Milaca Township – Monday, January 14, 2019

Regular Board Meeting Minutes

**Time:** 7:00 PM  
**Location:** Town hall

**Board Members Present:** Chairman Dan Hufstedler, Supervisor Harold Bauer, Supervisor Rob Droogsma, Treasurer Tami James, and Deputy Clerk Sadie Ash, and equipment operator Dave Fransen.

Dan Hufstedler called the meeting to order at 7:00 PM and the flag was pledged.

Dan Hufstedler **made a motion to approve the agenda,** Harold second. Motion carried unanimously.

Dan Hufstedler made a **motion to approve the minutes for December’s regular board meeting,** seconded by Harold Bauer. Motion carried unanimously.

Dan Hufstedler made a **motion to approve the treasurer’s report and cash control statement for December,** second by Harold Bauer. Motion carried unanimously.

Sadie provided the supervisors with the City of Milaca’s 2019 fire contract for review. Rob was wondering how the fire contract is determined. Dan noted that he plans to call the city to obtain an understanding. Dan **made a motion to approve the 2019 fire contract,** second by Rob. Motion carried unanimously.

Rob D. had a question about one of the listed expenditures: the Mille Lacs County Association of Townships (dues of $120). He was wondering if this membership was required, and what specifically the township received in return for these dues. Dan noted, again, that he will call the county to inquire.

Sadie also provided the board with the updated commercial insurance package renewal. She noted that it looks like they need to include the grader as well as add the tractor, that was purchased last year to the coverage. Rob recommended that the township pay the current insurance premiums due, update to ensure proper coverage, and then determine whether to premiums are reasonable for the coverage being obtained through MAT. Sadie to call MAT to add noted equipment to covered equipment.

Dan Hufstedler made a **motion to pay all claims for December** second by Harold Bauer. Motion carried unanimously.

**Old Business**
Dave noted that he tried calling Justin back (whose wife had reached out to Sadie), however he has not been able to connect with him. Dan did underscore that any person that expresses interest needs to have some experience. Dan does have someone that could assist, but he did note that they are not interested in full time. No further interest noted.

The board continued its review of the 2018 financial information and review of the 2020 budget. The
board noted the following changes that they would like to have reflected in the final 2020 budget:

- Budget for 2 weeks of mowing the ditches – use the tractor to mow the ditches
- Increase gravel hauling to $25,000 (from $22,000)
- Increase clerk’s wages to $10,900 (from $9,500)
- Increase wage disposal from $30 to $45/month
- Increase wages for unpaved roads from $16,500 to $21,000

Discussion also ensued about potentially investing a certain amount of funds in a money market account. Dan plans to discuss with MAT attorney. MAT recommends keeping half a year’s operating expenses in reserve.

Tami J. also recommended the board possibly look into getting a credit card for the township, and potentially take advantage of cash back deals – to maximize buying power.

Dan also emphasized the need to be sure they continue to properly maintain the new grader – and invest in its consistent upkeep.

The board also discussed brush cutting – and that it should have been done this past year. The township would need to rent some equipment to self-perform this work. However, Dan did mention that he did have someone reach out to him – will pursue obtaining a quote from him for this next year.

Dan made a motion to approve the 2020 budget, with the noted changes made above, Rob seconded. Passed unanimously.

Finally, Dan did mention how pleased he was with how the 2018 budget tc actual performed.

New Business
Road Report: Plowed snow four days in December. Dan out in the truck for two days, assisting with the snow plowing. These couple of days have served as a good test run for the new grader. However, did have some issues with the spreader. Had Dave’s Excavating assist with sanding some of the township roads, as had a few people in the ditch. Dave did get the spreader fixed – had to get the bottom opened up. Scraped the bottom out and got the auger to finally work after adjusted. Dave also worked on the truck’s clutch. Have talked about a new box for the truck – an estimate to purchase a new one could be ~$7,000 with a total estimated investment of ~$11-12k, ready to go. Also, possibly need a new sander – a combo salt/sander, as sand tends to turn into a block of ice when it’s cold out. Dan let the board know they need to make a decision on getting a new box – estimates it will last for another 10 years (after such an investment is made). Rob suggested to get a price from Chrys Steel. Either will need to make an investment or sub it out. Roads, in general, are in decent shape.

Sadie received an email from Bruce Cochran, the county engineer, requesting that Mille Lacs County be able to use 170th Ave & 170th Street, township roads, as detours while it performs work to county roads – they are going to be blacktopping a couple of roads w/in the county. Sadie forwarded the email to board members for review. Rob suggested that the county be responsible for maintaining &/or putting chloride on the township roads during their use as a detour, and/or should reimburse the township for additional gravel use. Discussion ensued between maintenance, dust control, and possible speed limit requirements. Also, a question arose: does the county plan to pave in 100’ and
going to then take ownership of any culvert under the 100' of paved road? In summary, Dan is going to visit with Bruce and request the following: that the county be required to mitigate the dust (apply chloride), maintain the road during the detour and if the township has to step in and maintain, then the county will reimburse the township at an agreed upon equipment & labor hourly rate (this rate is TBD). And, to confirm that if 100' of pavement is laid on the township road, that the county will maintain any culverts w/in those 100'.

Rob wanted to be sure that there is an overall schedule/calendar that is maintained in conjunction with when township roads are graded – for instance: what roads are graded are what days, just so it is known. Dave noted that he keeps track of the roads that are graded (on what day they are graded) as well as how much time it takes them to be graded. Dan & Dave maintain these schedules on a regular basis – and are kept in the grader.

The Board then completed the Board of Audit for 2018. Tami James, Treasurer, and Sadie Ash, Deputy Clerk, provided the board with each of their 2018 receipts and disbursement listings. Rob Droogsma was provided with the receipts ledgers and Harold Bauer was provided with the disbursement listings. Each of them went through their respective ledgers and randomly selected 10 transactions for testing. Sadie provided documentation for each of the selected disbursements and Tami provided documentation for each of the selected receipts. No irregularities were noted and no follow up questions were noted. The following conclusion was reached: All documentation reasonable and properly accounted for.

Sadie Ash, deputy clerk, made a recommendation to appoint absentee ballot board judges for the upcoming March 2019 election. Those recommended were as follows: Nancy Millam, Sadie Ash and Jim Pluimer. Rob Droogsma made a motion to approve the recommended nominees, and Harold Bauer seconded it. Motion carried unanimously. Appointment of election judges to occur during February 11, 2019 regular board meeting.

Sadie Ash, deputy clerk, provided a reminder to the board that filing for candidacy for the March 2019 elections ends January 15, 2019. The following terms for the election are as follows:

- Supervisor - 3-year term
- Treasurer - 2-year term
- Clerk - 1-year term
- Ballot question: “ Shall Option B, providing for the appointment of the clerk by the town board, be adopted for the government of the town hall?”

Finally, Sadie Ash, deputy clerk, reminded the supervisors that one of them should completed the Board of Equalization training by February 1, 2019, to allow for the township to resume its appeal authority. Dan noted that he will plan to take the online training (provided by an email link that Sadie forwarded to supervisors).

Sadie Ash, deputy clerk, noted that she created a Facebook event for the March elections --- she encouraged all to share it, and RSVP!

Dan provided an update to the board: good news! He will not need immediate surgery, which is great. So, he is able to continue his duties as board chair.
Checks and other documentation were signed by the supervisors, deputy clerk, and treasurer, as appropriate.

Dan Hufstedler made a **motion to adjourn**, second by Rob Droogsma. Motion carried. 9:15pm.

Respectfully submitted by:

Sadie Ash, deputy clerk

Approved:

Dan Hufstedler, Chairman