

POKEGAMA TOWNSHIP
APPROVED REGULAR BOARD MEETING MINUTES
January 11, 2024

Terry Peterson called the meeting to order at 7:01 pm and the Pledge of Allegiance was said. Supervisors present were Jason Zastera, Wayne Whited, Darrin Freetly. Also, present were Administrative Clerk Christy Belsheim, Treasurer Darla Hall, Zoning Administrator Gordy Johnson. Not present Supervisor Dave Deutschlander.

AGENDA

Terry Peterson requested to add attorney Jason Hill from Kennedy and Graven after pay bills, and add Darla Hall's letter to the Treasurer's report. Wayne Whited **motioned** Terry Peterson seconded to approve the agenda with changes. All in favor motion carried.

APPROVE MINUTES

Terry Peterson **motioned** Wayne Whited seconded to approve the December 14th, 2023 Regular Board Meeting Minutes as written. All in favor motion carried.

PAYROLL

Wayne Whited **motioned** Terry Peterson seconded to approve check #14339 through check #14350 and check #14368 through check #14379 Includes PERA, IRS, MN Revenue for a total of \$19,286.91. All in favor motion carried.

SEWER

Jason Zastera **motioned** Terry Peterson seconded to approve check #3575 through check #3577 and check #3579 through check #3581 and ECE EFT \$1,343.90 for a total of \$18,977.16. All in favor motion carried. Jason Zastera **motioned** Wayne Whited seconded to approve check #3578 for \$5,733.70. Wayne Whited yes, Jason Zastera yes, Darrin Freetly yes. Terry Peterson abstains due to conflict of interest. Motion carried

TOWNSHIP

Terry Peterson **motioned** Darrin Freetly seconded to approve check #14351 through check #14367 EFT Viastat \$176.64, EFT Verizon \$164.91. For a total of \$27,379.77. All in favor motion carried.

Attorney Jason Hill from Kennedy Graven was invited here tonight. Attorney Hill introduced himself and explained he has been working in local government for 20 years. He has been with Kennedy and Graven for 5 ½ years and works closely with Troy Gilchrist. Hill has experience in general counsel legal services in various township matters, roads, subordinate service districts, contract, development agreements, land use and zoning. Hill is familiar with Pine County he represents Pine City Township. Terry Peterson stated right now we are using Mike Couri. The

Town Board will make a decision and let him know their decision. After the reorganizational meeting in April.

TREASURER

Treasurer Darla Hall went over the cash control statement and read off the ending balance in each account General \$75,312.35, Road & Bridge \$121,744.87, COVID \$75,961.55, Equipment \$25,227.74, Zoning \$37,414.39, VOTER \$214.12, Fire \$74,258.82, Shop \$69,187.73, For a total ending balance \$479,321.57. Hall explained the local government aid has come in and market value credit. There are 3 CD'S coming due in February and March that need to be taking care before they automatically renew. Terry Peterson **motioned** Wayne Whited seconded to accept the Treasurer's report as given. All in favor motion carried. Terry Peterson read aloud Treasurer Darla Hall's resignation letter. He stated we are sad to see her go and she will be missed greatly. Jason Zastera **motioned** Wayne Whited seconded to accept Darla Hall's resignation letter. All in favor motion carried. Terry Peterson explained that Emeri Hagfors has shown interest in the treasurer position. She is the clerk/treasurer with the City of Brook Park and is here tonight Terry Peterson **motioned** Darin Freetly seconded to hire Emeri Hagfors as treasurer for Pokegama Township. All in favor motion carried. Peterson asked Emeri if she wanted to speak Emeri was caught off guard and did not realize she was going to be hired tonight. There was no discussion on wages or hours she will be working.

BUILDING

Jason Zastera suggested to table the shop addition for now and readdress in the spring/summer.

CLERK

Administrative Clerk Christy Belsheim stated that there are 2 elections coming in March and needs election judge approval. Terry Peterson **motioned** Jason Zastera seconded to approve the following elections judges for the March 5th, and March 12th election, Cordia Swenson, Bette Holdorf, Pauline Royce, Anita Sparks, Tina Broussard, Christy Belsheim, Wendy Nelson, Tom Howard, Laura Kryzer, Robin Roatch. Tori Sigurdson and Elaine Garaghty are approved only for the March 5th election. All in favor motion carried. Wayne Whited **motioned** Terry Peterson seconded to approve Resolution 2024-1 to appoint absentee ballot board Cordia Swenson, Bette Holdorf, Pauline Royce, Anita Sparks, Tina Broussard, Christy Belsheim, Wendy Nelson, Laura Kryzer, Robin Roatch, Elaine Garaghty.

ZONING

Zoning Administrator Gordy Johnson explained to the town board Kelvin and Clifton Coker applied for a variance, requesting relief from Section 6.32 of the Pokegama Township Shoreland Zoning Ordinance to construct a 914 sq ft. guest cottage. This section of the Ordinance allows one guest cottage, not to exceed 700 sq.ft. Darrin Freetly **motioned** Jason Zastera seconded to accept Kelvin and Clifton Variance to construct a 914 sq.ft guest cottage with the findings and facts of the planning commission. All in favor motion carried.

FIRE – NONEROADS

- A. Road Supervisor Wayne Whited suggested we advertise for bids for approximately 7,500-8,000 cy of gravel. Peterson mentioned the grader operator has started a list of roads that need to be done. Wayne Whited **motioned** Terry Peterson seconded to advertise for 7,500-8,000 cy of gravel. The bids are to be received before the Regular Board meeting March 14th, 2024. Whited mentioned that we should contact Envirotech for dust coating. Clerk Belsheim will advertise for gravel bids and contact Envirotech.
- B. Terry Peterson **motioned** Wayne Whited seconded to approve Central Right of Ways Contract for ditch mowing in July and October. All in favor motion carried.

SEWER

- A. Supervisor Jason Zastera stated he feels we need to start with a clean slate and have a new cost of service study completed. MSA study he feels there was really no solid results. Zoning Administrator mentioned Boulton has worked with other township and use a buy in method. Mentioned we should get examples of their work. Zastera feels hitting a reset button would be easier on everyone. Terry Peterson suggested that Zastera works on it.
- B. Control Panels have been ordered and there is a long lead time on them. Zastera asked if the bid was itemized. The itemized list was in last month's packet.
- C. Pokegama Lake MHC/RV Parks - Clerk Belsheim explained the amending settlement agreement is ready for approval. The changes made, PLR Land LLC property was added to the agreement. The wording in the televising of the sewer line paragraph 9. The park acknowledges payment was received from Pokegama Township. The screen for the dump station is in place and will be maintained. There were a few other minor changes in wording. The Town Board look over the settlement agreement and the changes. Jason Zastera **motioned** Darring Freetly seconded to approve Pokegama Lake MHC/RV Parks First Amended and Restated Settlement Agreement. All in Favor. Motion carried.

NEW BUSINESS

- A. Terry Peterson **motioned** Wayne Whited seconded to set the Board of Audit Meeting for Thursday Feb. 8th, 2024 at 6:00 pm with the Regular Board Meeting immediately following. All in favor motioned carried.
- B. Terry Peterson **motioned** Jason Zastera seconded to set the Reorganizational Meeting for April 11th, 2024 at 6:00 pm with the Regular Board Meeting immediately following. All in favor motion carried.
- C. Terry Peterson **motioned** Wayne Whited seconded to give \$200 bonus to employees Administrative Clerk Christy Belsheim, Zoning Administrator Gordy Johnson, Treasurer Darla Hall and Grader Operator Jeff Wimmer. All in favor motion carried.

- D. Clerk Belsheim mentioned she has contacted Cybert Computer in Askov, and waiting to hear back from back them, for a quote on tablets to use for meetings rather than using paper board packets.

OLD BUSINESS - None

AGENDA REQUEST - None

PUBLIC COMMENT – None

CORRESPONDENCE - None

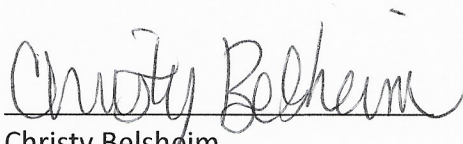
JUNK MAIL None

REMINDERS

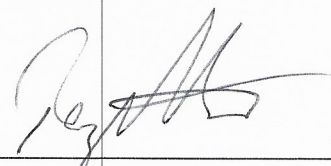
- A. NO Planning Commission on January 15, 2024, Martin Luther King Day
- B. Board of Audit Meeting February 8th, 2024 6:00 pm
- C. Regular Board Meeting February 8th, 2024 immediately following Board of Audit
- D. Presidential Nomination Primary March 5th, 2024 7:00am-8:00pm
- E. Township Election March 12th, 2024 10:00 am-8:00 pm
- F. Annual Meeting March 12th, 2024 8:15 pm
- G. Board of Appeal and Equalization Meeting April 23rd, 2024 at 9:00 am

ADJOURN

Jason Zastera **motioned** Darrin Freetly seconded to adjourn the January 15th, 2024 Regular Board Meeting. All in favor motion carried. Meeting adjourned 7:53 pm



Christy Belsheim
Administrative Clerk



Terry Peterson
Chairman