

**BIRCHDALE TOWNSHIP
REGULAR MEETING MINUTES
Tuesday, November 28, 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, November 28, 2023 at the Birchdale Town Hall. The Pledge of Allegiance was recited. Present were Jim Carstens, Dale Ahrens, Arnie Berscheid, Joe Ostendorf, Larry Bebus, Treasurer Marlene VanHavermaet and Clerk Jackie Bauer. Also in attendance was Erv Herdering and Resident Randy Wilhite.

2. Approval of Agenda

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

3. Approval of Minutes

A motion was made by Supervisor Berscheid, seconded by Supervisor Ahrens and unanimously carried to approve the October 31, 2023 Regular Meeting minutes.

4. Approval of Treasurer's Report

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

5. Approval of Bills

Next presented was the list of bills for the month of November to be considered for payment. A motion was made by Supervisor Ahrens, seconded by Supervisor Ostendorf and unanimously carried to approve payment of the bills in the amount of \$14,386.66 (See attached list of bills).

6. Resident's Comments

- a. Resident Randy Wilhite was in attendance and asked about some of the work being done on Alcott including graveling and the repair of some areas on the tar. He also asked about the anticipated date for the road to be micro-sealed. The Board stated that it would not happen now until Spring as the contractor that was going to do the work could not complete it prior to the end of the season. The Board will also be applying for funds from a Minnesota Department of Transportation grant to do a complete reclaim of Alcott Drive. If Birchdale Township is awarded this Local Road Improvement Grant, then the complete reclamation will be done instead of the microsealing. Resident Wilhite understand that the township is working to ensure there is adequate funding to do the repairs. He also asked Clerk Bauer if she had seen his request for by-law copies and articles of incorporation. Clerk Bauer stated that she will work on getting the information that he has requested this week.

7. Reports/Requests/Presentations

None.

8. Township Road Report

- a. Alcott Shouldering – Supervisor Ostendorf stated that Mr. Herdering has done shouldering work along Alcott in order to preserve the road and maintain the safety of the roadway. The areas where patching work was done is not holding up well and has started to fail again so it will be important to repair and update Alcott Drive in the Spring of 2024.

9. Unfinished Business

- a. The Possibility of Changing The Time of Monthly Meetings – This item is being kept on the agenda until the 2024 Annual Meeting for discussion regarding whether the start time of the monthly meetings should be changed from 8:00 PM to 7:00 or 7:00 PM. This will need to be approved by residents at the annual meeting.
- b. Subordinate Service District (SSD) to Improve Ambling Trail – Clerk Bauer updated the Board on the process of establishing an SSD to Improve Ambling Trail. Currently a Notice that the Board is Pursuing setting up an SSD for Ambling Trail has been posted in both the Sauk Centre Herald and the Long Prairie Leader and letters have been mailed to all residents owning property along Ambling Trail. There is now a 60 day waiting period until the SSD will go into effect. The Notice was posted on November 23, 2023. Clerk Bauer will follow up with Attorney Gilchrist to find out what the next steps are after the 60 days are reached.
- c. Local Road Improvement Program Grant Application – Clerk Bauer stated that Birchdale Township will pursue applying for the Local Road Improvement Program Grant Application in the amount of 1 million dollars in order to reclaim Alcott Drive in 2024. The grant application deadline is December 8th, 2023 and this grant is administered through the Minnesota Department of Transportation. Clerk Bauer has reached out and contacted Senator Paul Utke and Representative for the Birchdale Township area to ask for their support in Birchdale Township’s application for the grant. She also has pledged support from a Representative from Hennepin County, Representative Danny Nadeau. Clerk Bauer is working closely with Todd County Engineer Loren Fellbaum to pull together the proper documentation for the grant. The next step is to request support from The Todd County Board for Birchdale Township to apply for the grant. Townships must have a county agency involved with the grant in order to administer the funds. The next Todd County Commissioner’s Meeting is scheduled for December 7th at 9:00 AM. Supervisors Berscheid and Bebus will plan to attend and Clerk Bauer is checking with Engineer Fellbaum to see if she is also required to attend.

10. New Business

- a. Grey Eagle Fire Board Meeting – The City of Grey Eagle Fire Contract Meeting was held on November 21, 2023 at 7:00 PM at the Grey Eagle Fire Department Meeting Room. Supervisor Berscheid attended the meeting and stated that the rates will be going up just minimally for the year.
- b. Possible Township Election Postcard Mailing – This item is on the Township Calendar of Events. In the past, a post-card has been sent out to the residents to notify them of the Annual March Township Election and Meeting. The total cost of the postcard is

approximately \$400.00 for the time, copying and postage. The Board was in agreement that a postcard be again mailed out for this year and suggested that it might be nice to put the agenda on the postcard. Clerk Bauer will prepare a draft postcard for the Board to review at the next meeting.

- c. Notice of Filing for the March Township Election – Clerk Bauer realized that she actually had prepared the Notice of Township Election and Annual Meeting and did not have the Notice of Filing for the March election prepared. She will prepare this for the December 2024 meeting and will present it for the Board’s approval at that meeting along with the Notice of Township Election and Annual Meeting.
- d. Fire Service Contract with the City of Sauk Centre (contract terminates July 1, 2024; however either party can terminate within 90 days by written notice prior to March 31, 2024) – This item is placed on the agenda simply as a reminder of this information. The Board agreed by consensus that the township will remain in the contract with the City of Sauk Centre Fire Department.
- e. Resolution #2023-11, Letter of Intent To Apply For Funding Through The Minnesota Local Road Improvement Program (LRIP) – Clerk Bauer presented Resolution #2023-11, Letter of Intent To Apply For Funding Through the Minnesota Local Road Improvement Program (LRIP). This is required to be passed by the Board in order for this document to be presented to the Todd County Commissioner’s Board Meeting on December 7th, 2023 asking for Todd County’s Support for the LRIP Grant Application. A motion was made by Supervisor Ostendorf, seconded by Supervisor Berscheid and unanimously approved to adopt Resolution #2023-11, Letter of Intent to Apply for Funding through the Minnesota Local Road Improvement Program.

11. Information Items

- a. Correspondence Received From Todd County Broadband Coalition – Clerk Bauer to present correspondence received from the Todd County Broadband Coalition stating that the coalition will be hosting lunch meeting on Tuesday, December 19th at the Clarissa Ballroom. Registration begins at 10:15 AM. There will be representatives and presentations from the University of Minnesota Extension Office and Todd County. Lunch will be served at Noon and RSVP to Ken at 320-491-8928 is requested by December 14th. Supervisor Ostendorf may plan to attend.
- b. Correspondence Received from Todd County Planning & Zoning – A Todd County Planning & Zoning meeting will be held on Thursday, December 7th, 2023 at 6:00 PM at the Todd County Courthouse. Included on the agenda will be proposed amendments to Ordinance, Section 9.20, Solar Energy Systems and Section 9.08, Sewage Treatment Standards.
- c. Correspondence Received from Todd County Weed Inspector Nancy Ulenkamp – Clerk Bauer presented correspondence received from Todd County Weed Inspector for the 2023 Local Weed Inspector Annual Township and City report. Supervisor Ahrens will assist her in completing the form.
- d. Special Assessment Request Received From Home Town Title, Sauk Centre – Clerk Bauer received a Special Assessment Request from Home Town Title for 12223 Alcott Drive, Sauk Centre, MN 56378. Clerk Bauer responded that there were no assessments levied by Birchdale Township for this property.

12. Officers Comments

- a. Supervisor Bersched stated that LED lights will be installed in each voting booth at the town hall. The outdoor light for the parking lot will also be replaced and an exterior outlet will be installed. These improvements will be covered under the Sourcewell Grant that the township received for remodeling of the town hall.

12. Adjournment

With no further business, a motion was made by Supervisor Ostendorf seconded by Supervisor Ahrens and unanimously carried to adjourn the meeting at 8:37 p.m.

Respectfully Submitted,

Jackie Bauer
Birchdale Township Clerk