

**BIRCHDALE TOWNSHIP
REGULAR MEETING MINUTES
TUESDAY, FEBRUARY 22, 2022 – 8:00 P.M.**

1. Call to Order/ Pledge of Allegiance/Roll Call

Co-Chair Joe Ostendorf called to order the regular meeting of the Birchdale Township Board at 8:00 p.m. on Tuesday, February 22, 2022 at the Birchdale Town Hall. The Pledge of Allegiance was recited. Present were Supervisors Larry Bebus, Joe Ostendorf, Arnie Berscheid, Treasurer Marlene VanHavermaet and Clerk Jackie Bauer. Supervisors Dale Ahrens and Jim Carstens were absent.

2. Approval of Agenda

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

3. Approval of Minutes

A motion was made by Supervisor Bebus, seconded by Supervisor Berscheid and unanimously carried to approve the January 25, 2022 Regular Meeting minutes.

4. Approval of Treasurer's Report

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

5. Approval of Bills

Next presented was the list of bills for the month of February 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 \$24,817.48. (See attached list of bills).

6. Resident's Comments

- a. None

7. Reports/Requests/Presentations

- a. None

8. Township Road Report

- a. Ditch Clean-Up – Supervisor Ostendorf gave an update on ditch clean-up in Birchdale Township being performed by MBC Drainage. Supervisor Ostendorf stated that work has not begun yet due to the excessive snow

that we have received. MBC Drainage is hoping to start next month in March.

- b.** Reclaiming Alcott Drive Cost – Supervisor Berscheid stated that he spoke with Todd County Engineer Loren Fellbaum regarding an estimate of reclaiming Alcott Drive. Engineer Fellbaum reviewed Alcott and stated that it would cost approximately \$200,000.00 per mile. Alcott Drive is 4 miles long so the approximate total cost of the project would be \$800,000.00. Now that the ditch will be cleared, this will improve snow cover on Alcott which should maintain the road longer. Supervisor Ostendorf stated that Alcott Drive does need reclamation rather than just doing an overlay as it would just crack again. Supervisor Berscheid stated that we may want to hire an engineer to come out and look at Alcott Drive closer and give a more specific estimate. However, with the expense, the Board agreed that planning for funding the project should start now. The Board would like Clerk Bauer to look into possible grants to assist with the funding. Also, the Board is recommending that the township levy be increased in order to begin budgeting for this project. The township levy is scheduled to be presented at the upcoming Annual Meeting where residents vote to approve the amount of the levy. The Birchdale Township levy has not changed in over 12 years and up until the past few years, the township’s overall funds have been stable. But, in the last few years, with increased road maintenance, overall funds are decreasing steadily. Ongoing ditch clearing had not been done until last year and now, there is a much higher expense to clean up the ditches in the township. Dust control is also done throughout the township now in order to maintain the gravel roads in better shape. So, since the Board has been taking a more proactive approach in road maintenance in the township, the current levy has not kept up with cost. Treasurer VanHavermaet will run reports that demonstrate the history of the township budget so that residents can see incoming funding and outgoing expenses. In order to plan for the Alcott Drive Project and complete it within the next 3 to 4 years, Treasurer VanHavermaet suggested that the levy be increased by \$100,000.00. Clerk Bauer and Treasurer VanHavermaet will research how much this would increase residents’ property taxes along with what other local townships have their levies set at. The longer that the Board puts off doing the Alcott Project, the higher the expenses will be. Clerk Bauer and Treasurer VanHavermaet will run reports for the Annual Meeting showing different levy increase amount scenarios so that Residents can discuss and determine what the 2023 Birchdale Township Levy will be set at.
- c.** Crack Filling – Supervisor Berscheid stated that he also spoke with Todd County Engineer Loren Fellbaum about how often the county does crack filling on its roads. Engineer Fellbaum stated that the county fills cracks just one time per road due to the expense and manpower. The Board has been considering how often crack filling should be done on Birchdale’s Township roads so this information will be taken into consideration

9. Unfinished Business

- a. Letter to Residents Wren-Greys drafted by Township Attorney Regarding Shed in Township Road Right-of-Way – Attorney Gilchrist completed drafting a letter to be sent to Residents Wren-Grey regarding a shed on their property that is in the Township Road Right-of-Way. The Board reviewed the letter and requested that the date given in the letter as a deadline for the Wren-Grey’s to move the shed, come up with a plan for moving it or presenting a properly completed request for road vacation, be pushed back from March 29th, 2022 to April 26th, 2022. Clerk Bauer will give the change to Attorney Gilchrist and have him send the letter.
- b. Clerk Bauer presented a preliminary agenda for the Annual Meeting. Agenda items will include Dust Control, Five Year Capital Improvement Plan, Township Yearly Budget, Township Road Report, Tree Trimming, Dust Control and a Technology Update.
- c. City of Sauk Centre 2022 Fire Assessment Calculations – Clerk Bauer presented correspondence received from the City of Sauk Centre regarding the 2022 Fire Assessment Calculations for Birchdale Township. This information had been presented at last month’s meeting and no changes were made to the assessment amount.
- 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 Open Sealed Quotes Received For Crack Filling and Consider Awarding the Quote. Quotes were sent to Astech, Precision Roadway and Midwest Asphalt. Only Astech returned a quote. The Board would like more than one quote to review. A motion was made by Supervisor Bebus, seconded by Supervisor Berscheid and unanimously approved to extend the deadline for submitting the Crack Filling quote to March 29th, 2022.
- e. Technology for the Town Hall – Clerk Bauer stated that she is in the process of ordering the equipment and some of the items have arrived. Once all of the equipment has been received, she will contact Supervisor Berscheid and Supervisor Ostendorf so that the television bracket can be installed first and then the other equipment will be hooked up.

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 establishing precinct boundaries and designating Birchdale Township's polling place. Clerk Bauer presented Resolution No. 2022-22, Resolution Establishing Precincts and Polling Places. A motion was made by Supervisor Berscheid, seconded by Supervisor Bebus and unanimously approved to

accept Resolution No. 2022-22, Resolution Establishing Precincts and Polling Places. Clerk Bauer will send a copy to the Todd County Auditor's Treasurer's Office.

- 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 suggesting that the Birchdale Township Gopher Bounty be increased from \$2.00 to \$3.00 to be more in line with neighboring townships. Some townships are at \$4.00 per gopher. The Board agreed to raise the Gopher Bounty to \$3.00 per gopher by consensus and this increase will be included in the budget information presented to residents at the Annual Meeting.
- c.** Next presented was the proposed quote information and form regarding the Grading/Blading of Gravel Roads in Birchdale Township. A motion was made by Supervisor Berscheid, seconded by Supervisor Bebus and unanimously carried to approve the quote information and form and authorize seeking sealed quotes for Grading/Blading of Gravel Roads for the 2022 year. Clerk Bauer was directed to send the quote information and form to Herdering Inc. and Mayers Inc. and to post it on the Township website and Township bulletin board. Quotes to be received until 8:00 p.m. Tuesday, March 29, 2022 and the quotes to be opened at the 8:00 p.m. Board meeting.
- d.** Next presented was the proposed quote information and form regarding the Lawn Mowing at the Town Hall for the 2022 budget year. A motion was made by Supervisor Bebus, seconded by Supervisor Berscheid, and unanimously carried to approve the quote information and form and authorize seeking sealed quotes for Lawn Mowing at the Town Hall. Clerk Bauer was directed to send the quote information and form to Cayden VanHavermaet and to post it on the Township website and the township bulletin board. Quotes to be received until 8:00 p.m. Tuesday, March 29, 2022 and the quotes to be opened at the 8:00 p.m. Board meeting.
- e.** Next presented was the proposed quote information and form regarding Class 5 Gravel for the 2022 budget year. A motion was made by Supervisor Berscheid, seconded by Supervisor Bebus, and unanimously carried to approve the quote information and form and authorize seeking sealed quotes for Class 5 Gravel. Clerk Bauer was directed to send the quote information and form to Herdering, Inc. and Central Specialties and to post it on the Township website and the Township bulletin board. Quotes to be received until 8:00 p.m. Tuesday, March 29, 2022 and the quotes to be opened at the 8:00 p.m. Board meeting.
- f.** City of Melrose 2021 Year Review and 2022 Fire Assessment Calculations – Clerk Bauer presented correspondence from the City of Melrose regarding the 2021 Year Review and the projected 2022 Fire Assessment Calculations.

- g.** Discuss Proposed Road Projects for 2022 – The Board discussed possible road projects that might be needed for 2022. At this time, there are no major road projects scheduled for 2022 but Ditch Cleaning will continue in 2022 along with Dust Control, Grading/Blading, Graveling and possibly Crack Filling. Supervisor Berscheid stated that Blue Gill, Almond Drive and Ambassador Road may need seal-coating as the last time this work was done was in 2010. The Board is also making plans for budgeting for road reclamation of Alcott Drive within the next 3 to 4 years. Clerk Bauer will add items to the Five Year Capital Improvement Plan and present this information to residents at the Annual Meeting.
- h.** Discuss the March Township Election and Annual Meeting - The Township Election, held on March 8th, will run from 4 until 8 PM. The results will then be counted and the Township Annual Meeting will begin at 8:15 PM. Supervisors A and B Positions which are currently held by Supervisor Jim Carstens and Supervisor Dale Ahrens respectfully are up for election. A postcard mailing has gone out to all residents to remind them of the election and meeting. Clerk Bauer will also hold a Public Accuracy Testing of the Automark Machine on February 28th, 2022 at 3:00 PM at the Todd County Election Office.
- i.** Clerk Bauer notified the Board that the Local Board of Appeal and Equalization Meeting will be scheduled on April 19th, 2022 at 9:00 AM at the Town Hall. Clerk Bauer will present a Notice for the Board to approve at the March meeting.

11. Informational Items

The Board then reviewed the following 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 shared information from Minnesota Management & Budget regarding required paperwork for the funds that Birchdale Township received through the American Rescue Plan Act. Clerk Bauer will complete the first report of the township’s utilization of the ARPA funds by April 30th, 2022.
- 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. Officers Comments

- a. None.

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 9:36 p.m.

14. Board of Audit Meeting

Co-Chair Joe Ostendorf called to order the Board of Audit meeting of the Birchdale Township Board at 9:36 p.m. on Tuesday, February 22, 2022 at the Birchdale Town Hall. Present were Supervisors Joe Ostendorf, Larry Bebus, and Arnie Berscheid, Treasurer Marlene VanHavermaet and Clerk Jackie Bauer.

Clerk Bauer and Treasurer VanHavermaet presented financial reports run from the CTAS Program which showed the break-down of total claims, disbursements and investments. The Board also reviewed paid claims for 2022. Treasurer VanHavermaet also presented a report for comparison for total claims, disbursements and investments dating to the beginning of the year and over a three year period.

The Board reviewed all documents and concurred with the reports.

With no further business, a motion was made by Supervisor Bebus, seconded by Supervisor Berscheid, and unanimously carried to adjourn the Board of Audit meeting at 9:46 p.m.

Respectfully Submitted,

Jackie Bauer
Birchdale Township Clerk