

**BIRCHDALE TOWNSHIP
REGULAR MEETING MINUTES
TUESDAY, MARCH 28, 2017 – 8:00 P.M.**

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

Clerk Jackie Bauer called to order the regular meeting of the Birchdale Township Board at 8:00 p.m. on Tuesday, March 28, 2017 at the Birchdale Town Hall. The Pledge of Allegiance was recited. Present were Supervisors Dale Ahrens, Jim Carstens, Arnie Berscheid, Larry Bebus, Mark Brinkman and Treasurer Marlene VanHavermaet and Clerk Jackie Bauer. Also in attendance were Ervin Herdering, Cathy Lensing, John Hinman, Loren Fellbaum, and Jeff Rahn.

2. Oaths of Office

Prior to the start of the meeting, Clerk Bauer administered the Oath of Office to Supervisor Larry Bebus. Supervisor Larry Bebus was elected to a three year term at the March 14, 2017 Township Election.

3. Select Chair and Vice Chair

Clerk Bauer called for a motion to select a Chair. A motion was made by Supervisor Berscheid, seconded by Supervisor Brinkman and carried to elect Jim Carstens as Chair with Supervisor Carstens abstaining.

Chair Carstens called for a motion to select a Vice Chair. A motion was made by Supervisor Ahrens, seconded by Supervisor Brinkman and carried to elect Supervisor Bebus as Vice Chair for the year.

4. Approval of Agenda

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

5. Approval of Minutes

A motion was made by Supervisor Berscheid, seconded by Supervisor Bebus, and unanimously carried to approve the February 28, 2017 Regular Meeting minutes. A motion was made by Supervisor Ahrens, seconded by Supervisor Berscheid, and the March 14, 2017 Canvassing Board Meeting Minutes.

6. Approval of Treasurer's Report

Treasurer VanHavermaet presented the March Treasurer's Report. A motion was made by Supervisor Berscheid seconded by Supervisor Brinkman, and unanimously carried to accept the Treasurer's Report.

7. Approval of Bills

Next presented was the list of bills for the month of March 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 \$12,641.23 (See attached list of bills).

- 8. Resident's Comments** – Treasurer VanHavermaet asked Cathy Lensing, who was in the audience, to stand and thanked her for her years of service as a Township Supervisor. The entire Board also thanked her and gave her a warm applause. Thank you again Cathy!

9. Reports/Requests/Presidents

- a. None

10. Township Road Report

- a. Angler Drive Resurfacing Project (Grant Funded) – Todd County Engineer Loren Fellbaum attended the meeting. Birchdale Township has been awarded a \$200,000.00 grant from the Minnesota State Road Park Account to be used for re-surfacing Angler Drive. The Grey Dust Costs are not part of the grant but Todd County is willing to do the engineering work and assist the Township with the project. Mr. Fellbaum handed out a contract outlining the county's engineering costs that they would charge to the Township. The project would be completed in 2018. Mr. Fellbaum walked through the contract and offered any assistance that the county could provide. The Board will add the discussion of this contract to the April 2017 Monthly meeting and make a decision at that time. Clerk Bauer will keep Mr. Fellbaum informed on the Board's actions.
- b. 275th Avenue – During the annual meeting held on March 14th, 2017, Resident Dave Schwanke had inquired about whether 275th Avenue could possibly be tarred. It is a gravel road currently and receives a lot of traffic. The Board discussed this with Engineer Fellbaum and he stated that this could also possibly be done in 2018 when Angler Drive is done. The Board will also discuss this at the April 2017 meeting.
- c. Dust Control – During the Annual Meeting, the Board informed residents that they are seeking to apply dust control to more of the gravel roads within the Township. This will be part of the ongoing maintenance plan to insure the gravel roads are kept in good condition. Supervisor Berscheid

has a list of the additional roads that will have dust control applied. Once a contractor is chosen, the road list will be supplied to the contractor.

11. Unfinished Business

- a. Local Board of Appeals & Equalization – Clerk Bauer reminded the Board of the Local Board of Appeals and Equalization Meeting that will be held at the Birchdale Township Hall on Monday, April 10th, 2017 at 9:00 AM.

12. New Business

- a. The Board then considered appointing the Township Attorney for the coming year. A motion was made by Supervisor Berscheid, seconded by Supervisor Ahrens, and unanimously carried to reappoint Troy Gilchrist of Kennedy & Graven as the Township Attorney.
- b. Consideration was then given to designating the official newspaper for the coming year. A motion was made by Supervisor Berscheid, seconded by Supervisor Bebus, and unanimously carried to reappoint the Sauk Centre Herald and the Long Prairie Leader as the official newspapers.
- c. Next considered was designation of the official posting places for the coming year. A motion was made by Supervisor Brinkman, seconded by Supervisor Bebus, and unanimously carried to again designate the Township bulletin board and Township website as the official posting places.
- d. Birchdale Township holds a safe deposit box at the Central Minnesota Federal Credit Union and CMFCU is requesting a signature form stating who would have access to this box. The box contains the abstract for the town hall property. A motion was made by Supervisor Berscheid, seconded by Supervisor Brinkman and unanimously carried to appoint Chair Castens, Vice Chair Bebus, Clerk Bauer and Treasurer VanHavermaet as the designated signatures for the box. They will hold the keys that access the box. If Clerk Bauer and Treasurer VanHavemaet assign deputies, they would also need to sign this document. Clerk Bauer will add this item to next month's agenda.
- e. Next considered was the proposed resolution designating the depositories of Township funds; The proposed Resolution is the same one approved for 2016 which states that financial entities the Township is currently doing business with are; First State Bank of Sauk Centre, Minnesota National Bank, Sauk Centre, the Central Minnesota Federal Credit Union, Melrose, and the North American State Bank of Elrosa. A motion was made by Supervisor Ahrens, seconded by Supervisor Berscheid and unanimously

carried to adopt Resolution No. 2017-03, Resolution Designating Depositories of Township Funds. (A copy of the Resolution is on file in the Official Resolution Book of the Township.)

- f.** The Board then reviewed the Compensation and Reimbursement Policy and considered any possible changes. The residents at the Annual Meeting voted and approved an hourly pay increase for the Supervisors, Clerk and Treasurer from \$20.00 per hour to \$25.00 per hour. The per-meeting rate was increase from \$60.00 per meeting to \$80.00 per meeting. The hourly election rate was increased from \$15.00 per hour to \$20.00 per hour. A motion was made by Supervisor Berscheid, seconded by Supervisor Ahrens and unanimously approved to adopt the Compensation and Reimbursement Policy for Birchdale Township.
- g.** Next considered was the proposed gopher bounty resolution. The law requires that each year, the Board must establish the gopher bounty for that year. The bounty is again set for \$2 per gopher. A motion was made by Supervisor Ahrens, seconded by Supervisor Brinkman, and unanimously carried to adopt Resolution No. 2017-04, Resolution Establishing a Gopher Bounty in Birchdale Township as amended. (A copy of the Policy in on file in the Policy Book of the Township.)
- h.** Road Committee Appointments – The Board to appoint Supervisors to serve on the Road Committee for the 2017 year. Supervisors Berscheid and Carstens served on the Road Committee in 2016. A motion was made by Supervisor Ahrens, seconded by Supervisor Bebus and unanimously approved to keep Supervisor Carstens and Supervisor Berscheid as the Road Committee.
- i.** The Board then opened the quotes received from Jeff Rahn for mowing of Town Hall Property for the 2017 Season. Quote information had been sent to Jeff Rahn and Austin Brinkman and a notice was posted on the Township’s website and bulletin board. Mr. Rahn’s quote was \$26 per cutting. A motion was made by Supervisor Brinkman, seconded by Supervisor Ahrens, and unanimously carried to award the Lawn Mowing of Town Hall Property work to Jeff Rahn as per his \$26.00 per cutting. The lawn is to be cut no more than two times a month unless prior approval is given by a Township Supervisor.
- j.** Clerk Bauer had sent out quote requests for Crack Filling for the 2017 Season to Astech and All Things Asphalt but no quotes were returned. A motion was made by Supervisor Ahrens, seconded by Supervisor Brinkman and unanimously approved to direct Clerk Bauer to re-send the quote forms and to include Midwest Asphalt from Belgrade, MN. They had sent a flier to the township last year advertising for crack filling services.

k. Open Sealed Quotes Received for Road Grading/Blading and Consider Awarding Quote – At the Board’s February 28, 2017 meeting, action was taken to seek sealed quotes for Road Grading/Blading for the 2017 Season. One quote was received from Herdering Inc. The Herdering quote was as follows:

- Equipment at \$87.50/ hour:
 - CAT Motor Graders
 - Champion Motor Graders
 - Galion Motor Grader
- Fuel Surcharges:
 - Prices based on a \$3.00 per gallon Off Road
 - For every \$.25 increase per gallon over \$3.00, an additional \$2.00 per hour would be added.

A motion was made by Supervisor Brinkman, seconded by Supervisor Berscheid, and unanimously carried to award the Grading/Blading of Gravel Roads for the 2017 Season work to Herdering, Inc as per their quote. Clerk Bauer was directed to notify Herdering, Inc in writing of the quote award.

l. Open Sealed Quotes Received for Class 5 Gravel and Consider Awarding Quote – At the Board’s February 28, 2017 meeting, action was taken to seek sealed quotes for Class 5 Gravel for the 2017 Season. One quote was received from Herdering Inc. The Herdering quote was as follows:

- Crushing, Hauling and Cost of Material: \$7.35 per yard
 - Hauling on roads as directed by Township Board
 - Gravel crushed to meet Township specifications
 - Galion Motor Grader
 - Prices based on \$3.50 per gallon truck diesel, for every \$.25 increase in fuel price, an additional \$0.10 per yard would be added.

A motion was made by Supervisor Berscheid, seconded by Supervisor Ad, and unanimously carried to award the Grading/Blading of Gravel Roads for the 2017 Season work to Herdering, Inc as per their quote. Clerk Bauer was directed to notify Herdering, Inc in writing of the quote award.

m. Clerk Bauer presented the proposed quote information and form regarding Dust Control. A motion was made by Supervisor Berscheid, seconded by Supervisor Bebus and unanimously carried to approve the quote information and amended form and authorize seeking sealed quotes for Dust Control. Clerk Bauer was directed to send the quote information and form to Herdering Inc., Central MN Dust Control and Tri-City Paving and to post the information on the Township website and Township bulletin

board. Quotes to be received until 8:00 p.m. Tuesday, April 28, 2017 and the quotes to be opened at the 8:00 p.m. Board meeting.

- n. Barricades that have been placed at the entrance of minimum maintenance roads within the township can now be removed. However, these barricades have already been removed by Supervisor Ahrens.
- o. Renewal of Fire Service Contract with the City of Melrose (Contract terminates July 1, 2017) – This item is placed on the March meeting agenda per the Township’s Calendar of Events in case the Board would like to discontinue the contact. But, they wish to continue with this agreement so no action was taken.
- p. Morning View – Supervisor Carstens stated that he will attend the Todd County Board of Adjustment meeting regarding Residents Daniel and Julie Johnson who are completing the purchase of Morning View Lots 1 and 2 on Birch Lake and a request by residents in this area to possibly create a cartway. The residents are asking the Township to sign a letter of support in their pursuing this possibility. The Board asked Clerk Bauer to contact the Township Attorney Troy Gilchrist and ask him to review this request and offer his feedback. A motion was made by Supervisor Carstens, seconded by Supervisor Berscheid and unanimously carried to direct Clerk Bauer to contact the Township Attorney and ask for his feedback after reviewing this request.

13. Informational Items

The Board then reviewed the following informational items:

- a. Todd County Board of Adjustment Public Hearing Notice - Clerk Bauer presented correspondence from the Todd County Board of Adjustment to be held on March 30, 2017 at 6:00 PM to discuss a variance requested by Jeff and Karen Sawyer to reduce a set-back from 100 feet to 75 feet for a replacement dwelling and also to increase the building height from 18 feet in the shoreland setback to 29 feet. Also, Daniel and Julie Johnson are requesting a variance to allow a 33 foot property access easement to a public road to qualify for the public road requirements for Lot #1 and Lot #2 of Morning View Subdivision. Supervisor Carstens will plan to attend this meeting.
- b. Annual Weed Meeting and Training for Local Weed Inspectors – Clerk Bauer presented correspondence received from Nancy Uhlenkamp, Ditch and Ag Inspector regarding a notice for the Annual Weed Meeting and Training for Weed Inspectors to be held on Tuesday, April 4th, 2017 from 10:30 AM until Noon to be held at the Browerville Community Center. Supervisor Ahrens and Supervisor Bebus will plan to attend.

- c. Minnesota Association of Townships Officer List Correspondence - Clerk Bauer presented correspondence received from the Minnesota Association of Bauer received from the Minnesota Association of Townships regarding completing information regarding the new list of Township Officers. She will complete this and return it.
- d. Township Levy For Taxes Payable in 2018 form from Todd County Auditor/Treasurer's Office and Certification of Town Officers – Clerk Bauer presented correspondence for this request of information and she will complete and return.
- e. Clerk Bauer presented information that she received for the upcoming MAT Spring Short Courses. Clerk Bauer, Treasurer VanHavermaet, Supervisor Brinkman and Supervisor Bebus would like to attend.
- f. Todd County Officer's Association Meeting – Clerk Bauer presented information regarding the Todd County Officer's Association Meeting which will be held on April 13th at 12:00 PM at the Browerville City Center. Supervisor Bebus will plan to attend.

14. Officers Comments

- a. Supervisor Ahrens stated that he had attended last month's Todd County Board of Adjustment meeting regarding a variance request by Saukinac Campground to add 20 more campsites bringing their total sites up to 36. The campsites would be moved back from the road and parking areas could also not block the road. The variance was approved.

15. Adjournment

With no further business, a motion was made by Supervisor Brinkman, seconded by Supervisor Bebus, and unanimously carried to adjourn the meeting at 9:00 p.m.

Respectfully Submitted,

Jackie Bauer
Birchdale Township Clerk