

Brandon Township

Douglas County, Minnesota

January 16, 2024 Meeting Minutes

A regular monthly board meeting was held on January 16, 2024 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 and Deputy Treasurer Lezlie Sumstad. With a quorum present, the meeting was called to order at 7:00 pm. The pledge of allegiance was recited by all. There was one resident present.

Approval of Agenda: Motion by Dennis & 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 December, 2023 regular monthly meeting, Motion carried 3-0.

Treasurer's Report: Beginning cash and investment balance on December 1, 2023 was \$607,019.11. December, 2023 receipts and disbursements were \$42,261.60 and \$75,879.84, respectively, resulting in an ending balance of \$573,400.87 at December, 31, 2023. Motion by Bryan with a second by Dennis to approve the Treasurer's Monthly Report and to approve renewing of the current CDs that matured in December. Motion carried 3-0.

Road, Equipment and Facilities:

Nothing of significance was reported.

New Business:

- a. Due to the significant number of property owners paying off their assessments for the Strom Drive paving project, motion by Bryan with a second by Dennis to payoff the Bremer Bank financing obtained in 2023 to pay for this project. Motion carried 3-0.

Annual Reorganization:

- a. Motion by Dennis with a second by Bryan to appoint Kerby as Board Chairman and Bryan as Vice Chair. Motion carried 3-0
- b. Motion by Bryan with a second by Kerby to continue the Official Posting Sites to be the Douglas County Record, Bremer Bank, the Township garage at 106 Mallard Ln and the Township Web Site. Motion carried 3-0.
- c. Motion by Kerby with a second by Bryan to approve Bremer Bank as depository for township funds. Motion carried 3.0.
- d. Motion by Bryan with a second by Kerby to approve check signers to be Mike, Kathy, Kerby and Bryan. Motion carried 3-0.

- e. Motion by Bryan with a second by Dennis to continue memberships in MAT, MATIT and DCAT. Motion carried 3-0.
- f. Motion by Bryan with a second by Dennis to adopt Resolution 01-16-2024A to Authorize Individual Supervisor to Purchase Needed Supplies or Order Work Done in a Necessary Emergency up to \$5,000. Motion carried 3-0.
- g. Motions to adopt Resolutions 01-16-2024B/C/D to Approve Contracts with Interested Officers to perform township work to include grading, mowing, weed spraying, snow removal, sign replacement and equipment maintenance work at the current hourly rates as follows:
 - a. To hire Kerby – motion by Bryan with a second by Dennis – carried 2-0 with Kerby abstaining
 - b. To hire Dennis – motion by Bryan with a second by Kerby – carried 2-0 with Dennis abstaining
 - c. To hire Bryan – motion by Kerby with a second by Dennis – carried 2-0 with Bryan abstaining
- h. Motion by Bryan with a second by Dennis to increase the Township fee for performing special assessment searches from \$25 to \$40. Motion carried 3-0.
- i. Motion by Bryan with a second by Kerby to adopt the IRS mileage rate of \$0.67 for 2024. Motion carried 3-0.
- j. Motion by Kerby with a second by Dennis to authorize the Township Clerk to conduct township business in the name of the board and to authorize the Township Treasurer to transfer funds between the checking account and the money market account as business warrants. Motion carried 3-0.

Correspondence and Clerk Notes: Mike reported that there were no new building permits and only one new special assessment search since the prior meeting. Kathy reported that she had been requested by PERA for provide historical monthly payroll information on Mike & herself for possible mandatory enrollment in their Coordinated Pension Plan. More information to come in February.

Approval of Claims: Motion by Kerby with a second by Bryan to approve payment of payroll and claims totaling \$12,781.42 and to transfer \$185,000 from the Money Market account to the Checking account. 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 7:40 pm.

Clerk, Mike Cleary

Chairman, Kerby Lund

These minutes are not official until approved by the Township Board