Public

ROOSEVELT TOWNSHIP
BOARD MEETING
AGENDA
May 09, 2022

1. Call to Order
2. Agenda approval
3. Minutes - April 11th, 2022, Board Meeting
4. April Treasurer's Report
5. Claims for Approval
6. Road & Equipment Reports
   - Equipment
   - Roads
   - Gravel Crushing Quote
7. Township input on 24258 Kelly Lane, 30 x 40 dwelling addition
8. Authorize Treasurer to transfer money from 4M fund to Deerwood Bank in June.
9. Resolution: #2022-05-09 Resolution Authorizing Contract with Interested Officer
10. Emily Lanin – Checked; Paid once on 3/14/2022
11. Open Forum

Other Information:

- Crow Wing County Highway Improvement Plan
- T-Mobile Tower
- Thank you from Mille Lacs Health System & Crow Wing County Historical Society

ADJOURNMENT

ROOSEVELT TOWNSHIP
BOARD MEETING
April 11, 2022

1. The meeting was called to Order at 7:01 pm by Chairman, Chris Hewitt. All officers present.

   Chris led the Flag Pledge.

2. Motion by Chris to approve the agenda as written, 2nd by Ann all approved, motion carried.

3. Motion by Chris, to add the discussion on hourly pay under number 11 as it was discussed during the meeting, also to remove the last statement under number 17, then to approve the March 14th, 2022, Board Minutes, motion was 2nd by Rick, all approved, motion carried.

4. Chris moved to accept the March Treasurer's report as read; 2nd by Ann, all approved, motion carried.

5. Chris moved to approve claims as listed; 2nd by Ann, all in favor, motion carried.

   Dick Kelby had mentioned that he thought he seen the Election Judges being paid double. We will investigate it; he may have seen this double from looking at the Claims one month and the Disbursements the next.

6. <u>Road & Equipment Report</u>:
   - Equipment: Good. Truck is in good shape; mower is good to go.
   - Roads:
     - Ed and Rick went to look at the roads on Thursday. Quite a few roads need gravel, some culverts are needed as well.
     - Camp Lake Drive halfway in looks like the culver may have froze up, Ed will check.
     - Cooley Drive someone is bringing in loads of dirt for personal driveway. Hasn't done any damage to our road that they can see.
     - Ed has been taking care of some of the major potholes. The ground still has thawing to do so don't want to do too much just yet.
     - Deer Trail & Chippewa Drive, Kowalczyk is doing this for cash, and we never got a bill. Ed will talk to Mike. These two roads we have another person maintain as they are very time consuming to get to for us.
     - Crushing - $3/yard out of the bank. The price for crushing is going up. Butch didn't think it would be more than $4 but not sure. So, it will be more like $7/yard versus the $6.5/yard we budgeted for. Rick will look into whether or not we need to have other bids, so we can purchase the gravel sooner than later.

- Schedule Maintenance Employee Review: April 26, 2022 at 7:00 pm

7. No public comment on JR's Bar and Grill. Chris makes a motion to approve the liquor license for JR's Bar and Grill; 2nd by Rick, all in favor, motion carried.

8. Open Forum:
   - Mable Kelby wanted to get clarification on the clerks pay while doing election judge duties. She said the way she understood it was that while Breanna (Clerk) is doing election judge duties she is being paid $15 per hour but during election day she will be paid $20 per hour.
   - The county pays for the election training, so the clerk will be paid for training from the county.
   - Is the clerk always and election judge? Yes, mostly he/she will always be an election judge, however they can choose not to. They are in charge of putting the elections together.
   - Salary discussion about how many hours Bonnie (Treasurer) and Breanna (Clerk) work. Mentioned that it can't really be set in terms of hours since it is salary. But most salary jobs do not get paid hours put in outside of monthly duties like our township.
   - Ann says let's do $20 for clerk election duties. Make up a Resolution for the next meeting.
   - Chris mentions paying the moderator for Annual Meeting. Breanna will send out a check next month.
   - Bobbie mentioned that there was ATVs doing donuts on Cooley Drive. Chris had said that they are doing it on the west side as well.
   - Rick had mentioned that 121 Platte Lake Trail property that is trying to get a garage put up on their property is having troubles with property lines.

Other Information:

Tax Forfeited Land

At 8:05 pm, Chris moved to adjourn, 2nd by Ann, all in favor, motion passed.

Meeting adjourned.

_____

Breanna Cielinski
Roosevelt Township Clerk

Approved_____

Chris Hewitt, Chairman

TOWN OF ROOSEVELT
OFFICE OF THE TREASURER
24561 Williams Road
Hillman, MN 56338
(320) 247-2105

DATE: 4/30/2022
MONTH: April

FROM BANK STATEMENT:

$81,073.16	DEERWOOD CHECKING ENDING BALANCE
$7,669.12	DEDUCT CHECKS OUTSTANDING
$73,404.04	TOTAL

CHECKS OUTSTANDING:

9866	$112.50
9864	$1,560.45
9878	$46.17
9887	$250.00
9888	$1,500.00
9889	$100.00
9891	$100.00
9892	$1,000.00
9893	$3,000.00
	$7,669.12 TOTAL

DEERWOOD BANK	$73,404.04		
4M CD & MM		$34,428.83	
Total Investments:		$34,428.83	
TOTAL:			$107,832.87

TREASURER SIGNATURE: Bonnie Ortan

Fund Name: All Funds

Date Range: 04/01/2022 To 04/30/2022

Date	Remitter	Receipt #	Description	Deposit ID	Void	Account Name	F-A-P		Total
04/29/2022	Garrison Township	123410	Camp Lake Road Maintenance	(04/29/2022) -	N	Garrison Township Road Maintenance	201-34303-	$	1,080.00
								$	**1,080.00**
Total for Selected Receipts								**$**	**1,080.00**

Date of Report : 5/4/2022

Outstanding Checks

Date of Check	Check Number	To Whom Paid	Check Amount
03/14/2022	9866	EMILY LANIN	$112.50
03/31/2022	9864	Payroll Period Ending 03/31/2022	$1,560.45
04/11/2022	9878	Payroll Period Ending 04/11/2022	$46.17
04/11/2022	9887	Onamia Food Pantry	$250.00
04/11/2022	9888	Mille Lacs Health System	$1,500.00
04/11/2022	9889	Crow Wing County Fair Assn.	$100.00
04/11/2022	9891	CWC Historical Society	$100.00
04/11/2022	9892	Crisis Line and Referral Service	$1,000.00
04/11/2022	9893	Pine Center 1st Responders	$3,000.00
		Total	**$7,669.12**

Town of Roosevelt

Cash Balance Statement

5/4/2022

As of 5/4/2022

Fiscal Year : 2022

Name of Fund	Beginning Balance	Total Receipts	Total Disbursements	Ending Balance
General Fund	$82,865.91	$2,748.67	$79,247.73	$6,366.85
Road and Bridge	$47,086.16	$216,034.47	$251,009.35	$12,111.28
Recycling Fund	$17,587.56	$0.00	$17,000.00	$587.56
Fire Protection Fund	$27,629.38	$926.19	$21,136.25	$7,419.32
New Equipment/Gravel Fund	$75,627.33	$45.88	$30,979.47	$44,693.74
General Debt Service (Identify)	$54,149.00	$33,181.16	$86,106.25	$1,223.91
Tax Abatement Debt Fund	$46,203.65	$299,797.73	$345,000.00	$1,001.38
Total:	**$351,148.99**	**$552,734.10**	**$830,479.05**	**$73,404.04**

Town of Roosevelt

Cash Control Statement

5/4/2022

For the Period : **4/1/2022 To 4/30/2022**

Name of Fund	Beginning Balance	Total Receipts	Total Disbursed	Ending Balance	Less Deposits In Transit	Plus Outstanding Checks	Total Per Bank Statement
General Fund	$14,622.50	$0.00	$8,255.65	$6,366.85	$0.00	$6,108.67	$12,475.52
Road and Bridge	$16,285.54	$1,080.00	$5,254.26	$12,111.28	$0.00	$1,560.45	$13,671.73
Recycling Fund	$587.56	$0.00	$0.00	$587.56	$0.00	$0.00	$587.56
Fire Protection Fund	$11,413.57	$0.00	$3,994.25	$7,419.32	$0.00	$0.00	$7,419.32
New Equipment/Gravel Fund	$44,693.74	$0.00	$0.00	$44,693.74	$0.00	$0.00	$44,693.74
General Debt Service (Identify)	$1,223.91	$0.00	$0.00	$1,223.91	$0.00	$0.00	$1,223.91
Tax Abatement Debt Fund	$1,001.38	$0.00	$0.00	$1,001.38	$0.00	$0.00	$1,001.38
Total	**$89,828.20**	**$1,080.00**	**$17,504.16**	**$73,404.04**	**$0.00**	**$7,669.12**	**$81,073.16**

Ann M. Stafford	**Town Supervisor**	**Date**
Christopher D. Hewitt	**Chair, Town Supervisor**	**Date**
Richard P. Hennes	**Town Supervisor**	**Date**

Fund Name: All Funds

Date Range: 04/01/2022 To 04/30/2022

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
04/11/2022	Payroll Period Ending 04/11/2022	9877	March Officers Payroll	N	Clerk	100-41425-103-	$ 761.91
	Total For Check	**9877**					**$ 761.91**
04/11/2022	Payroll Period Ending 04/11/2022	9878	March Officers Payroll	N	Council/Town Board	100-41110-103-	$ 46.17
	Total For Check	**9878**					**$ 46.17**
04/11/2022	Payroll Period Ending 04/11/2022	9879	March Officers Payroll	N	Council/Town Board	100-41110-103-	$ 65.51
	Total For Check	**9879**					**$ 65.51**
04/11/2022	Payroll Period Ending 04/11/2022	9880	March Officers Payroll	N	Treasurer	100-41510-103-	$ 214.62
	Total For Check	**9880**					**$ 214.62**
04/11/2022	Payroll Period Ending 04/11/2022	9881	March Officers Payroll	N	Council/Town Board	100-41110-103-	$ 73.16
	Total For Check	**9881**					**$ 73.16**
04/11/2022	Ed Klause	9882	Phone & Miles	N	Road Maintenance Employee	201-43127-321-	$ 50.00
		9882				201-43127-331-	$ 64.35
	Total For Check	**9882**					**$ 114.35**
04/11/2022	Crow Wing County	9883	Property Tax	N	General Government	100-41001-491-	$ 25.00
	Total For Check	**9883**					**$ 25.00**
04/11/2022	Crow Wing County	9884	Property Tax	N	General Government	100-41001-491-	$ 25.00
	Total For Check	**9884**					**$ 25.00**
04/11/2022	Breanna Cielinski	9885	Phone & Millage	N	Clerk	100-41425-321-	$ 50.00
		9885				100-41425-331-	$ 125.19
	Total For Check	**9885**					**$ 175.19**
04/11/2022	Garrison Area Caregivers- Food She	9886	Food Shelf Donation	N	General Government	100-41001-490-	$ 250.00
	Total For Check	**9886**					**$ 250.00**
04/11/2022	Onamia Food Pantry	9887	Food Shelf Donation	N	General Government	100-41001-490-	$ 250.00
	Total For Check	**9887**					**$ 250.00**
04/11/2022	Mille Lacs Health System	9888	Donation	N	General Government	100-41001-490-	$ 1,500.00
	Total For Check	**9888**					**$ 1,500.00**

Fund Name: All Funds

Date Range: 04/01/2022 To 04/30/2022

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
04/11/2022	Crow Wing County Fair Assn.	9889	Donation	N	General Government	100-41001-490-	$ 100.00
	Total For Check	**9889**					**$ 100.00**
04/11/2022	Pierz Community Education	9890	Donation for summer youth activities	N	General Government	100-41001-490-	$ 200.00
	Total For Check	**9890**					**$ 200.00**
04/11/2022	CWC Historical Society	9891	Donation	N	General Government	100-41001-490-	$ 100.00
	Total For Check	**9891**					**$ 100.00**
04/11/2022	Crisis Line and Referral Service	9892	Agreement for Health Services	N	General Government	100-41001-480-	$ 1,000.00
	Total For Check	**9892**					**$ 1,000.00**
04/11/2022	Pine Center 1st Responders	9893	Agreement for Health Services	N	General Government	100-41001-480-	$ 3,000.00
	Total For Check	**9893**					**$ 3,000.00**
04/11/2022	Garrison Fire Dept.	9894	Jan-March 2022 Payment	N	Fire Protection-Contracted	225-42205-391-	$ 3,994.25
	Total For Check	**9894**					**$ 3,994.25**
04/11/2022	Crow Wing Power	9895	Monthly Bill	N	General Government Buildings and Plant	100-41940-381-	$ 69.00
	Total For Check	**9895**					**$ 69.00**
04/11/2022	IRS	OL41122	Federal Tax Deposit	N	General Government	100-41001-106-	$ (0.04)
		OL41122			Council/Town Board	100-41110-122-	$ 12.94
		OL41122				100-41110-135-	$ 3.03
		OL41122				100-41110-171-	$ 15.97
		OL41122			Clerk	100-41425-122-	$ 55.03
		OL41122				100-41425-135-	$ 12.87
		OL41122				100-41425-171-	$ 67.90
		OL41122			Treasurer	100-41510-122-	$ 15.50
		OL41122				100-41510-135-	$ 3.63
		OL41122				100-41510-171-	$ 19.13
		OL41122			Road Maintenance Employee	201-43127-122-101	$ 258.34
		OL41122				201-43127-135-101	$ 60.42
		OL41122				201-43127-171-101	$ 622.02
		OL41122					**$ 1,146.74**
	Total For Check	**OL41122**					
04/11/2022	MN Revenue	OL411221	1st Quarter 2022 Withholding	N	Road Maintenance Employee	201-43127-172-101	$ 458.76
	Total For Check	**OL411221**					**$ 458.76**
04/11/2022	Card Service Center	OL411222	Ink, Plow Truck Parts	N	Clerk	100-41425-202-	$ 18.99
		OL411222			Road and Bridge Equipment	201-43126-221-603	36.13

Fund Name: All Funds

Date Range: 04/01/2022 To 04/30/2022

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
	Total For Check	**OL411222**					**$ 55.12**
04/11/2022	PERA	OL411223	PERA Ed Apr 11 22	N	Road Maintenance Employee	201-43127-121-	$ 156.25
		OL411223				201-43127-173-	$ 135.42
	Total For Check	**OL411223**					**$ 291.67**
04/11/2022	PERA	OL411224	PERA Ed Apr 30 22	N	Road Maintenance Employee	201-43127-121-	$ 156.25
		OL411224				201-43127-173-	$ 135.42
	Total For Check	**OL411224**					**$ 291.67**
04/11/2022	PERA	OL411225	PERA Ed Apr 11 22	N	Council/Town Board	100-41110-121-	$ 7.94
		OL411225				100-41110-173-	$ 7.94
		OL411225			Clerk	100-41425-121-	$ 66.57
		OL411225				100-41425-173-	$ 57.69
		OL411225			Treasurer	100-41510-121-	$ 18.75
		OL411225				100-41510-173-	$ 16.25
		OL411225					
	Total For Check	**OL411225**					**$ 175.14**
04/15/2022	Payroll Period Ending 04/15/2022	9875	Ed 4.15.22	N	Road Maintenance Employee	201-43127-101-	$ 1,560.45
	Total For Check	**9875**					**$ 1,560.45**
04/30/2022	Payroll Period Ending 04/30/2022	9876	Ed 4.30	N	Road Maintenance Employee	201-43127-101-	$ 1,560.45
	Total For Check	**9876**					**$ 1,560.45**
Total For Selected Checks							**$ 17,504.16**

Current Investments as of: 5/4/2022

Investment ID	Investment Type	Interest Rate	Maturity Date	Current Value
03	CD	2.407	05/31/2022	$34,000.00
04	MM	0.000		$428.83
			Grand Total:	**$34,428.83**

This is in regards to the class 5, the township would like to have crushed. Ed Klause thought we should be in touch with you about our price. We would like $ 3.00 per yard, for the pit run. Hard Rock Screening will be doing the crushing. He will be emailing you with his price. I believe it will be $ 3.40 per yard. His name is John, his phone # is 320-360-7042. You can call him if there is anything specific you will need from him. Let me know if there is anything else you need from us. Thank You. Anne

Hard Rock Screening

4500 145th Street
Little Falls, MN 56345

Quote

Date	Estimate #
5/3/2022	190

Name / Address
Roosevelt Township 22613 County Rd. 2 Brainerd, MN 56401

Terms	Project
Net 15	

Item	Description	Qty	Unit	Cost	Total
Crushing	Crush Class 5 3/4" Minus " Smude Pit " Price Does not include royalties	10,000	Yards	3.40	34,000.00

Thank you for your business.

Sales Tax (6.875%)	$0.00
Total	$34,000.00

Phone #
320-360-7042

RESOLUTION #2022-05-09

Roosevelt Township
Crow Wing County, Minnesota

RESOLUTION AUTHORIZING CONTRACT WITH INTERESTED OFFICER

Minn. Stat. 471.88, subd. 5

WHEREAS, Town Board of Roosevelt Township, Crow Wing County, Minnesota is seeking the performance of acquisition of the following service or goods:

Work for the Township outside of the regular Board Meetings

Work for the Township outside of the regular Board Meetings, while doing Election Duties

WHEREAS, **BREANNA CIELINSKI** is a **CLERK** of said Township and will be financially Interested in the contract for the following described reason:

He or she is directly providing the service as an employee of the Township.

NOW THEREFORE, BE IT RESOLVED that the Town Board, upon a unanimous vote of the Supervisors with the interested officer abstaining, finds that the contract price of **$15/hour** is as low as, or lower than, the price at which the services or goods could be obtained elsewhere at this time. While doing election duties the contract price of **$20/hour** will be distributed; and

BE IT FURTHER RESOLVED that the Town Board, pursuant to Minn. Stat. 365.37;471.88. Subd. 5; and 471.89; does hereby authorize a contract with **BREANNA CIELINSKI** for a price of **$15/hour** for work outside of regular Board Meetings & **$20/hour** for work outside of regular Board Meetings while doing Election Duties; payment to occur on the contract as agreed and upon filing of a proper affidavit by the Interested officer.

Adopted this 9th day of May, 2022

Attest: _____

Breanna Cielinski, Town Clerk

BY THE TOWN BOARD

_____

Chris Hewitt, Chairman

Town of Ror elt

Claim st for Approval

5/4/2022

Date Range : 5/1/2022 To 5/31/2022

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
05/09/2022	Ira Stafford	Miles	9904	$33.35	201-43127-331-103	Road Maintenance Employee	$33.35
05/09/2022	Ed Klause	Phone & Miles	9905	$144.77	201-43127-321- 201-43127-331-	Road Maintenance Employee Road Maintenance Employee	$50.00 $94.77
05/09/2022	Breanna Cielinski	Phone & Millage	9906	$66.38	100-41425-321- 100-41425-331-	Clerk Clerk	$50.00 $16.38
05/09/2022	Centra Sota Cooperative	Diesel fuel	9907	$1,349.31	201-43126-217-	Road and Bridge Equipment	$1,349.31
05/09/2022	Pine Center Pit	8 Yd Crushed Rock 15/yard	9908	$120.00	201-43129-224-	Road Repair	$120.00
05/09/2022	Bonnie Orton	Mileage	9909	$17.55	100-41510-331-	Treasurer	$17.55
05/09/2022	Crow Wing Power	Monthly Bill	9910	$67.00	100-41940-381-	General Government Buildings and Plant	$67.00
05/09/2022	CWC Highway Dept.	Salt and Sand & Culverts	9911	$2,258.26	201-43125-224- 201-43126-224-	Ice and Snow Removal Road and Bridge Equipment	$904.97 $1,353.29
05/09/2022	ZIEGLER INC.	Grader Bulb	9912	$10.19	201-43126-221-602	Road and Bridge Equipment	$10.19
05/09/2022	Pine Center Auto Body	Road Closed Sign Decal	9913	$20.00	201-43110-226-560	Sign Maintenance	$20.00
05/09/2022	Dick Kelby	Moderator Annual Meeting	9914	$50.00	100-41960-112-	Elections/Other than Clerk	$50.00
05/09/2022	Card Service Center	Ink & Office Supplies (folder large rubber bands labels)	OL CSC 5.22	$61.91			

Date Range : 5/1/2022 To 5/31/2022

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
					100-41425-202-	Clerk	$18.99
					100-41425-201-603	Clerk	$42.92
05/09/2022	IRS	Federal Tax Deposit	OL IRS 5.22	$1,290.60			
					100-41110-122-	Council/Town Board	$14.80
					100-41110-171-	Council/Town Board	$18.26
					100-41425-122-	Clerk	$44.02
					100-41425-171-	Clerk	$54.32
					100-41110-135-	Council/Town Board	$3.46
					201-43127-135-101	Road Maintenance Employee	$65.26
					201-43127-122-101	Road Maintenance Employee	$279.00
					201-43127-171-101	Road Maintenance Employee	$684.92
					100-41510-135-	Treasurer	$3.63
					100-41425-135-	Clerk	$10.30
					100-41510-171-	Treasurer	$19.13
					100-41510-122-	Treasurer	$15.50
					100-41001-106-	General Government	($0.04)
					201-43127-135-103	Road Maintenance Employee	$7.40
					201-43127-122-103	Road Maintenance Employee	$31.62
					201-43127-171-103	Road Maintenance Employee	$39.02
05/09/2022	PERA	PERA Ed 5.31.22	OL PERA Ed5.22	$315.00			
					201-43127-173-	Road Maintenance Employee	$146.25
					201-43127-121-	Road Maintenance Employee	$168.75
05/09/2022	PERA	PERA Ed 5.15.22	OL PERA Ed5.222	$315.00			
					201-43127-173-	Road Maintenance Employee	$146.25
					201-43127-121-	Road Maintenance Employee	$168.75
05/09/2022	PERA	PERA Officers 5.22	OL PERA OFF5.22	$151.78			
					100-41110-173-	Council/Town Board	$8.69
					100-41110-121-	Council/Town Board	$8.69
					100-41425-173-	Clerk	$46.15
					100-41425-121-	Clerk	$53.25
					100-41510-173-	Treasurer	$16.25
					100-41510-121-	Treasurer	$18.75

Date Range : 5/1/2022 To 5/31/2022

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
Total For Selected Claims				$6,271.10			$6,271.10

Ann M. Stafford — Town Supervisor — Date

Christopher D. Hewitt — Chair, Town Supervisor — Date

Richard P. Hennes — Town Supervisor — Date