

**BIRCHDALE TOWNSHIP
REGULAR MEETING MINUTES
TUESDAY, APRIL 25, 2023 – 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, April 25, 2023 at the Birchdale Town Hall. The Pledge of Allegiance was recited. Present were Supervisors Jim Carstens, Joe Ostendorf, Arnie Berscheid, Dale Ahrens, Larry Bebus and Treasurer Marlene VanHavermaet and Clerk Jackie Bauer. Also, in attendance was Resident David Theisen, Jen Zachariason and David Schmitz from Arvig Communications and Erv Herdering.
2. **Approval of Agenda** – A motion was made by Supervisor Ostendorf, seconded by Supervisor Berscheid and unanimously carried to approve the agenda as amended.
3. **Approval of Minutes** - A motion was made by Supervisor Ahrens, seconded by Supervisor Bebus, and unanimously carried to approve the March 28, 2023 Monthly Board regular meeting minutes.
4. **Approval of Treasurer’s Report** - Treasurer VanHavermaet presented the April Treasurer’s Report. A motion was made by Supervisor Berscheid, seconded by Supervisor Ahrens, and unanimously carried to accept the Treasurer’s Report.
5. **Approval of Bills** - Next presented was the list of bills for the month of April to be considered for payment. A motion was made by Supervisor Bebus, seconded by Supervisor Berscheid, and unanimously carried to approve payment of the bills in the amount of \$8,318.89 (See attached list of bills).
6. **Residents Comments**
 - a. None
7. **Reports/Requests/Presentations**
 - a. Jen Zachariason and David Schmitz from Arvig Communications provided an update on the fiber-optic cabling project scheduled for this summer in Birchdale Township. The grant that is funding this project is called A-Cam. Residents from Birchdale Township have been contacting Arvig to ask about the possibility of having cable laid near their residence. If there are a large number of residents in an area asking for cabling, it may be possible for Arvig to utilize grant funds to cover this in the future. Otherwise, there is a cost to residents of connecting to the line that will be laid this summer depending on how many feet away the cable

is. If residents have any questions, they should contact Jen at 888-992-7844.

8. **Township Road Report**

- a. Update on Ditch Clean-Up – Supervisor Ostendorf gave an update on Township Ditch Clean-Up. He stated that MBC Drainage has been continuing to finish up with the last ditch areas needing clean-up in the township. They are continuing to use a chipper for clean-up along with hauling away excess debris.
- b. Minimum Maintenance Roads – Supervisor Ostendorf stated that the Minnesota Department of Natural Resources contacted him and has confirmed that they will fund \$25,000.00 for gravel to be used for two of the minimum maintenance roads. Two of the roads lead to State of Minnesota land. This is more money than the DNR had originally pledged so the Board feels that the township should take advantage of these funds and spend funds in addition to the \$25,000.00 to repair the minimum maintenance roads. A motion was made by Supervisor Ostendorf, seconded by Supervisor Berscheid and unanimously approved to spend \$25,000.00 towards the repair of the minimum maintenance roads, for a total of \$50,000.00.
- c. 281st Avenue Ditch Clearing – Supervisor Berscheid updated the Board regarding a resident who lives along 281st Avenue and would like to lay irrigation pipe along the township road right-of-way and possibly through the culvert. The ditch area needs to be dug down to bring it lower than the road in order for the water to flow smoothly. Work continues on this project. Supervisor Berscheid will give an additional update on the May meeting.
- d. Alcott Road – Supervisor Berscheid contacted Astech to ask about the possibility of microsealing the road rather than doing a completely new overlay of the road. This would be quite a bit less money and could help to extend the road condition for a few more years until a complete overlay could be completed. Supervisor Berscheid will ask Astech for a more specific estimate of doing the microsealing. The township may have to bond for the cost of this project. Treasurer VanHavermaet will inquire with the bank about the bonding process and report back.
- e. 110th Street – This is a gravel road that is located near Ken’s Iron. There is a lot of traffic that includes heavy trucks and this could cause some damage to the road. The Board feels that we may need a formal agreement in place asking that the businesses that live along this road including Ken’s Iron be willing to cover repairs of damage caused by the heavy

truck traffic along this road. Clerk Bauer will add this to the agenda for the May meeting for further discussion.

- f. Alfalfa Drive – Supervisor Bebus stated that there has been some road flooding along Alfalfa Drive. It is possible that a culvert in the area may be plugged. Supervisor Berscheid and Ostendorf will check on this and possibly have Mr. Herdering clean the culvert out if it is plugged.

9. Unfinished Business

- a. Birchdale Township Culvert Policy – The Birchdale Township Culvert Policy has not been adopted for the 2023-2024 year because the Board is continuing to review the policy and determine if any updates need to be made. Two of the possible updates might be to include something about whether residents can lay piping through township culverts and whether plastic culverts should be approved and added to the policy. Mr. Herdering, who was in attendance, stated that the only problem with plastic culverts is that if there is any type of heat such as a fire, this will melt a plastic culvert. There is currently a resident who is asking about laying pipes in a culvert. The Board would like this topic to be added to the next agenda for further discussion.
- b. Sourcewell Boost Grant Funding – Birchdale Township was awarded a \$1000.00 grant from Sourcewell for the purchase of a new laptop for the clerk. The current laptop does not run Windows 10 due to its age and the updated financial software, CTAS, needs at least Windows 10 to operate. Clerk Bauer will research laptops but also will wait until the township hears back from an additional grant that included funds for a new laptop for the treasurer and a wireless printer. If the township receives this additional grant, then updated technology can be researched and purchased at the same time.

10. New Business

- a. Correspondence Received from Todd County Auditor/Treasurer's Office Regarding a Forfeited Parcel Located Within the Township – Clerk Bauer received correspondence from the Todd County Auditor/Treasurer's Office regarding Section 14, Township 127, Range 34 (PID #03-0031201, previous owner: Thomas Huey). The parcel is forfeited to the State of Minnesota for non-payment of property taxes. The value of the property is \$2900.00. The Todd County Auditor/Treasurer's Office is requesting that Birchdale Township approve the parcel for public auction, purchase the parcel or request a conveyance to the township for public use. Paperwork is required to be signed by the Township Board and returned to the Auditor/Treasurer's Office by May 31st, 2023 or the sale will be deemed to be approved. The Township can also request that the value of the

property be lowered by contacting the District Commissioner. The Board would like Clerk Bauer to contact the Todd County Auditor/Treasurer and request that the sale be halted so that the Board can consider purchasing or having the property conveyed to the township. Clerk Bauer will do this.

- b. The Board then opened the quotes received from Herdering, Inc, Central MN Dust Control and Knife River Corporation for 2023 Dust Control. Quote information had been sent to three companies (Herdering Inc., Knife River and Central MN Dust Control) and a notice was posted on the Township's website and Town Hall bulletin board.

The Herdering, Inc. quote was as follows:

- Magnesium Chloride Dust Guard at \$.81/per foot (full-rate) and \$.68/per foot (half-rate)

The Central Minnesota Dust Control quote was as follows:

- 30% Dust Gard Liquid Magnesium Chloride at \$.68 per foot or 33% Dust Gard PLUS Magnesium Chloride at \$.74 per foot

The Knife River Corporation quote was as follows:

- 38% Calcium Chloride at \$.888/per foot

A motion was made by Supervisor Ostendorf, seconded by Supervisor Bebus and unanimously carried accepting the quote from Herdering, Inc. for 2023 Dust Control at the cost of \$.81/foot for magnesium chloride product as quoted. Mr. Herdering has been doing dust control work for the township in the past and the Board is happy with his work thus far.

- b. Clerk Bauer presented the proposed quote information and form regarding Brush Cutting. Because the Township has been working with MBC Drainage already on brush cutting and they are satisfied with the work that has been done, Clerk Bauer recommended that rather than seek quotes, that the Board continue to work with MBC Drainage on brush cutting for the coming year. A motion was made by Supervisor Berscheid, seconded by Supervisor Ostendorf and unanimously carried to continue to work with MBC Drainage for 2023 Brush Cutting work.
- c. Clerk Bauer presented the proposed quote information and form regarding Ditch Mowing. A motion was made by Supervisor Ostendorf, seconded by Supervisor Berscheid and unanimously carried to approve the quote information and form and authorize seeking sealed quotes for Ditch Mowing. Clerk Bauer was directed to send the quote information and form to Mid-Minnesota Excavating, MBC Drainage and Leland Bucholz and to post the information on the Township website and Township bulletin board. Quotes to be received until 8:00 p.m. Tuesday, May 30, 2023 and the quotes to be opened at the 8:00 p.m. Board meeting.

- d. Clerk Bauer presented the proposed quote information and form regarding Brush/Weed Spraying. A motion was made by Supervisor Bebus seconded by Supervisor Ahrens and unanimously carried to approve the quote information and form and authorize seeking sealed quotes for Brush/Weed Spraying. Clerk Bauer was directed to send the quote information and form to Carr’s Tree Service and Central Minnesota Applicators and to post the information on the Township website and Township bulletin board. Quotes to be received until 8:00 p.m. Tuesday, May 30, 2023 and the quotes to be opened at the 8:00 p.m. Board meeting.
- e. Clerk Bauer presented the proposed quote information and form regarding Paint Striping. 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 Paint Striping. Clerk Bauer was directed to send the quote information and form to Traffic Marking Services, Sir LinesALot, Central Minnesota Sealcoating and Preferred Striping and to post the information on the Township website and Township bulletin board. Quotes to be received until 8:00 p.m. Tuesday, May 30, 2023 and the quotes to be opened at the 8:00 p.m. Board meeting.
- f. Clerk Bauer presented the proposed quote information and form regarding Sealcoating. There are currently no sealcoating projects scheduled for the coming year so no quotes will be sent out for Sealcoating for 2023.

11. Informational Items

- a. Special Assessment Request Forms:
 - Susie Ball, Steve Ball & Associates
 - 1. PID 03-0029900
 - 2. Lynn Eggert, 12333 Alcott Drive, Grey Eagle

Clerk Bauer responded to the request that there were no assessments from Birchdale Township.

- b. Correspondence Received from Minnesota Unemployment Insurance – Clerk Bauer presented correspondence received from the Minnesota Unemployment Insurance Office regarding Application For and Determination of Benefit Account for Joseph Ostendorf.
- c. Correspondence Received from Minnesota Association of Townships Insurance and Trust regarding a Consolidated Liability Coverage Renewal Estimate – This estimate covers the period of July 1, 2023 through June 30, 2024. Due to increased cost of claims, reinsurance and administration,

this year's CLC rate reflects an aggregate increase of 9.8%. The premium estimate is \$1,895.00. Last year's premium cost was \$1846.00. If the Board wishes to make changes to the coverage, MATIT must be notified by May 15th, 2023. Otherwise, the invoice for the premium will be received June 15th, 2023.

- d. Document Received From Todd County Planning & Zoning Regarding A Site Inspection – Clerk Bauer presented correspondence received from Todd County Planning and Zoning regarding a site inspection for Angler Drive over Outlet Big Birch Lake and was conducted by Wade Jackson. The inspection also states the condition of the culvert and apron with the inspection showing minor cracking and some bolts snapped off on the culvert.
- e. Clerk Bauer presented correspondence received from Resident Rand Wilhite along with a copy of a Letter To The Editor in the Star Tribune regarding storm sirens. Mr. Wilhite wanted to remind the Board of the danger of not having storm sirens operating within the township and encouraging the Board to change its decision regarding not repairing the sirens and removing them.

12. Officers Comments

13. Adjournment

With no further business, a motion was made by Supervisor Bebus, seconded by Supervisor Berscheid, and unanimously carried to adjourn the meeting at 9:59 p.m.

Respectfully Submitted,

Jackie Bauer
Birchdale Township Clerk