

Bridgewater Township Board of Supervisors
County of Rice, State of Minnesota
January 10, 2024
Official Minutes

Call to order

Pledge of Allegiance

Roll Call: Glen Castore, Andrew Ebling, Mike Little, Kathleen Kopseng, Lori Noreen, Mike Groth.

Absent: Thomas Hart, Debbie Salaba

Introduction of Guests: Brad Pfahning

Approval of Agenda

- Andrew Ebling made a motion to approve the Agenda, Kathleen Kopseng seconded, all approved.

Public Comment on Non-Agenda Items N/A

Approval of Minutes & Claims

- December 13th Meeting Minutes
 - It was noted that a correction to minutes be made under “December Claims” which was to pay the final draw of the new shed, but withhold the retention portion until deemed complete.
 - Mike Little made a motion to approve the December 12th, 2023 Meeting Minutes, Andrew Ebling seconded, all approved with said correction made.
- January Claims
 - Andrew Ebling made a motion to approve the January claims, Kathleen Kopseng seconded, all approved.

Treasurer's Report

- Treasurer’s Report
 - Debbie Salaba was absent due to the flu but left an update for the Clerk to provide.
 - It was noted that the second half of the Real Estate Taxes was deposited on December 1st in the amount of \$149,872.51.
 - Mn State Aid was deposited to the Merchants account in the amount of \$4,333.20 on 12/26/23.
 - Year End Interest was deposited to all the savings accounts.
 - It was noted to that Check #10351 to Pro Con that was cut in December has been voided and Check #10381 was re-issued in January as partial payment in the amount of \$27,617.50.
 - Current Operating account balance is at \$88,199.92.
- IRS Reporting
 - The Treasurer will provide the report to the Chair.

Roads

- Northfield Township Letters regarding Hwy 246 Turnback
 - The Board reviewed the letters Northfield Township has written regarding Hwy 246. The letter to the Township explained that the City of Northfield is looking for design changes to Hwy 246 within the City Limits. It also expressed possible scenarios if the State of Minnesota is unwilling to support said upgrades/changes. Northfield Township has encouraged the

surrounding areas of which could be impacted from the possible turnback of the road to reach out to the City of Northfield and/or Rice County Commissioners with feedback.

- It was discussed and determined that Bridgewater Township will put together a letter supporting Northfield Township's concerns and will review at the next meeting.
- It was determined that Kathleen Kopseng will work on composing said letter.

Planning & Zoning

- Dundas Planning Commission – names for consideration for appointment
 - The Clerk explained to the Board that an email was received from the City of Dundas regarding Frances Boehning's appointment on the Dundas Planning Commission had expired on 12/31/23. The City of Dundas is requesting to names for consideration for appointment to the Dundas Planning Commission.
 - Andrew Ebling suggested to speak with resident Ryan Johnson
 - Glen Castore stated he would reach out to Frances to see if she is interested in continuing her appointment.
 - It was decided that the Board will work on coming up with two names to submit to the City of Dundas.
- Resolving Mark Thompson's zoning issues
 - Glen Castore provided an update as to the situation Mark Thompson has with his properties to the Board. The main issue is that a CUP was created many years ago, but was never recorded, so said CUP is not valid now.
 - Glen Castore stated that he went to the County to obtain the survey and CUP and then met with Mr. Thompson and Mr. Swartwoudt.
 - Glen Castore proposed to the Board that the Township could have the Zoning Administrator create a resolution for a special circumstance as this situation is so that Mr. Thompson can use the property.
 - It was discussed and decided that Glen Castore will speak with the Zoning Administrator to take action of what can be done with the property. Glen will also reach out to Mr. Thompson to let him know the Boards decision.

Old Business

- CORE X Project update
 - Glen Castore noted that the Escrow Agreement still has not been signed.
 - It was noted that the Petition that was filed wit the Public Utilities Commission and an expedited hearing was requested and approved. A date has been set.
 - Glen Castore shared a Bond Schedule that Jessica Green of Northland Securities created as an example if the Township were to obtain a \$1M Bond for Economic Development. He noted that Jessica is willing to attend the February meeting to further explain and answer any questions on how Bonding would work for the Township to the rest of the Board.
- Facility Improvements
 - Glen Castore stated that he spoke with Steve from Professional Contractors regarding the shed not being fully complete. It was decided that the damage to the concrete slab would not be fixed but the cost to do so will be held from the retainage amount still due.

- It was noted that Professional Contractors do not think the insulation is damaged. It was asked if Mike Groth could obtain an estimate from a different contractor as to the cost to replace the damaged insulation, which Mike said he would.

New Business

- Changing to CTAS for accounting
 - The Board discussed changing the Township's accounting software from QuickBooks to CTAS (Small City and Town Accounting System).
 - It was decided to have the Clerk reach out to obtain CTAS and have a representative explain further in detail the benefits of the software for the Township and try the system out. The Board will then make a motion at a future meeting to make the change permanent if deemed a good fit.
- Agenda for work session with Dundas on 115th St. agreement
 - Discussion was held regarding an Agenda for a work session with the City of Dundas on an 115th St Agreement.
 - It was noted that the Township would like to have both the City and the Township's attorney present at the next work session.
 - It was noted that there is no verbiage regarding the connection between Highland Pkwy and 115th St in the draft.
 - It was decided that the Agenda Items would be each section of the draft agreement.
 - Glen Castore will speak with Jenelle Teppen to find a date for a work session with each attorney present.
- Approve NAFRS contract
 - The Annual NAFRS Contract was reviewed by the Board. Discussion was held regarding the reasoning for the increased cost of 40% from 2023. It was noted the reasoning is due to the budget being higher and the purchase of a new truck in 2024.
 - After review, Andrew Ebling made a motion to approve the Northfield Rural Fire Protection District Agreement for Fire Protection Services – 2024, Mike Little seconded, all approved.

Issues for future meetings

- Set time for work session for budget
 - A date for a work session for the annual Audit and Budget has been determined and will be Friday, February 2nd, 2024 at 10am
- Resolution on NAFRS authority
 - Glen Castore stated that the State Fire Marshall passed a resolution authorizing the Fire Chief to be the Fire Code Enforcer for the Township. Currently the Township uses Inspectron as its Enforcer. After discussion it was decided to move ahead with having a Resolution created to have the Fire Chief be the Township's Fire Code Enforcer.
- It was brought to the Board's attention that the Township's equipment are all getting older and what are the balances of the Equipment Account in the event something would need to be replaced. It was questioned if the monies in this account could be placed into a CD or an account that would earn interest to help build the balance.

- It was noted that the Township will going to look into all of i's bank accounts to see where some of the Township's monies could be utilizing earning interest.
- It was decided that Glen Castore, Lori Noreen and Debbie Salaba will do some research and see what could be done.
- Mike Groth asked the Board if he has the authority to decide when it would be best to go out and sand when there are icy road conditions. The Board unanimously stated that Mike has the authority to make such a decision.

Adjourn

Chair	
Clerk	