

# Brandon Township

## Douglas County, Minnesota

### September 18, 2023 Meeting Minutes

A regular monthly board meeting was held on September 18, 2023 at the 106 Mallard Ln Township Hall with Supervisors Kerby Lund, Bryan Meichsner and Dennis Lund present together with Clerk Mike Cleary, Treasurer Kathy Zimmerman, Deputy Treasurer Lezlie Sumstad and Engineer Jeff Stabnow. With a quorum present, the meeting was called to order at 7:00 pm. The pledge of allegiance was recited by all. There were no residents or visitors present.

**Approval of Agenda:** Motion by Dennis with a second by Bryan to approve the agenda. Motion carried 3-0.

**Approval of Minutes:** Motion by Bryan with a second by Dennis to waive the reading and approve the minutes of the August 21, 2023 regular monthly meeting. Motion carried 3-0.

**Treasurer's Report:** Beginning cash and investment balance on August 1, 2023 was \$434,933.70. August, 2023 receipts and disbursements were \$6,673.81 and \$12,258.19, respectively, resulting in an ending balance of \$429,349.32 at August 31, 2023. Motion by Bryan with a second by Dennis to approve the Treasurer's Monthly Report. Motion carried 3-0.

#### **Paving Projects and Repairs:**

Strom paving project is complete with seal coating today and fog coating next week. Some bills still to come in but it looks like the project was completed within budget. Crack filling has been completed on Sara Rd and Bear Creek Trail. Mike will contact Jeff to see if seal coating can be applied yet this fall.

#### **Road, Equipment and Facilities:**

No new issues with equipment or roads. Due to the continuing lack of rain, it has been very difficult to grade and smooth out the roads this summer. The private drive signage on end of Sara Rd was discussed. Supervisors thought that the existing signage was confusing. Mike will contact the concerned resident with their recommendations.

**Strom Dr Paving Project:** Motion by Bryan with a second by Dennis to approve the agenda for the October 16, 2023 public hearing on assessments for the Strom Drive paving project. Motion carried 3-0. Motion by Kerby with a second by Bryan to approve the recommended assessment amounts for the Strom Dr paving project. Motion carried 3-0. Motion by Bryan with a second by Dennis to set the interest rate on the Strom Dr paving project assessments at 8%.

**Chippewa Hts Paving Project:** Upon inspection of Chippewa Hts, Wallen Rd and Shorewood Ln, Kerby, Jeff and Mike identified additional culverts that need replacement and some right-a-way ditches that need to be restored for proper drainage. A turnaround also needs to be constructed at the west end of Shorewood Ln to facilitate winter snowplowing. Mike will contact a surveyor to stake out the township right-a-way in these areas prior to setting meetings with the adjacent property owners. Mike informed the supervisors that he would be preparing a grant request for LRIP funds from MNDOT to partially fund

this project. However, MNDOT anticipates a large number of grant requests and may not finish their review to approve projects until late 2024. Important to note that work cannot start before grants are approved as funds cannot be used for work started previously.

**Information Items:** Mike reported that were three new special assessment search and one new building permit since the prior meeting. Township needs to recruit a new election judge due to an existing judge moving out of the area.

**Approval of Claims:** Motion by Bryan with a second by Kerby to approve payment of payroll and claims totaling \$159,589.81. Motion carried 3-0. The full list of claims is available for public inspection at the Township Clerk's office.

**Adjournment:** The meeting was adjourned at 8:40 pm.

\_\_\_\_\_  
Clerk, Mike Cleary

\_\_\_\_\_  
Chairman, Kerby Lund

***These minutes are not official until approved by the Township Board***