

**BEMIDJI TOWNSHIP TOWN BOARD
REGULAR BOARD MEETING
Tuesday, August 7th, 2012
MINUTES**

PRESENT: Jan Heuer, Pete Fredrickson, John Rowles, Lowell Vagle, Brian Merschman, Erin Stieg

CALL TO ORDER: The regular meeting of the Bemidji Township Town Board was called to order at 6:00 p.m. by Chairperson Jan Heuer and the pledge of allegiance was recited.

AGENDA: The agenda was reviewed and the word "city" under item "Roads" was omitted and replaced with "county". Also, the item "MN Design Team" was moved up to the "Joint Planning" section of the agenda. Jan Heuer made a motion to approve the revised agenda. Lowell Vagle seconded the motion and it passed unanimously.

MINUTES: The meeting minutes were reviewed and again the word "city" under item "Roads" was omitted and replaced with "county". Lowell Vagle made a motion, seconded by Pete Fredrickson, to approve the revised minutes of July 24, 2012, (Second Board Meeting). Motion carried unanimously.

CONSTITUENTS (see attached attendance sheet): Constituent Marilyn Meisenheimer questioned garbage pick-up for residents under phase 1 annexation. The board reminded her they are not residents of Bemidji Township anymore, so the township does not control the garbage pick-up for those residents. A board member suggested she call Public Works.

COMMITTEE REPORTS

Roads:

Calcium Chloride- Fox Drive NW: Road supervisor, Pete Fredrickson, questioned if this should be paid for at this time because the road is dusty and it might need to be redone. It was mentioned that the dust settles quickly, but it is spotty. The invoice was requested for a phone number to contact Envirotech Services, the company that was hired by the county to do the job. The check will be held until further notice.

Signs:

No report at this time.

Fire:

John Rowles stated that the Fire chief is in favor of a Fire District, but that not everybody involved is on the same page at this time, so further discussion is needed.

Weeds:

County Commissioner Dick Anderson is anticipated to attend the next board meeting on August 21st. Further discussion will be held at that time.

Animal Control:

Supervisor Lowell Vagle gave a report of the animal control meeting held on August 1st, 2012. Citations have increased from 14 to 19 and there have been no bites. There has been one impound. The budget is on track. There was one township that hadn't paid its dues, but they did come in. Gopher Bounties were discussed and surrounding townships pay anywhere from \$1.00 to \$3.00 for front and back feet. Lowell suggested Bemidji Township pay \$1.00 for all feet. There

was discussion on where constituents would bring the bounty. It was stated that gopher season is almost over and Pete Fredrickson made a motion for this item to go on the annual meeting agenda in March so the people can decide at that time what they want to do. Brian Merschman seconded the motion and it carried unanimously.

Lowell also stated that Dolf Corvelli, animal control officer, said he has been trying to answer all the calls for Animal Control, but it has been very busy. Another board member asked if all 19 citations were in Bemidji Township and Lowell replied yes, they were mostly regarding dogs. It was brought up that Dolf should be sent a letter showing phase 1 annexation boundaries so that he is not responding to calls from those residents who have already been annexed.

BATO:

Lowell Vagle attended the meeting scheduled on July 24th and gave a report of that meeting. Bruce Hasbargen of the Beltrami County Highway Department was there and Joe Vene from the Beltrami County Commissioner's Office. Bruce talked about new roads; they are not planning any major bituminous projects. Counties 5, 7, and 22 will be looked at now; they are all north of here. Signs were discussed and it was stated that reflectivity is Township responsibility. A board member stated that Bemidji Township has already taken care of that. There was a short discussion about storm costs for the County as well as Voter ID. They said it wasn't a concern at this time and costs associated with that are the responsibility of the Township. The next BATO meeting will be held October 23rd and the next BRACO meeting is scheduled for the 24th of October.

At this time, Pete Fredrickson asked to go back and address roads again. He wanted to ask Engle's about brushing off the roads because he said there are a lot of places that need it. Lowell Vagle motioned for the Road Supervisors to hire whomever they see fit to do brushing. Brian Merschman seconded the motion and it passed unanimously.

Joint Governance:

Briefly discussed meeting, there were no new cases.

TREASURER'S REPORT: Tim Wang presented the treasurer's report as follows:

Beginning Balance 6/30/2012 \$727,774.29

Receipts

Money Market Interest	\$	175.55
Total	\$	175.55

Disbursements

General	\$13,170.18
Road & Bridge	\$15,245.13
Fire	\$27,664.00
Total	\$56,079.31

Ending Balance 7/31/2012 \$671,870.53

Lowell Vagle made a motion, seconded by Brian Merschman, to approve the Treasurer's Report as printed. The motion carried unanimously. This report was filed subject to audit.

Bills:

Pete Fredrickson made a motion, seconded by John Rowles to approve the payment of checks 9098 to 9123, with the exception of check number 9115 which was written to Envirotech Services- payment of which is being held until further notice- (see attached Claims List and Net Pay Distribution lists) and to approve the Beltrami Electric, First National Bank, Minnesota Energy, Otter Tail Power, and Paul Bunyan Communications automatic withdrawals. The motion passed unanimously.

Pete Fredrickson made a motion, seconded by Brian Merschman, to approve the sale of investments for \$43,000 from money market fund to checking. The motion passed unanimously

JOINT PLANNING:

Bemidji Township Ag Zone (Restoration of Agriculture Zone rezoned to R1 & R2):

Jan Heuer retyped the handout for "Restoration of Agriculture Zoning District" and a copy was given to Joint Planning Officer Mayana Rice. Changes were discussed and a definition of "Agriculture" was agreed upon and added to the document. Board members made it very clear that this is not a creation of a district, but rather a restoration, and that is what it needs to be called. The clerk was instructed to find a map or ordinance with the prior zoning on it that Joint Planning can reinstate for the Agricultural District.

MN Design Team (Bemidji Township not participating):

Town board members expressed concern about the Minnesota Design Team coming to Bemidji Township after they already declined to participate. Mayana Rice explained that the team is just a brainstorming idea session and that none of their ideas will be put into place without Board approval. Constituents also voiced their concern that this will be a "city centered" event and that Bemidji Township residents will not get fair representation. It was discussed that Bemidji Township is offended by the way Joint Planning handled this situation.

Culvert on Monroe Ave SW:

Jan Heuer informed Mayana Rice about Jeff Farr's situation, which was discussed at the last board meeting with Andrew Mack. Mayana stated that the Joint Planning office always tells residents to go the Road Authority, which in this case was Bemidji Township. After further discussion, Mayana agreed to work with Mr. Farr by waiving part or all of his building permit fees to make up for the extra money spent on installing a new culvert.

OTHER BUSINESS:

2012 Newsletter: This item will placed on the 8/21/12 agenda and will be discussed then.

Storm Clean-up: JD Hansen sent an itemized invoice for the cleanup work specific to storm damage, totaling \$17,335.00. The clerk stated that JD Hansen is concerned that there are still ditch areas that need to be cleaned up and that when it snows there will be more trees down that have been weakened by the July 2nd and 4th storms. He is estimating that the total costs associated with the storms will be higher than what has been billed so far. Board members are concerned that equipment being used is inefficient and that costs are getting to be higher than necessary. Pete Fredrickson will discuss other methods with JD Hansen and provide a status update at the board meeting on August 21st.

Rental Enforcement (waiting on contract from William Patnaude): A board member has emailed Mr. Patnaude and he is working on the proposal.

Town Board Meetings- 1 meeting vs 2 meetings per month: In April, 2012, it was agreed that the Town Board would meet twice per month instead of once per month, as they had done in the past. This arrangement was to be reviewed in September to determine if two meetings per month were still necessary. After some discussion it was determined that the Board still needed to meet twice per month. Brian Merschman made a motion to continue with the Town Board meeting twice per month, to be reviewed for necessity every six months and that the second meeting of the month could be cancelled if there were no items on the agenda. Pete Fredrickson seconded and the motion passed unanimously.

Clerk Issues:

The clerk brought up a variety of issues, the first of which was approval for \$120.00 for notary commission. It was suggested that Erin contact MN Association of Townships to find out what kind of notarization is needed and to get the best timing for notarization, taking the yearly renewal month of January into consideration. Pete Fredrickson motioned for \$120.00 to be approved for Erin to get notary commission at the best time for her. Lowell seconded and the motion passed unanimously. Secondly, Erin stated that a scanner was needed in the office and discussion took place on what criteria for the new scanner would be used in pricing. Erin will call around for best quality/pricing, and present her findings at the August 21st Board meeting. Lastly, a petty cash fund is needed for small office supplies needed on a daily basis. Pete Fredrickson moved to set up a Petty Cash Fund for \$100.00 to be balanced with receipts and reconciled with the township accountant, Tim Wang. Brian Merschman seconded the motion and it carried unanimously. It was also mentioned that the clerk will need training for the accounting software for the township. After some discussion, Pete Fredrickson motioned for Lanee Paulson to train Erin on this software- at her rate of \$15/hour- for as much training as Erin feels she needs, within reason. The motion was seconded by Lowell Vagle and carried unanimously.

Website updating: Dreamweaver software has already been approved for purchase by the Board. Erin is to find an appropriate purchasing method and training prices for this software and provide an update at the board meeting on August 21st.

OTHER:

Erin mentioned that a resident had asked about renting the town hall for a rummage sale. The town hall was not approved for rental at this time.

ADJOURN:

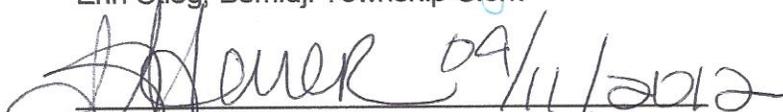
Pete Fredrickson made a motion, seconded by Brian Merschman, to adjourn. Motion carried and the meeting was adjourned at 8:50 p.m.

Prepared by Erin Stieg, Bemidji Township Clerk


Erin Stieg, Bemidji Township Clerk

Approved _____

8/21/12


Jan Heuer, Chairperson