

**BIRCHDALE TOWNSHIP
REGULAR MEETING
APPENDIX TO THE AGENDA
TUESDAY, JANUARY 26, 2021 – 8:00 P.M.**

AGENDA

1. **Call to Order/ Pledge of Allegiance/Roll Call** - The Chair to call the meeting to order.
2. **Approval of Agenda** - The Board to consider approval of the agenda.
3. **Approval of Minutes** - The Board to consider approval of the following meeting minutes (copy of meeting minutes are attached):
 - a. December 29, 2020
4. **Approval of Treasurer's Report** - Treasurer VanHavermaet to present and review the January Treasurer's Report. The Board to consider approval of the report.
 - a. January Settlement Payment
5. **Approval of Bills** - The Board to review and consider payment of the bills. A draft list of bills will be forwarded upon completion and a complete list will be presented at the meeting.
 - a. Approval Of January List of Bills
6. **Residents Comments**
7. **Reports/Requests/Presentations**
8. **Township Road Report**
9. **Unfinished Business**
 - a. Postcard Mailer for Township Election/Annual Meeting Including Agenda Items – Clerk Bauer to present draft of Post-Card Mailer to be sent out for Annual Agenda

10. New Business

- a.** Review of Policies including:
 - *Investment Policy
 - *Dust Control Policy
 - *Administrative Policy
 - *Road Standards Policy
 - *Culvert Policy
 - *Clerk Job Description
 - *Treasurer Job Description

The Board to review, update and approve each policy for the 2021 year.

- b.** Five-Year Capital Improvement Plan - Clerk Bauer to review an updated Five Year Capital Improvement Plan for the Township.
- c.** Review and Update Property Inventory List - The Board to review and update the Property Inventory List.
- d.** Notice of Election - Clerk Bauer to give an update on plans for the March Township Election including the Notice of Election posting.
- e.** Notice of Public Accuracy Testing - Clerk Bauer to give an update on conducting Public Accuracy Testing on the AutoMark machine at the Todd County Auditor/Treasurer Offices on March 8th, 2021 at 3:00 PM including presenting the Notice of Public Accuracy Testing
- f.** Preliminary Audit Work Update - Clerk Bauer and Treasurer VanHavermaet to discuss preliminary audit work.
- g.** MATITs Consolidated Coverage Declaration Page - Clerk Bauer to present the MATIT's Consolidated Coverage Policy covering March 1, 2021 to March 1, 2022.
- h.** City of Sauk Centre Fire Contract Notice - Clerk Bauer to present the City of Sauk Centre 2020 Annual Report and Proposed 2021 Fire Service Assessment. The Annual Assessment Meeting will not be held this year.
- i.** Proposed Resolution No. 2021-01, Resolution Appointing Election Judges for March Township Election - See attached Proposed Resolution. The Board to consider adopting the proposed resolution.
- j.** Approve Meeting Schedule – Clerk Bauer will present the meeting schedule for the 2021-2022 year with the monthly dates for board meetings. The Board to review and consider approving the meeting schedule.

- k.** Authorization to Seek Proposals (sealed quotes) for Crack Filling - See attached proposed Crack Filling quote information and proposed quote form. The Board to:
 - Review the information and make any recommended changes.
 - Consider action on approving the quote information and quote form and authorizing seeking sealed quotes until 8:00 p.m. on Tuesday, March 30, 2021 at which time the quotes will be opened.
 - Direct the Clerk to send the quote information and quote form to at least two companies. In 2020, quote forms were sent to Astech and Midwest Asphalt.
 - Direct the Clerk to post the quote information and quote form on the Township website and Town Hall bulletin board.

11. Informational Items

- a.** Correspondence received from Todd County Planning Commission – Clerk Bauer to present correspondence from the Todd County Planning Commission regarding a public hearing to be held via Zoom on Thursday, February 4th, 2021 at 6 PM regarding a request by Jordan Kuhlmann (Kuhlmann Oaks Plat), 25818 County 2 to plat 10.01 acres into a 1 lot plat in R-10 zoning.
- b.** Special Assessment Information Request received from Home Town Title LLC for 26004 State Highway 28, Sauk Centre, MN. Clerk Bauer responded that there were no assessments from Birchdale Township.
- c.** Special Assessment Information Request received from Main Street Title & Closings LLC for the following:
 - JBT Company LLC/DKD Construction Inc., County 99, Sauk Centre, MN
 - Brent and Shanon Engle, 11290 County 15, Sauk Centre, MN
 - Arlene Feldewerd, Alcott Drive, Sauk Centre, MNClerk Bauer responded that there were no assessments from Birchdale Township.

12. Officers Comments

13. Adjournment