

**BIRCHDALE TOWNSHIP
REGULAR MEETING MINUTES
Thursday, January 31, 2019 - 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 Thursday, January 31, 2019 at the Birchdale Town Hall. The meeting was originally scheduled for Tuesday, January 29, 2019 but due to weather, the meeting was postponed to Thursday, January 31, 2019. The Pledge of Allegiance was recited. Present were Supervisors Jim Carstens, Dale Ahrens, Arnie Berscheid, Joe Ostendorf, Larry Bebus, Treasurer Marlene VanHavermaet and Clerk Jackie Bauer. Also in attendance was Carol Herdering and Tom Meyer.

2. Approval of Agenda

A motion was made by Supervisor Ostendorf, seconded by Supervisor Bebus and unanimously carried to approve the agenda.

3. Approval of Minutes

A motion was made by Supervisor Berscheid, seconded by Supervisor Ahrens, and unanimously carried to approve the December 26, 2018 Regular Meeting minutes.

4. Approval of Treasurer's Report

Treasurer VanHavermaet presented the January Treasurer's Report. A motion was made by Supervisor Bebus, seconded by Supervisor Ostendorf, and unanimously carried to accept the Treasurer's Report. Treasurer VanHavermaet also reported that the December Settlement Payment in the amount of \$4,588.08 was received. Treasurer VanHavermaet also mentioned that there is an old outstanding check that has not been cashed. It is for a payment to previous Supervisor Marc Brinkman for hours worked on the Board. Supervisor Ahrens will mention this to him and ask him to cash the check.

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 Ahrens, seconded by Supervisor Bebus and unanimously carried to approve payment of the bills in the amount of \$7,906.91 (See attached list of bills).

6. Resident's Comments

- a. None

7. Reports/Requests/Presentations

- a. None.

8. Township Road Report

- a. Purchase of Warning Sirens – The Sauk Lake Association has two warning sirens for sale and had approached Supervisor Berscheid to ask if Birchdale Township would like to purchase the sirens. Supervisor Berscheid stated that it would probably cost around \$500.00 to \$600.00 for the sirens. They could be mounted near the town hall and would cost very little as far as electricity. The Board would like to ask the residents if they would like the township to purchase a siren so this item will be added to the Annual Meeting Agenda.

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 12th, 2019. 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
 - *Dust Control Policy
 - *Administrative Policy
 - *Culvert Policy
 - *Clerk Job Description
 - *Treasurer Job Description

Clerk Bauer is still reviewing the Road Standards Policy for the Township and will present this at the February meeting for approval.

A motion was made by Supervisor Bersheid, seconded by Supervisor Ostendorf, 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. No changes were made.
- d. Clerk Bauer gave an update on plans for the March 12th, 2018 Township Election. The Township Election will run from 4:00 PM until 8:00 PM.

She also presented the Notice of Election which will be posted at the Town Hall, on the Website and posted in the Long Prairie Leader and Sauk Herald. A motion was made by Supervisor Ahrens, seconded by Supervisor Bebus and unanimously carried approving the Election Notice.

- e. Public Accuracy Testing using the AutoMark Machine will be done at the Todd County Courthouse at 9:00 AM on March 7th, 2019. 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. A motion was made by Supervisor Bebus, seconded by Supervisor Ostendorf and unanimously carried approving the Notice of Public Accuracy Testing.
- f. Preliminary Audit Work Update - Clerk Bauer and Treasurer VanHavermaet will meet prior to the February 26th, 2019 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, 2019.
- g. Clerk Bauer presented the MATIT's Consolidated Coverage Policy covering March 1, 2019 to March 1, 2020.
- h. Clerk Bauer received notification that the City of Sauk Centre Fire Department will hold a Fire Contract Meeting this year on Tuesday, February 19th, 2019 at the City of Sauk Centre Fire Hall. Supervisor Ostendorf will plan to attend and provide a report at the February meeting.
- i. Proposed Resolution No 2019-01, Resolution Appointing Election Judges for March Township Election – see attached Proposed Resolution. Three judges are required and will include Jackie Bauer, Marlene VanHavermaet and Larry Bebus. A motion was made by Supervisor Berscheid, seconded by Supervisor Ahrens and unanimously carried with Supervisor Bebus abstaining to approve Resolution No. 2019-01, Resolution Appointing Election Judges for the March Township Election.
- j. Calendar of Events - Updating and reviewing the Calendar of Events typically is done at the December meeting however Clerk Bauer instead presented the 2019-2020 Monthly Meeting Schedule dates which the Board reviewed and approved. Clerk Bauer presented the Calendar of Events with no changes. A motion was made by Supervisor Ostendorf, approved by Supervisor Bebus and unanimously carried to approve the Calendar of Events.

11. Informational Items

The Board then reviewed the following informational items:

- a. Special Assessment Information Request received from Home Town Title for 12063 Alcott Drive, Sauk Centre, MN 56378. Clerk Bauer responded that there were no assessments from Birchdale Township.

- b. Special Assessment Information Request received from Main Street Title & Closings LLC for Kevin G. Maas, Roberta Maas and Sara Omanson, 12109 Alcott Drive, Sauk Centre, MN 56378. Clerk Bauer responded that there were no assessments from Birchdale Township.

12. Officers Comments

- a. Supervisor Carstens was contacted by Stantec Engineering They were just checking with the township to see if there was any work that might be coming up that they could help with. Supervisor Carstens informed them that Birchdale Township did not have any projects coming up where engineering services might be needed.

13. Adjournment

With no further business, a motion was made by Supervisor Ahrens, seconded by Supervisor Ostendorf, and unanimously carried to adjourn the meeting at 8:40 p.m.

Respectfully Submitted,

Jackie Bauer
Birchdale Township Clerk