

**BIRCHDALE TOWNSHIP**  
**REGULAR MEETING - APPENDIX TO THE AGENDA**  
**TUESDAY, DECEMBER 28, 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 the meeting minutes are attached):
  - a. November 30, 2021 Minutes
  
4. **Approval of Treasurer's Report** – Treasurer VanHavermaet to present and review the October Treasurer's Report. At last month's meeting, the CTAS and checking account statement were not reconciling and were showing an approximate \$11,000.00 discrepancy. Treasurer VanHavermaet and Clerk Bauer planned to work on the report to find the discrepancy before the November 2021 Board Meeting and then present the updated report. The Board to consider approval of the report.

Treasurer VanHavermaet to present and review the November 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.
  - a. Approval of December List of Bills
  
6. **Residents Comments**
  
7. **Reports/Requests/Presentations**
  
8. **Township Road Report**
  - a. Grant funding update for minimum maintenance roads repair – Clerk Bauer to update the Board regarding any opportunities for funding for repair of the minimum maintenance roads.
  
  - b. Road Brushing – Supervisor Ostendorf to give an update regarding road brushing in the township.
  
  - c. MDA Noxious Weed/Invasive Plant Grant – Clerk Bauer to inform the Board that Birchdale Township will be informed whether they are receiving a \$5,000.00 noxious weed/invasive plant grant by Spring of 2022.

## 9. Unfinished Business

- a. Shed in Township Road Right-of-Way – Clerk Bauer to give an update regarding her contact with Attorney Troy Gilchrist regarding the shed that is in the township road right-of-way at Residents Bradley and Cindy Wren-Gray’s residence and next steps that Attorney Gilchrist is recommending.
- b. Todd County Broadband Consortium – The Board to discuss whether they would like to join a group of residents and other township board members working to bring broadband internet to Minnesota. The group would ultimately like to raise funds in order to purchase its own cable and then contract with Arvig to have the cable laid to any resident who would like internet. At this time, Arvig Communications determines where cable will be laid and not all residents are included in having internet service. If the Board wishes to pursue joining this group, a resolution needs to be passed by the Board and then submitted to the Mr. Kent Hovet, Hartford Township Supervisor, who is a member of the group. Clerk Bauer has requested a copy of a draft resolution that can be used in the event that the Board would like to join the group which is called the **Todd County Broadband Consortium**.
- c. Township Technology Update – Clerk Bauer has set up a Business Account on Amazon for purchasing by the Township. Amazon allows a business account to be connected to a business checking account for payment. Prior to setting this up, Clerk Bauer contacted Minnesota Association of Townships to inquire whether townships could purchase items through EFT in this manner. MAT stated that this is an allowable process of purchasing but a Delegation of Authorization must be in place stating who is able to use the Amazon Account and the process of getting prior approval for purchasing. Clerk Bauer has drafted a Delegation of Authorization and will present this to the Board for approval. Once this document is approved, purchases for township technology can be made through Amazon.
- d. Postcard Mailer for Annual Meeting – Clerk Bauer to update the Board regarding a postcard mailing for the Township Annual Meeting and Election to be held on Tuesday March 8<sup>th</sup>, 2022.
- e. Updated Gopher Bounty Form – Clerk Bauer to present a new Gopher Bounty form to the Board. The prior form has been somewhat confusing for residents due to gopher feet needing to be counted and then calculating how many total gophers are paid for. Clerk Bauer has simplified the form to make it easier to understand.
- f. Arvig Communications Internet Bill Payment Update – Clerk Bauer to update the Board regarding setting up the monthly internet bill through automatic EFT. By setting up the account in this manner, it will allow the township to pay for the internet services for the entire next year at minimum and possibly for more than 1 year. Setting up the payment process this way, required a township email. Clerk Bauer was able to set up a free email account through the township website service. The township email is: [clerk@birchdaletownship.com](mailto:clerk@birchdaletownship.com). Clerk Bauer will monitor this email account. The next step in the process requires working with Arvig to determine what the total yearly cost is and then stopping into the company location to present a check for the amount so that it can be applied correctly. This is a new process for Arvig so they would like to have the payment presented in person. Clerk Bauer will work on determining what the total amount

the township is able to pay for, for internet services. These funds are through COVID assistance money so the township would like to spend down these allocated funds.

As per the Board's direction, Clerk Bauer also applied for a bill credit donation for one year of service from Arvig in the amount of \$995.40, which is 12 months of payments at the current monthly rate of \$80.95. Arvig encouraged the township to apply for this donation and to continue to apply for the donation on a yearly basis. However, there is no guarantee that the township will receive this donation.

## **10. New Business**

- a. 2022 Calendar of Events - The Board to review the Calendar of Events for the 2022 year.
- b. Planning for March Annual Meeting - The Board to discuss planning for the March, 2022 Annual Meeting including budget.
- c. Fire Service Contract with the City of Grey Eagle (contract will automatically renew each year, unless there is a notification by either party 30 days before the end of each contract year. The contract is expected to be dated in February) – This item is placed on the agenda simply as a reminder of this information.

## **11. Informational Items**

- a. 2022 Unemployment Insurance (UI) Tax Rate - Clerk Bauer to present correspondence from State of Minnesota Unemployment Insurance. The 2022 Unemployment Insurance Tax Rate Determination is 0.5%.
- b. Minnesota Election Notification Form/Certification & Ballot Layout Request Form - Clerk Bauer to present correspondence received from Todd County regarding the Election Notification Form and Certification of Ballot Layout Request for the March 8<sup>th</sup>, 2022 Township Election. There will be two Supervisor opening on this year's ballot: Position A and B (currently held by Supervisors Jim Carstens and Dale Ahrens).
- c. MATIT Consolidated Coverage Document from the Minnesota Association of Township Insurance & Bond Trust – Clerk Bauer to present the MATIT Consolidated Coverage Document. The yearly premium invoice is also included in this month's claims in the amount of \$1,846.00. Coverage now includes \$6,900.00 for computer, TV and additional media.
- d. Special Assessment Request From
  1. Home Town Title LLC – 27291 State 28, Grey Eagle, MN 56336
  2. Main Street Title & Closings LLC – Eric Engle, Simon Uphus, Santana Uphus, 23494 County 2, Sauk Centre, MN 56378– Clerk Bauer responded to both requests that there are no assessments from Birchdale Township.

## **12. Comments**

### **13. Adjournment**