

**BIRCHDALE TOWNSHIP  
REGULAR MEETING MINUTES  
TUESDAY, FEBRUARY 26, 2019 – 8:00 P.M.**

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

Vice Chair Larry Bebus called to order the regular meeting of the Birchdale Township Board at 8:00 p.m. on Tuesday, February 26, 2019 at the Birchdale Town Hall. The Pledge of Allegiance was recited. Present were Supervisors Larry Bebus, Dale Ahrens, Joe Ostendorf, Arnie Berscheid, Treasurer Marlene VanHavermaet and Clerk Jackie Bauer. Also in attendance was Abby Henderson, John Rasmussen and Erv Herdering. Supervisor Carstens was not in attendance.

**2. Approval of Agenda**

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

**3. Approval of Minutes**

A motion was made by Supervisor Ahrens, seconded by Supervisor Ostendorf and unanimously carried to approve the January 30, 2019 Regular Meeting minutes.

**4. Approval of Treasurer's Report**

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

**5. Approval of Bills**

Next presented was the list of bills for the month of February to be considered for payment. A motion was made by Supervisor Berscheid seconded by Supervisor Ahrens, and unanimously carried to approve payment of the bills in the amount of \$10,053.75. (See attached list of bills).

**6. Resident's Comments**

- a. Resident Abby Henderson addressed the board regarding how quickly snow is removed from Alcott Drive. She stated that sometimes the road is not plowed until the evening and because it has a high number of people living along the road, it should be plowed in a timelier basis. Mr. Rasmussen, who also lives along the road agreed. Mr. Erv Herdering, who was in attendance, stated that they typically start plowing after it has stopped snowing or when 2 inches has fallen. Supervisor Ostendorf asked Resident Henderson to contact him if she has more concerns this winter

with the snow removal along Alcott Drive and then he can contact Mr. Herdering. She stated that she would. She also asked if the Road Committee contact information is on the website and Clerk Bauer stated that she will add this.

**7. Reports/Requests/Presentations**

- a. None

**8. Township Road Report**

- a. Supervisor Berscheid stated that the roads are good even with the heavy snow fall. Resident Rasmussen asked about the swinging mail box posts that residents have in Stearns County. He asked if these were available in Birchdale Township for residents. Mr. Herdering, who was in attendance stated that they use these in Stearns County and that way, if the plow does catch the mailbox, the post will swing with no damage. The Board had questions regarding who furnishes the posts, who installs them and if the posts are regulation for the post office. The Board will place this item on the agenda for the Annual Meeting to see if residents are interested in these types of posts.

**9. Unfinished Business**

- a. Review March Annual Meeting Agenda and Preliminary Budget – Treasurer VanHavermaet and Clerk Bauer presented a preliminary budget for 2018. Treasurer VanHavermaet and Clerk Bauer are recommending that the Township Levy be set at the same amount as 2018: \$158,000.00, to be divided as follows: \$35,000 in Revenue; \$23,000 in Fire and \$100,000 in Road and Bridge. This information will be presented at the Annual Meeting for approval. Clerk Bauer also presented a preliminary agenda for the Annual Meeting. Agenda items will include Dust Control, Five Year Capital Improvement Plan, Township Yearly Budget, Angler Drive Project, County Road 19 Project, Possible purchase of emergency sirens and the option of swinging mailbox posts..
- b. Melrose Fire Contract Meeting – Supervisor Carstens attended the Fire Contract meeting but was not in attendance at tonight’s meeting to report.
- c. Sauk Centre Fire Contract Meeting – Supervisor Ostendorf was not able to attend the meeting this year.
- d. Road Standards Policy – Clerk Bauer asked that the review of the Road Standards Policy be moved to the March meeting so that she has additional time to work on it.

**10. New Business**

- a. Then presented was the proposed quote information and form regarding crack filling for blacktopped township roads for the 2019 budget year. A

motion was made by Supervisor Berscheid, seconded by Supervisor Ostendorf, and unanimously carried to approve the quote information and form and authorize seeking sealed quotes for the crack-filling project. Clerk Bauer was directed to send the quote information and form to Midwest Asphalt and Astech Corporation and to post it on the Township website and Township bulletin board. Quotes to be received until 8:00 p.m. Tuesday, March 26, 2019 and the quotes to be opened at the 8:00 p.m. Board meeting.

- b.** Next presented was the proposed quote information and form regarding the Grading/Blading of Gravel Roads in Birchdale Township. A motion was made by Supervisor Berscheid, seconded by Supervisor Ahrens and unanimously carried to approve the quote information and form and authorize seeking sealed quotes for Grading/Blading of Gravel Roads for the 2019 year. Clerk Bauer was directed to send the quote information and form to Herdering Inc. and Mayers Inc. and to post it on the Township website and Township bulletin board. Quotes to be received until 8:00 p.m. Tuesday, March 26, 2019 and the quotes to be opened at the 8:00 p.m. Board meeting.
- c.** Next presented was the proposed quote information and form regarding the Lawn Mowing at the Town Hall for the 2019 budget year. A motion was made by Supervisor Ostendorf, seconded by Supervisor Ahrens, and unanimously carried to approve the quote information and form and authorize seeking sealed quotes for Lawn Mowing at the Town Hall. Clerk Bauer was directed to send the quote information and form to Jeffrey Rahn and to Lonnie Ritter and to post it on the Township website and the township bulletin board. Quotes to be received until 8:00 p.m. Tuesday, March 26, 2019 and the quotes to be opened at the 8:00 p.m. Board meeting.
- d.** Next presented was the proposed quote information and form regarding Class 5 Gravel for the 2019 budget year. A motion was made by Supervisor Berscheid, seconded by Supervisor Ostendorf, and unanimously carried to approve the quote information and form and authorize seeking sealed quotes for Class 5 Gravel. Clerk Bauer was directed to send the quote information and form to Herdering, Inc., Central Specialties and Thull Construction Company and to post it on the Township website and the Township bulletin board. Quotes to be received until 8:00 p.m. Tuesday, March 26, 2019 and the quotes to be opened at the 8:00 p.m. Board meeting.
- e.** Discuss Proposed Road Projects for 2019 – The Board discussed possible road projects that might be needed for 2019. This summer, Angler Drive will be re-tarred by Todd County. This project is a Birchdale Township project. Todd County will also be working on County Road 19. The County Road 19 Project will cause some disruption due to detours. This is a County Project.

- f. The Board discussed earlier what items will be included on the Annual Meeting Agenda
- g. Clerk Bauer notified the Board that the Local Board of Appeal and Equalization Meeting will be scheduled for April 8<sup>th</sup>, 2019 at 9:00 AM.
- h. Clerk Bauer discussed that the Township Laptop which was purchased in 2012, suffered a crash in its hard-drive on Saturday, February 23<sup>rd</sup>. The hinge near the on/off switch had also snapped. She brought the lap-top to a repair shop and the repairman was able to access the hard drive data including the CTAS Program financial data. This information was transferred to a flash drive and Clerk Bauer is using a temporary lap-top that she has access to for the time being. The repair shop stated that to replace a new hard-drive in the laptop would cost more than the lap-top is worth. The shop suggested that the township purchase a lap-top that is more commercial grade rather than from a big box store. They do have an hp laptop, commercial grade, which was used in a banking office and has a new hard-drive for \$399.00. Clerk Bauer is looking for the Board's direction as far as replacing the township laptop. Supervisor Ostendorf stated that this was a very good price for replacement especially based on what a brand new computer might cost of the same quality. A motion was made by Supervisor Berscheid, seconded by Supervisor Ostendorf and unanimously carried to approve Clerk Bauer purchasing a new laptop for \$399.00.

## **11. Informational Items**

The Board then reviewed the following informational items:

- a. Minnesota Benefit Association correspondence requesting any changes for life insurance coverage for Township Board Members including Clerk and Treasurer along with the billing statement - Clerk Bauer presented correspondence received from Minnesota Benefit Association requesting changes in the Board members and payment for the life insurance benefit premium.
- b. Notification of the 2019 Spring Short Courses - Clerk Bauer presented the 2019 Minnesota Association of Townships Spring Short Courses schedule.
- c. Notification of Annual Township/City Weed Training - Clerk Bauer to present email correspondence received from Todd County Ditch/Ag Inspector Nancy Uhlenkamp regarding the Annual Township/City Weed Training set for April 9<sup>th</sup>, 2019 from 10:30 AM until Noon at the Browerville Community Center. Supervisor Ahrens and Bebus will plan to attend this training.

## **12. Officers Comments**

a. None.

### **13. Adjournment**

With no further business, a motion was made by Supervisor Ostendorf, seconded by Supervisor Ahrens, and unanimously carried to adjourn the meeting at 9:30 p.m.

### **14. Board of Audit Meeting**

Vice Chair Larry Bebus called to order the Board of Audit meeting of the Birchdale Township Board at 9:30 p.m. on Tuesday, February 26, 2019 at the Birchdale Town Hall. Present were Supervisors Joe Ostendorf, Dale Ahrens, Larry Bebus, Arnie Berscheid, Treasurer Marlene VanHavermaet and Clerk Jackie Bauer.

Clerk Bauer and Treasurer VanHavermaet presented financial reports run from the CTAS Program which showed the break-down of total claims, disbursements and investments. The Board also reviewed paid claims for 2018. Treasurer VanHavermaet also presented a report for comparison for total claims, disbursements and investments dating to the beginning of the year..

A motion was made by Supervisor Ostendorf seconded by Supervisor Ahrens and unanimously carried to approve the end of the year reports completed by Treasurer VanHavermaet and Clerk Bauer for the Board of Audit.

With no further business, a motion was made by Supervisor Berscheid, seconded by Supervisor Ostendorf, and unanimously carried to adjourn the Board of Audit meeting at 9:47 p.m.

Respectfully Submitted,

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Jackie Bauer  
Birchdale Township Clerk