

**Girard Township**  
**Regular Monthly Meeting MINUTES**  
**Tuesday, October 17, 2023 – 6 p.m.**  
Website: ([www.girardtownship.us](http://www.girardtownship.us))

Open meeting with the pledge to the flag

Present: Chairman Pedersen, Grewe, Estes, K. Trites, Luhning, and Irmen

Visitors: Steve “Woody” Widness

Public Comment Period: Visitor questions, comments, or concerns (Bounty requests) – Speaking limit of 5 minutes

Visitor Widness asked for clarification on homeowner vs. Township responsibility for clearing deadfall following storms particularly on 220<sup>th</sup> St.

1. Grewe moved to approve the agenda for October 17, 2023, with no additions. Estes seconded. Motion carried unanimously.
2. Estes moved to approve the minutes as recorded. Grewe seconded. Motion carried unanimously.
3. The treasurer presented the September financial report showing a beginning balance of \$740,278.47, with receipts totaling \$936.14, and disbursements totaling \$45,787.41, for an ending balance of \$695,454.20. Grewe moved to accept the financial report as presented, with Estes providing a second. Motion carried unanimously.
4. Estes moved to approve bills as presented/audited, totaling \$2,713.31 and payroll to include Estes, Grewe, Irmen, Jacobson, Luhning (2) Pedersen, and K. Trites. No additional bills were presented at the meeting. Grewe seconded. Motion carried unanimously.

Mail—MAT newsletter (highlights); Additional promotional mail was available for review.

**5. Reports/Information**

**A. Roads and Equipment** – Luhning – New mower is working as expected and the handbook was received. Insurance adjusters inspected the roof for hail damage from a July storm. A new snow fence with posts is needed on Chippewa. The chevron on 440<sup>th</sup>/Liberty Drive needs to be replaced.

**B. 4-Corners Training** provided information on 1099 requirements and other valuable procedures in CTAS. The clerk noted that she will serve as an election judge for the BL School Referendum. The Levy Report was sent to OTC Treasurer Wayne Stein.

**C. Fire Meeting** held Oct. 9 – Pedersen: The Battle Lake Area Fire and Rescue Association will be ordering an additional 7 gear outfits. The Association has plans to replace its tanker and eventually an engine. Girard Township cost will be one-fifth of the total.

## **6. New Business/Additions to Agenda**

**A.** Estes moved to approve Arvig construction of a communications cable to the address of 27101 HOLIDAY RD in Battle Lake, MN. They may need to run a new line for maintenance and will start at their existing ped to the south of this residence and plow north to the address. From there they will bore the township road to get to the residence listed above. Grewe seconded. Motion carried unanimously.

**B.** Pedersen moved to order 150 cubic yards of Salt/Sand at a cost of \$44.40 per CY or \$31.70 per ton from OTC. (the same amount was ordered for 2022/2023). Grewe seconded. Motion carried unanimously.

**C.** OTC Bid Opening for 2024 Seal Coat and Traffic Marking Projects Resolutions was tabled until the November meeting pending further research on township needs.

**D.** OTC Signs and Posts – It was noted there is a hole on arrow sign by Castle Drive that should be replaced, but the township will purchase directly from M&R Sign.

**E.** ESST Law 2024 – The state of Minnesota is requiring all employers to provide Earned Sick and Safe time beginning Jan. 1, 2024. Employees who work at least 80 hours in a year are eligible for ESST which can be used for a variety of reasons. Employees should be paid at the same hourly rate and can earn a maximum of 48 hours in a year. They will earn one hour for every 30 hours worked. The time earned and used will be tracked through CTAS.

**F.** The clerk reported the payroll app used for employees had a price increase to \$64 and change; By changing the subscription, cost is now \$54.95, a \$6.10 monthly increase in price.

**G.** There was discussion on the need for a commercial air compressor, but it was determined there was really not a need for it.

## **7. Old Business**

**A.** The new disk mower was picked up by Luhning on Oct. 13. The check for the purchase price of \$9,500, was also delivered.

**B.** Grewe moved to approve an approach application for Andrew Walseth provided he send a security deposit of \$400 to the clerk. Estes seconded. Motion carried unanimously.

Motion

Second

**C.** Kloubec approach was inspected and did not meet approach requirements. It was determined by the inspector that a culvert was needed as the location had been changed. The clerk will notify the property owner of the requirements.

**D.** Employee job description, Township employee handbook/policies were discussed. Supervisors should look over the documents and make any changes deemed necessary and bring them to the next meeting. The clerk also noted that certain documents are required to be posted. She is laminating them and will have them at the next meeting.

**8.** Grewe moved to adjourn the meeting at 8:20 p.m. Estes seconded. Motion carried unanimously.

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Chairman

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Clerk

Approval date: 11/21/23