

Girard Township
Board of Audit and Regular Monthly Meeting MINUTES
Tuesday, February 20, 2024 – 6 p.m.
Website: (www.girardtownship.us)

Chairman Al Pedersen opened the meeting with the pledge to the flag.
Present were Pedersen, Supervisors Brad Grewe and Larry Estes, Treasurer Kathy Trites, Clerk Debbie Irmen, and Road Worker Will Luhning

Visitors: Girard Road Engineer Consultant Jeff Stabnow.

Grewe moved to approve the agenda for Feb. 20, 2024, regular meeting with no additions or deletions. Estes seconded. Motion carried unanimously.

Following a reviewal of the 2023 Audit Report, ending Dec. 31, 2023, which showed ending balances in the General Fund: \$106,724.73; Road and Bridge: \$463,708.48; Special Revenue: \$27,176.15; Fire: -\$124,787.00; Ambulance: \$42,793.65; Special Assessment Fund: \$23,784.21; Capital Projects Fund: \$92,868.80; and Equipment Fund: \$200,604.82; for a total ending balance of \$832,873.84. Estes moved to approve the Audit report. Grewe seconded. Motion carried unanimously.

Pedersen moved to approve the regular monthly meeting minutes from **Tuesday, Jan. 16, 2024**, at the Town Hall. Grewe seconded. Motion carried unanimously.

Treasurer's report – Treasurer Trites presented the January Financial report showing a beginning balance of \$832,873.84, with receipts totaling \$7,936.07, and disbursements totaling \$19,180.93, for an ending balance of \$821,628.98. Fund balances were as follows: General Fund: \$108,843.60; R&B: \$449,433.05; Spec. Rev.: \$27,176.15; Fire: -\$124,136.03; Ambulance: \$42,858.92; Spec. Assess: \$23,784.21. Capital Projects: \$43,000.00; and Equipment Fund: \$43,845.90 for a total ending balance of \$821,628.98. (There is a .10 discrepancy due to a clerical error which will be corrected on the February financials.) Estes moved to approve the January Financials. Grewe seconded. Motion carried unanimously.

Approve claims as presented/audited, totaling \$3,679.57, any additional claims that may be presented at this meeting; and payroll (Estes, Grewe, Irmen, Jacobson, Luhning (2), Pedersen, and K. Trites) Estes moved to approve the claims as presented. Grewe seconded. Motion carried unanimously.

Reports/Information

Roads and Equipment – Will reported there was not much going on as this has been a record-breaking winter, with little snow. He has noticed some asphalt cracks opening up and noted some breakup on Chippewa, though it is holding up. Chairman Pedersen noted that a letter regarding SR signs will be sent out by Otter Tail County in the next few weeks.

Supervisor Estes suggested that because of the mild, spring-like winter, it would be a good time to do some extra work in the township, such as brushing. He will oversee the work with Toby from Lakes Area Tree Service. Clerk Irmen noted that Estes should request an updated Certificate of Insurance.

Clerk Irmen reported that no quorum is required for the annual meeting as it is a meeting for township residents and not a regular board meeting. This was answered because two of the supervisors will be at a three-day training for their primary jobs and unavailable to attend the annual meeting on March 12. She did note that a quorum is required for the Board of Canvass which follows the Township election on the same day. ARPA update: This is the final year to identify projects that qualify for ARPA funding. The clerk asked if the supervisors wanted to include the recent purchase of the mower in the ARPA project money. They said they would like that to come from the equipment fund as there is money in that fund for that purchase. They would like to see the money spent on special projects. The clerk reported that the employee handbook/policy review was ongoing and taking longer because many companies and townships are finding the book is being used as legal document and must be treated as such. Additionally, the attorney said that there have been a number of changes in the past few years that require updating in the book. He anticipates that the cost will be \$750 in legal services, an increase of \$250 over the \$500 estimate he gave. The board will take action when the invoice is presented.

Chairman Pedersen reported that a grant has been submitted for turnout gear for the Battle Lake Fire and Rescue Squad; a \$100 fee for false alarms will be sent out as necessary; and Girard Township will be assessed \$38,000.00 for its share toward the Squad budget. (The township is one of five entities that contribute annually toward the budget. This new fee is an increase from last year's \$35,000.00 contribution.)

New Business/Additions to Agenda

Grewe moved to approve two new election judges, Laurie Torgerson and Laurie Behr. Estes seconded. Motion carried unanimously.

No action was taken on discussion regarding the purchase of a new bucket for the tractor. Al will get quotes and talk with Mid-Central about the tarp and bring information to the March meeting.

Old Business

Larry and Al will attend the Noxious Weed Meeting on March 27 in Perham.

Dates to remember

Monday, Feb. 26, 2024 – Henning Fire Dept. Annual Meeting, Ambulance mtg. at 7 p.m.; Fire mtg. at 7:30 p.m.

Monday, March 4, 2024 – EOT Spring Meeting, 1:30 p.m., Thumper Pond (Location TBD)

Tuesday, March 5, 2024 – Presidential Primary Election, 7 a.m. to 8 p.m. polls open at Girard Town Hall

Tuesday, March 12, 2024 – Girard Township Annual Meeting, beginning at 2:30 and not to go past 4:30 p.m.

Tuesday, March 12, 2024 – Girard Township Election, 5 to 8 p.m.

Tuesday, March 19, 2024 -- Regular monthly meeting, 6 p.m., Town Hall

Tuesday, March 19, 2024 – Organizational meeting, 7 p.m., Town Hall

Wednesday, March 27, 2024 – Noxious Weed meeting 8:30 a.m. at TBD

Friday, April 26, 2024 – Board of Equalization and Review, 9 a.m., Town Hall

Grewe moved to adjourn the meeting at 7:55 p.m. Estes seconded. Motion carried unanimously.