

Brandon Township

Douglas County, Minnesota

March 18, 2024 Meeting Minutes

A regular monthly board meeting was held on March 18, 2024 at the 106 Mallard Ln Township Hall with Supervisors Kerby Lund, Dennis Lund and Bryan Meichsner 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 were no residents or guests present.

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

Approval of Minutes: Motion by Dennis with a second by Bryan to waive the reading and approve the minutes of the February 20, 2024 regular monthly meeting, Motion carried 3-0.

Treasurer's Report: Beginning cash and investment balance on February 1, 2024 was \$390,817.68. February, 2024 receipts and disbursements were \$29,382.40 and \$4,538.27, respectively, resulting in an ending balance of \$415,661.81 at February 29, 2024. Motion by Dennis with a second by Bryan to approve the Treasurer's Monthly Report. Motion carried 3-0.

Road, Equipment and Facilities: Gravel reclaiming was performed on a couple of township roads. Kerby will solicit quotes for the culvert and ditch prep work to be performed in 2024 in anticipation of the 2025 Chippewa Heights restoration project. Kerby will contact a painter to touch up the front of the 104 Mallard Lane Building. Motion by Dennis with a second by Bryan to accept the bid submitted by Balgaard Services for gravel in 2024. Motion carried 3-0. Mike will contact Jeff Stabnow to solicit bids to crackfill and sealcoat Sara Rd, Bear Creek Tr and Big Chip Rd.

Other Business:

- a. Motion by Bryan with a second by Dennis to approve the following donations recommended at the Annual Town Meeting on March 12, 2024. Alexandria Area Economic Development Commission \$2,657 for its 2025 budget, Brandon Fire Department \$29,373.30 for its 2025 budget, Alexandria Senior Center \$1,000 for its 2025 budget and Douglas County Historical Society \$200 for 2024 operating expenses. Motion carried 3-0.
- b. Discussion was held regarding the need to select a new township attorney in light of the retirement of Bill Leuthner who had represented the township for many years. Mike will contact Laura Schmidt of Schmidt Law & Consulting to see if they are taking on any new clients. There are no pending legal issues at this time.
- a. Discussion was held regarding appointing a Deputy Clerk who might be interested in becoming the Township Clerk when Mike retires in a few years. Motion by Kerby with a second by Bryan for Mike to advertise for a Deputy Clerk. Motion carried 3-0.

- b. Motion by Bryan with a second by Dennis to approve payment of claims totaling \$14,297.11. Motion carried 3-0. The full list of claims is available for public inspection at the Township Clerk's office.

Correspondence and Clerk Notes:

- a. Mike reported that there were two new special assessment searches since the prior meeting but no new building permits.
- b. The Township cost of staffing the Presidential Nomination Election on March 5th was \$1,518.11. Mike has submitted a claim to the State of MN for reimbursement.
- c. It was noted that the Board had received the County Assessor's letter regarding adjustments to be made in assessed values throughout the township. If any resident believes the value or classification of their property is incorrect, they can discuss it with the assessor and may appeal it at the Open Book Meeting for Brandon Township to be held on Friday, April 19, 2024 at 9:00am at the Douglas County Courthouse. Mike will post the notice on the township website and will also have it published in the West Douglas County Record.

Adjournment: There being no other business coming before the Board, the meeting was adjourned at 7:45 pm.

Clerk, Mike Cleary

Chairman, Kerby Lund

These minutes are not official until approved by the Township Board