, Treasurer Marlene VanHavermaet and Clerk Jackie Bauer. Also in attendance was Ervin Herdering.

2. Approval of Agenda

A motion was made by Supervisor Berscheid, seconded by Supervisor Ahrens and unanimously carried to approve the agenda as amended.

3. Approval of Minutes

A motion was made by Supervisor Berscheid, seconded by Supervisor Bebus, and unanimously carried to approve the December 26, 2017 Regular Meeting minutes.

4. Approval of Treasurer's Report

Treasurer VanHavermaet presented the January Treasurer's Report. A motion was made by Supervisor Brinkman, seconded by Supervisor Berscheid, and unanimously carried to accept the Treasurer's Report. Treasurer VanHavermaet also reported that the December Settlement Payment in the amount of \$4,824.10 was received.

5. Approval of Bills

Next presented was the list of bills for the month of January to be considered for payment. A motion was made by Supervisor Brinkman, seconded by Supervisor Ahrens and unanimously carried to approve payment of the bills in the amount of \$8,727.13 (See attached list of bills).

6. Resident's Comments

- a. None

7. Reports/Requests/Presentations

- a. None.

8. Township Road Report

- a. Bayview Drive and 227th Avenue, 140th Street and 231st Avenue Agreement – Clerk Bauer reported that Kandota Township returned the signed agreement between the two townships regarding the upkeep of Bayview Drive, 227th Avenue, 140th Street and 231st Avenue. The

agreement states that for Bayview Drive, Birchdale Township will agree to maintain Bayview Drive and Bay Loop by providing plowing, sanding, blading and grading but that Kandota would still do any type of road repair for their portion of the road (such as culvert repair and graveling). The other part of the agreement states that for 227th Avenue, 140th Street and 231st Avenue, Kandota Township agrees to maintain those roads by sanding, plowing, blading and grading and Birchdale Township will be responsible for their portion of these roads for culvert repair, graveling and any other road repairs that are needed.

9. Unfinished Business

- a. Postcard Mailer for Annual Meeting – Clerk Bauer updated the Board regarding the postcard mailer that will be sent out to residents in the township informing them about the Township Election and Annual Meeting scheduled for Tuesday, March 13th, 2018. Clerk Bauer is working with Schmidt Printing in Melrose. Todd County is providing labels for resident names and addresses. Clerk Bauer asked for items to include on the postcard from the Board. Clerk Bauer will continue to work on this project and make sure that the postcard is mailed out about a week before the meeting. Last year, the postcard mailer did impact improving the attendance at the Annual Meeting so hopefully, attendance will again be good at this year's meeting.

10. New Business

- a. The Board then reviewed the following policies and job descriptions:
 - *Investment Policy
 - *Road Standards Policy
 - *Dust Control Policy
 - *Administrative Policy
 - *Culvert Policy
 - *Clerk Job Description
 - *Treasurer Job Description

The Board asked Clerk Bauer to have Attorney Troy Gilchrist, the Township Attorney review the Birchdale Township Road Standards Policy, especially the section regarding Private Roads and requests by residents to have private roads taken over by the township and what the township requires to do this. The Board is anticipating that there may be more requests regarding this so it is important that the Road Standards Policy have clear requirements for this process. Clerk Bauer will do this and report at the next meeting in February.

A motion was made by Supervisor Bebus, seconded by Supervisor Brinkman, and unanimously carried to approve each policy and job description with no changes.

- b. Five-Year Capital Improvement Plan – Clerk Bauer reviewed an updated Five Year Capital Improvement Plan for the Township. This information will be presented at the Annual Meeting where the Board will seek input from residents regarding the plan.

- c. The Board reviewed the Property Inventory List. The Board asked Clerk Bauer to add some additional items that were not listed on the Property Inventory List and she will complete and print a new copy for the Board.
- d. Clerk Bauer gave an update on plans for the March 13th, 2018 Township Election. The Township Election will run from 4:00 PM until 8:00 PM.
- e. Public Accuracy Testing using the AutoMark Machine will be done at the Todd County Courthouse at 9:00 AM on March 2nd, 2018. Information announcing Public Accuracy Testing has been posted in the Sauk Herald, the Long Prairie Leader, on the Birchdale Township website and at the Town Hall.
- f. Proposed Resolution No. 2018-01, Resolution Appointing Election Judges for March Township Election - See attached Proposed Resolution. A motion was made by Supervisor Ahrens, seconded by Supervisor Berscheid, and unanimously carried to approve Resolution No. 2018-01, Resolution Appointing Election Judges for March Township Election. The Election Judges will be Jackie Bauer, Marlene VanHavermaet and Dora Wiegers.
- g. Preliminary Audit Work Update - Clerk Bauer and Treasurer VanHavermaet will meet prior to the February 27, 2018 Board Meeting to review CTAS reports in preparation for the Board of Audit Meeting and State Auditor's Town Financial Reporting Form which is due on March 1st, 2018.
- h. Clerk Bauer presented the MATIT's Consolidated Coverage Policy covering March 1, 2018 to March 1, 2019.
- i. Clerk Bauer received notification that the City of Sauk Centre Fire Department will not hold a Fire Contract Meeting this year but instead a copy of the contract was sent out covering the period 2018-2023. After the Board reviewed the contract and it shows mostly no change in the information. A motion was made by Supervisor Berscheid, seconded by Supervisor Bebus, and unanimously carried to approve the City of Sauk Centre Fire Contract. Clerk Bauer and Chairman Carstens signed the agreement and Clerk Bauer will mail two sets back to the City of Sauk Centre.
- j. Clerk Bauer presented a copy of an article that was written by the Sauk Centre Herald regarding local townships including Birchdale Township and information such as township budgets, board members and other information about the township.
- k. Supervisor Carstens stated that residents who were seeking to vacate part of "H" Street in the Plat of Harcora Lodge-First Addition, Todd County were granted this vacation in court. This will allow the residents to now create a new private road that will give all properties access.

11. Informational Items

The Board then reviewed the following informational items:

- a. Special Assessment Information Request received from Cygneture Title Solution, Baxter, MN for Brian and Darlene Haider, 28310 Angora Trail, Grey Eagle, MN 56336 – Clerk Bauer responded that there were no assessments from Birchdale Township.
- b. Todd County Planning and Zoning Notice of a public hearing to be held on Thursday, February 1st, 2018 at 6:00 PM at the Historic Courthouse regarding a proposed change restricting livestock access on all lakes with DNR public accesses requested by Latimer Lake Association with support letters from Osakis Lake Association, Lake Beauty Association, Big Swan Lake Association and Big Swan Lake Improvement District. – Clerk Bauer to present correspondence received from Todd County Planning and Zoning notifying the Township of the meeting scheduled for February 1st, 2018 at 6:00 PM.

12. Officers Comments

- a. Supervisor Ahrens was contacted by residents living along Ambling Trail asking if the road can be tarred. Clerk Bauer will contact the Minnesota Association of Townships to find out what process will need to be followed for this request.

13. Adjournment

With no further business, a motion was made by Supervisor Ahrens, seconded by Supervisor Brinkman, and unanimously carried to adjourn the meeting at 8:32 p.m.

Respectfully Submitted,

Jackie Bauer
Birchdale Township Clerk