

**BELGRADE TOWNSHIP BOARD MEETING  
NICOLLET COUNTY SATELLITE OFFICE  
October 9<sup>th</sup>, 2018  
MINUTES**

The Belgrade Township regular monthly meeting for October was held on October 9<sup>th</sup>, 2018 at the Nicollet County Satellite Offices in North Mankato. Chairperson Mary Milbrath, Supervisor Craig Smith, Supervisor Randy Gish, Supervisor Tom Langdon, Supervisor Tim Lorentz, and Clerk Lori Cullen were present as well as Harlan Olson, Jason from Ground Zero, Dave Chambers and other township residents, as listed on the sign in sheet. Treasurer Richard Timm was absent.

Mary called the meeting to order at 7:00 P.M.

Tom made a motion to approve the agenda. Craig seconded the motion. The motion passed.

Randy made a motion to approve the September 11<sup>th</sup> Meeting Minutes. Tom seconded the motion. The motion passed.

Lori Cullen gave the Treasurer's Report for September. There is \$9,296.86 in the Simple Checking account, \$10,514.19 in the Platinum Plus account as of September 30<sup>th</sup>, 2018. September interest in the Platinum plus account was \$0.79. There is \$447,311.52 in the ICS account as of September 30<sup>th</sup>, 2018. September interest in the ICS account was \$786.42. Randy made a motion to approve the treasurer's report. Craig seconded the motion. The motion passed.

Tim made a motion to approve the September Claims and Payroll. Tom seconded the motion. The motion passed.

Mary gave a reminder of Board Meeting Etiquette

OLD BUSINESS – Tim made a motion to approve. Randy seconded. The motion passed.

There were no additions to the following list of Old Business. Culverts – clean/replace; Schwickert Cartway Expenses; MATIT Consolidated Coverage Insurance; FEMA expense reporting regarding equipment prep; Road updates – dust control (Deerwood Trail?), prepping for fall/winter; High Hill observation; Certified mileage of township roads; Huntley Wilmarth; Weed of the month survey; Harlan's questions; US Highway 14 Partnership; Grader Tires; Mowing and Weed Spraying concerns

NEW BUSINESS

There was discussion on the Ground Zero dust control claim that was tabled from last month's meeting. Randy observed that the application seemed thinner than normal. Jason explained they put it on heavier for the first coat because of the new gravel. The second coat was a lighter application. There was 700, 550 and 700 gallons applied on the three hills. Lori asked if the board is approving the claim (#9981). Tom made a motion to approve the claim. Tim seconded the motion. The motion passed.

Mary spoke about the procedure for paying for gravel, thanking Harlan for doing a good job getting the load tickets to the clerk. Harlan said he collects load tickets and gives them to Lori, who matches them to the statements before submitting them for approval. Harlan asked about how it worked when Ground Zero hauled gravel for the township. She said she collected the original load tickets from Ground Zero when they hauled for the township.

Dave Chambers said he did some culvert work for the township. He finished the one at Larsons with a new 18" PVC culvert and worked to unplug one by the old school house. He was unable to unplug one south of Don High's place because it was too packed in. He didn't charge the township for that one. Dave thinks he should be able to unplug some more in the spring. It was suggested to check the one by Joe Lorentz's. Dave said putting a list together would be helpful. Mary brought up a technique that might be worth trying regarding retaining walls using rip rap and wire caging. Jill & Kenny Klooster commended Harlan for his diligence cleaning up trees on three separate occasions on their road.

There is a FEMA Meeting Oct 10<sup>th</sup> at 9:00am in courthouse basement. Mary compiled and typed up all the information they are requesting. There was discussion about who keeps originals of FEMA receipts. Mary will keep originals and Lori will keep copies. Harlan will continue to mark FEMA receipts.

Harlan drove the roads and recorded the miles of road the township has. Lori will verify that minimum maintenance roads are not included. Lori will send the certified mileage of township roads letter to the county. We will stay with the 37 miles of road to submit.

The rest of the new fire truck will be coming in October. The township will be sending the remaining portion of our payment for it this week.

Mary brought up the annual Worker's Comp Review in January. The board discussed that there should be a written safety policy that should be signed by all new employees. Some of the considerations were safety clothing (safety-toed shoes, long pants, bright safety vest, long sleeves when applicable) The board also agreed we should supply ear plugs, safety glasses, a hard hat, chaps, and a portable eye wash station. The safety-toed shoes will be partially covered by the township (up to \$100). Lori will type up the policy for the board to review at the next meeting. Randy said most of the items can be purchased at United Rental or C & S Supply.

Notification for any planned absence should be given to the clerk as early as possible prior to the absence, whether medical or vacation, so she can notify all the supervisors. If an employee is unable to work one day or more due to illness they must contact the clerk, so she can notify all the supervisors. If an employee sustains an injury or requires surgery, even if it was not work related, there must be a note from the MD given to the clerk stating either they have no restrictions or stating what their restrictions are. The clerk will update the supervisors on the work status of the employee. Randy said returning to work with restrictions depends on the situation. Harlan said the discussion is good timing since our PT employee is having upcoming surgery on his knee. Any work comp claim goes to the clerk. Randy made a motion to channel all notices to the clerk. Tom seconded the motion. The motion passed.

There is a MAT Education and Business Meeting in Duluth 11/15 – 11/17 for board members.

MN Open the Books is a transparency organization based out of Florida requesting information from the township about employees. Lori spoke with MAT and they explained it is not applicable to townships outside of the metro area. Lori showed the response she would like to send this organization, including the MN Statute number explaining why we are exempt. Randy made a motion to allow the response to be sent. Craig seconded the motion. The motion passed.

Lori received an invoice from Dave Chambers at the meeting tonight for the work he did on the culverts. Lori asked if she could send payment to Dave this week, but it won't be formally approved until next month's claims list is compiled. Craig mad a motion to pay the bill. Tom seconded the motion. The motion passed.

Craig said it would be nice to have another part time employee. Tom spoke with Harlan and Craig and said he may not have experience but would like to do it. Lori expressed concern about whether he can do that and be a supervisor. Craig made a motion to check with MAT and potentially having Tom do the PT work. Randy seconded. The motion passed.

Craig raised concerns about some unauthorized ditch that was dug along the top of the road on the stretch from Old River Bluff Road to Highway 169 on 492<sup>nd</sup> Street. Harlan took pictures and is sending them to the board members. Craig made a motion for Harlan to use the grader and fix it. Randy seconded the motion. The motion passed.

ADJOURN

Randy made a motion to adjourn. Craig seconded the motion. The motion passed, and the meeting adjourned at 8:18pm.

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Mary Milbrath, Chair

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Date

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Lori Cullen, Clerk