

**BIRCHDALE TOWNSHIP
REGULAR MEETING MINUTES
TUESDAY, FEBRUARY 28, 2017 – 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, February 28, 2017 at the Birchdale Town Hall. The Pledge of Allegiance was recited. Present were Supervisors Cathy Lensing, Dale Ahrens, Marc Brinkmann, Jim Carstens, Arnie Berscheid, Treasurer Marlene VanHavermaet and Clerk Jackie Bauer. Also in attendance were Larry Bebus and Erv Herdering.

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 Berscheid, seconded by Supervisor Lensing and unanimously carried to approve the January 31, 2017 Regular Meeting minutes.

4. Approval of Treasurer's Report

Treasurer VanHavermaet presented the January Treasurer's Report. Treasurer VanHavermaet stated that the deposit this month is the gas tax that the Township receives. A motion was made by Supervisor Brinkman, seconded by Supervisor Lensing 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 Lensing seconded by Supervisor Ahrens, and unanimously carried to approve payment of the bills in the amount of \$3,160.21. (See attached list of bills).

6. Resident's Comments

- a. None

7. Reports/Requests/Presentations

- a. None

8. 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 2017: \$158,000.00, to be divided as follows: \$35,000 in Revenue; \$0 in Fire and \$123,000 in Road and Bridge. We have enough funds in the Fire Fund to cover expenses for the year. The Board is recommending that dust control be applied on all township roads this coming year so by putting more funds in Road and Bridge, we will insure that there are enough funds to cover this work along with the possibility of re-surfacing Angler Drive. 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 and Township Road Report.

Supervisor Berscheid asked about the possibility of increasing the per-meeting rate and hourly rate for Supervisors, the Clerk and Treasurer. He stated that a nearby township's rates are higher and an increase would bring the rates more in line with other townships. Other townships are paying \$80.00 per meeting and \$20.00 to \$25.00 per hour rate. Election judge rates are paid at a higher rate too. The Board suggested that Clerk Bauer gather additional information from other townships and bring this information to the Annual Meeting. She will do this. The Board proposed that rates be raised per meeting from \$60.00 to \$80.00 and the hourly rate be raised from \$20.00 to \$25.00 per hour and election judge hourly pay be raised from \$15.00 to \$20.00 per hour. Clerk Bauer and Treasurer VanHavermaet will make this change to the proposed budget to be presented at the Annual Meeting.

Supervisor Ahrens stated that he would like to see an additional agenda item be added regarding the Township Website. He believes that the website for Birchdale Township is very informative and he would like to remind residents to check the site for township news and information. Clerk Bauer will add this item to the agenda.

Clerk Bauer stated that Public Accuracy Testing for the AutoMark equipment will be done on Friday, March 10th at 2:00 PM at the Todd County Government Center. Clerk Bauer will also pick up the roster and election supplies at that time. The election will be held on Tuesday, March 14th from 4:00 until 8:00 PM with the annual meeting immediately following.

- b. Melrose Fire Contract Meeting – Supervisor Carstens attended the Melrose Fire Contract Meeting that was held on February 23rd at the Melrose Fire Hall. He stated that there were more fires for the Melrose Department this year including some larger ones such as the church and downtown buildings. This cost is spread out over all of the townships and city so there was a slight increase.
- c. Sauk Centre Fire Contract Meeting – Clerk Bauer received the minutes from the City of Sauk Centre Fire Contract Meeting. She stated that Birchdale Township's cost will increase for the coming year. The

assessment in 2016 was \$7,770.26 and the assessment in 2017 will be \$9,242.82.

9. New Business

- a.** Then presented was the proposed quote information and form regarding crack filling for blacktopped township roads for the 2017 budget year. A motion was made by Supervisor Carstens, seconded by Supervisor Berscheid, 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 All Things 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 28, 2017 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 Brinkman, and unanimously carried to approve the quote information and form and authorize seeking sealed quotes for Grading/Blading of Gravel Roads for the 2017 year. Clerk Bauer was directed to send the quote information and form to Herdering Inc. and Craig Tschida Excavating and to post it on the Township website and Township bulletin board. Quotes to be received until 8:00 p.m. Tuesday, March 28, 2017 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 2017 budget year. A motion was made by Supervisor Brinkman, 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 Austin Brinkman and to post it on the Township website and the township bulletin board. Quotes to be received until 8:00 p.m. Tuesday, March 28, 2017 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 2017 budget year. A motion was made by Supervisor Carstens, seconded by Supervisor Berscheid, 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 28, 2017 and the quotes to be opened at the 8:00 p.m. Board meeting.

- e. Discuss Proposed Road Projects for 2017 – The Board discussed possible road projects that might be needed for 2017. The Township is waiting to hear back from the State DNR Road Account Fund to find out whether they have been approved for a \$200,000.00 grant request to re-surface Angler Drive. If approved, this may be a project that will be completed in 2017. Clerk Bauer will be notified by April 1st if the Township receives the grant.

Supervisor Ahrens asked how much dust control would be completed for township roads this year. Supervisor Berscheid stated that he felt the township should apply dust control to all gravel roads this year. This will continue to lower the overall cost of road upkeep as the dust control keeps the road in overall better shape. The Board agreed with this. This information will be presented at the Annual Meeting for the residents.

The Board stated that residents will also be asked what road projects or work should be done for the coming year at the Annual Meeting.

- f. Clerk Bauer presented correspondence that was received from the County Assessor's Office regarding a Meeting Notice for the Board of Appeals-Equalization for Birchdale Township. The date is set for April 10, 2017 at 9:00 a.m. at the town hall.
- g. Blue Gill Road – Supervisor Ahrens stated that he was contacted by a resident who lives along Blue Gill Road and was wondering about the maintenance of this road. He told Supervisor Ahrens that if he still had questions, he would attend this month's meeting but he was not in attendance.
- h. Supervisor Lensing stated that she would like to see a more updated wall map of the Township for the Town Hall. She also said it might be nice to have plat books available for supervisors. Clerk Bauer will follow up with the county to see if a large wall map could be ordered along with possible plat books.

10. Informational Items

The Board then reviewed the following informational items:

- a. Todd County Board of Adjustment Meeting - Correspondence was received from the Todd County Board of Adjustment regarding a public hearing that was held on Thursday, February 23, 2017 at 7:00 PM for a variance request to reduce a set-back for Richard and Debra Klaphake and a variance request to reduce a set-back for Jeff and Karen Sawyer. Supervisor Lensing stated that the requests were granted.
- b. Todd County Board of Adjustment Meeting - Correspondence was received from the Todd County Board of Adjustment regarding a public hearing that will be held on Thursday, March 2, 2017 at 7:00 PM for a

variance request to add 36 additional camper sites from Jeff Borchert and Ilga Polleitis who own Saukinac Campground. Supervisor Ahrens will attend this meeting.

11. Officers Comments

- a. None.

12. Adjournment

With no further business, a motion was made by Supervisor Ahrens, seconded by Supervisor Brinkman, and unanimously carried to adjourn the meeting at 8:47 p.m.

13. Board of Audit Meeting

Chair Jim Carstens called to order the Board of Audit meeting of the Birchdale Township Board at 8:48 p.m. on Tuesday, February 28, 2017 at the Birchdale Town Hall. Present were Supervisors Cathy Lensing, Dale Ahrens, Marc Brinkmann, Jim Carstens, Arnie Berscheid, Treasurer Marlene VanHavermaet and Clerk Jackie Bauer. Also in attendance were Larry Bebus and Erv Herdering.

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 2017. Supervisor Carstens asked that for next year, he would like to see a beginning year report for comparison for total claims, disbursements and investments as part of the Board of Audit meeting. Clerk Bauer and Treasurer VanHavermaet will include these additional reports for next year.

A motion was made by Supervisor Brinkman seconded by Supervisor Berscheid 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 Ahrens, and unanimously carried to adjourn the Board of Audit meeting at 9:06 p.m.

Respectfully Submitted,

Jackie Bauer
Birchdale Township Clerk