

**BIRCHDALE TOWNSHIP
REGULAR MEETING
APPENDIX TO THE AGENDA
TUESDAY, FEBRUARY 22, 2022 – 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** – Board to consider approval of the agenda.
3. **Approval of Minutes** -The Board to consider approval of the following meeting minutes (copy of minute meetings are attached):
 - a. January 25, 2022
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.
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.
6. **Residents Comments**
7. **Reports/Requests/Presentations**
8. **Township Road Report**
 - a. Ditch Clean-Up – Supervisor Ostendorf to give an update on Ditch clean-up work being completed by MBC Drainage.
9. **Unfinished Business**
 - a. Letter to Residents Wren-Grey drafted by Township Attorney Regarding shed in Township Road Right-Of-Way – Attorney Gilchrist has completed drafting a letter to Residents Wren-Grey regarding a shed that they have placed on the Township Road Right-Of-Way. The Board to review and discuss the letter and let Attorney Gilchrist know of any changes.

- b. Review March Annual Meeting Agenda and Preliminary Budget – The Board to discuss the Proposed Agenda for the March Annual Meeting. Treasurer VanHavermaet and Clerk Bauer to present a preliminary budget and proposed agenda for the Board to review and discuss.
- c. City of Sauk Centre 2022 Fire Assessment Calculations – Clerk Bauer to present correspondence received from the City of Sauk Centre regarding the 2022 Fire Assessment Calculations for Birchdale Township.
- d. Open Sealed Quotes Received for Crack Filling and Consider Awarding Quote - At the Board's January 25, 2022 meeting, action was taken to seek sealed quotes for Crack Filling for the 2022 Season and the Clerk was directed to post the information on the Town Hall bulletin board and Township website. She was also directed to send the information to Astech, Precision Roadway and Midwest Asphalt. The Board to:
 - Open the sealed quotes received.
 - Consider action on awarding the quote.
 - Direct the Clerk to notify the individual that was awarded the work.
- e. Township Technology Update – Clerk Bauer to give an update on technology for the Town Hall.

10. New Business

- a. Proposed Resolution No. 2022-02, Resolution Establishing Precincts and Polling Places - See attached Proposed Resolution. Clerk Bauer was contacted by Jolene Sabrowsky, Chief Deputy Auditor-Treasurer requesting that townships pass a resolution reestablishing precinct boundaries and designating Birchdale Township's polling places. Clerk Bauer to present the resolution and the Board to approve.
- b. Raising Gopher Bounty from \$2.00 to \$3.00 per gopher – Supervisor Ahrens contacted Clerk Bauer and asked that this item be placed on the agenda as he will not be in attendance at the meeting. He is asking that the gopher bounty for Birchdale Township be raised from \$2.00 to \$3.00 per gopher.
- c. Authorization to Seek Proposals (sealed quotes) for Grading/Blading of Gravel Roads - See attached proposed grading/blading 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 29, 2022 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 2021, quote forms were sent to Mayers Inc. and Herdering Inc.
 - Direct the Clerk to post the quote information and quote form on the Township website and Town Hall bulletin board
- d.** Authorization to Seek Proposals (sealed quotes) for Lawn Mowing of Town Hall Property - See attached proposed lawn mowing 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 29, 2022 at which time the quotes will be opened.
 - Direct the Clerk to send the quote information and quote form to at least two individuals. In 2021, quote forms were sent to Jeffrey Rahn and Cayden VanHavermaet.
 - Direct the Clerk to post the quote information and quote form on the Township website and Town Hall bulletin board
- e.** Authorization to Seek Proposals (sealed quotes) for Class 5 Gravel - See attached proposed Class 5 Gravel 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 29, 2022 which time the quotes will be opened.
 - Direct the Clerk to send the quote information and quote form to at least two companies. In 2021, quote information was sent to three companies, Herdering Inc., Thull Construction Company and Central Specialties.
 - Direct the Clerk to post the quote information and quote form on the Township website and Town Hall bulletin board.
- f.** City of Melrose 2021 Year Review and 2022 Fire Assessment Calculations – Clerk Bauer to present correspondence received from the City of Melrose regarding the 2021 Year in Review and the 2022 Fire Assessment Calculations for Birchdale Township.
- g.** Discuss Proposed Road Projects for 2022 – The Board to discuss any possible road projects for 2022.
- h.** Discuss the March Annual Meeting Agenda – The Board to discuss the March 8th, 2022 Township Annual Agenda. Clerk Bauer to present a draft agenda for review.

- i. Reminder for date of the Local Board of Appeal and Equalization Meeting – Clerk Bauer to notify the Board of the date of the Local Board of Appeal and Equalization Meeting scheduled for April 19th, 2022 at 9:00 AM. This notice, upon approval, will be published in the Sauk Herald and Long Prairie Leader and will be posted on the Birchdale Township website and on the Township Bulletin Board.

11. Informational Items

- a. Correspondence received from Todd County Planning & Zoning regarding a Todd County Board of Adjustment meeting to be held on Thursday, March 3rd, 2022 at 6 pm In-Person and via Zoom regarding Little Birch Hills Vista 9Leslie & Kathryn Schrupp), Little Birch Lake, Section 26, Amigo Trail, Grey Eagle, requesting to plat one .92 acre lot in Shoreland-RD (Little Birch Lake).
- b. Correspondence received through email from Minnesota Management and Budget regarding American Rescue Plan funds – Clerk Bauer to share information from Minnesota Management & Budget regarding required paperwork for the funds that Birchdale Township received through the American Rescue Plan Act.
- c. Minnesota Pollution Control Act Climate Adaptation Survey – Clerk Bauer received an emailed survey from the MPCA asking the township to complete a survey regarding climate change adaptations that the township may have made. She asked Supervisor Bebus to respond which he did.

12. Board of Audit Meeting

13. Adjournment