

POKEGAMA TOWNSHIP
APPROVED REGULAR BOARD MEETING MINUTES
FEBRUARY 8TH, 2024

Terry Peterson called the meeting to order at 7:09 pm and the Pledge of Allegiance was said. Supervisor who was present were Jason Zastera, Wayne Whited, Darrin Freetly, Dave Deutschlander. Also, present were Administrative Clerk Christy Belsheim. Zoning Administrator Gordon Johnson, no Treasurer present

AGENDA

Dave Deutschlander **motioned** Jason Zastera seconded to accept the agenda as written. All in favor motioned carried.

APPROVE MINUTES

Jason Zastera **motioned** Wayne Whited seconded to approve the January 11th, 2024 Regular Board meeting minutes as written. Jason Zastera yes, Wayne Whited yes, Terry Peterson yes, Darrin Freetly yes, Dave Deutschlander abstains due to being absent from the meeting, motion carried.

PAYROLL

Jason Zastera **motioned** Terry Peterson seconded to approve check # 14380 through Check # 14401 includes PERA, INS, MN Revenue for a total of \$18,222.51. All in favor motion carried.

SEWER

Wayne Whited **motioned** Terry Peterson seconded to approve check # 3582 through check # 3585 and check # 3587 through check # 3590 & ECE EFT \$1,800.97 for a total of \$10,775.58. All in favor motioned carried. Wayne Whited **motioned** Dave Deutschlander seconded to approve check # 3586 for \$24,776.50. Wayne Whited yes, Dave Deutschlander yes, Jason Zastera yes, Darrin Freetly yes, Terry Peterson abstains due to conflict of interest. Motion carried.

TOWNSHIP

Terry Peterson **motioned** Dave Deutschlander seconded to approve check # 14402 through check # 14411 & EFT Viastat \$176.64 and EFT Verizon \$165.10. for a total of \$7,002.98. All in favor motion carried.

TREASURER

- A. Administrative Clerk Belsheim read off the ending balances in each account with a total ending balance of \$451,767.88. The township received \$118,389.54 from FEMA. That will show up on next month's cash control statement.
- B. Belsheim asked for permission to write off uncollectable sewer user fees. These are from either title company's not contacting the township prior to closing or people not paying

- their final bill. Dave Deutschlander **motioned** Terry Peterson seconded to write off as uncollectable Kathleen Bartheidel 11623 Sunny Drive 28.0888.000, \$49.00, Ron & Kathy Morris 11247 Lakeview Heights, 28.5427.000, \$126.66. Ron Scharmer 14957 Maple Leaf, 28.5167.000, \$1.14, John Swanson III 18961 Highwood Shores, 28.5249.000, \$226.33, Donna Vettling 11170 Lakeview Heights, 28.5436.000, \$152.83. Total balance to write off \$555.96. All in favor motion carried.
- C. Clerk Belsheim explained there are 2 CD's coming due on February 29th, the cd's need to be reinvested within 10 days of the due date. The town board looked at current interest rates. Terry Peterson **motioned** Darrin Freetly seconded to grant Administrative Clerk Christy Belsheim authority to reinvest the 2 cd's at Stearns Bank coming due on February 29th, 2024 at the bank with the best rate possible at the time. The town board suggested to invest 1 for 12-month and 1 for 24 months depending on rates. All in favor motion carried. There will be one more CD due March 21, 2024.
- D. Terry Peterson stated the treasurer's position has now been posted with no other inquires. Emeri Hagfors spoke and explained she has CTAS and Quick Book experience, she is the Clerk/Treasurer for City of Brook Park, and also does the books for her husband's logging company. She also has knowledge in utility billing. Peterson **motioned** Dave Deutschlander seconded to appoint Emeri Hagfors as Pokegama Township's Treasurer with hourly rate of \$21.00/hr. All in favor motion carried.
- E. Jason Zastera **motioned** Terry Peterson seconded to go over the sewer financials during the treasurer's report . All in favor motion carried.

BUILDING

Wayne Whited mentioned the sign above the door of the town all entrance should be replaced. the street sign also needs some attention. Dave Deutschlander will look into new sign pricing. The parking lot needs striping done for the March Elections. Terry Peterson **motioned** Dave Deutschlander seconded to approve \$200 for striping in the parking lot. All in favor motion carried. Darrin Freetly will take care of the parking lot.

CLERK

Administrative Clerk Christy Belsheim stated she received 2 tablet quotes ranging from \$210-\$350 not including a case or keyboard from Cybert PC. There was a brief discussion on the tablets. Clerk Belsheim is to check on paper cost for 1 year and how much Cybert PC would charge to help with set up.

ZONING-NONE

FIRE – NONE

ROAD

- A. Envirotech Quote – The supervisor looked over the quote from Envirotech. Terry Peterson **motioned** Wayne Whited seconded to accept the quote from Envirotech for DuraBlend CEP for \$1.66/gal. All in favor motion carried. The clerk will contact Envirotech to get on their list.
- B. The town board looked at the road gravel list for this year.
- C. The posts that were placed by a homeowner on Tanglewood, Sunny Drive and they are still there. The homeowner was sent a letter stating he had until January 31st, 2024 to remove them. The township will remove them.

SEWER

- A. Clerk Belsheim explained the Floppy Crappie and Lake Appeil sewer user fees resolutions need to be updated with the user fee increase. Both the Floppie Crappie and Lake Appeil were notified that we are discussing their user fees tonight. Terry Peterson **motioned** Dave Deutschlander seconded to approve Resolution 2024-3 Floppie Crappie sewer user fees. All in favor motion carried. Dave Deutschlander **motioned** Wayne Whited seconded to approve Resolution 2024-4 Lake Appeil sewer user fees. All in favor motion carried
- B. Clerk Belsheim explained our attorney Mike Couri suggested to remove Section 7.4 Indemnification section in the LJJ contract. Jason Zastera **motioned** Darrin Freetly seconded to approve LJJ Contract with Section 7.4 Indemnification section removed. Jason Zastera yes, Wayne Whited yes, Dave Deutschlander yes, Darrin Freetly yes, Terry Peterson abstains due to conflict of interest.

NEW BUSINESS

Clerk Belsheim explained it is required to have an Earned Sick and Safe Policy in place. ESST Policy states that every Township employee is eligible for sick and safe time if they work at least 80 hours a year. One hour of sick and safe time is earned for every 30 hours worked. Terry Peterson **motioned** Dave Deutschlander seconded to approve the Pokegama Township Sick and Safe Time Policy. All in favor motion carried. Terry Peterson **motioned** Wayne Whited seconded to approve Resolution 2024-2 Adopting a Township Sick and Safe Time Policy. All in favor motion carried.

OLD BUSINESS

Jason Zastera **motioned** Darrin Freetly seconded to give Theresa Behrens \$200 Bonus. All in favor motion carried.

AGENDA REQUEST – NONE

PUBLIC COMMENTS – NONE

CORRESPONDENCE – NONE

JUNK MAIL

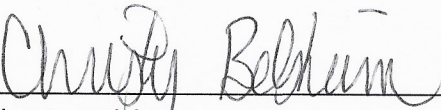
Terry Peterson **motioned** Jason Zastera seconded to destroy the junk mail. All in favor motion carried.

REMINDERS

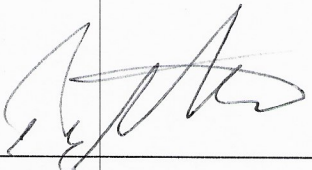
- A. NO Planning Commission meeting in February (Presidents Day)
- B. Presidential National Primary Election March 5th, 2024 7:00 am-8:00 pm
- C. Township Election March 12th, 2024, 10:00 am-8:00pm
- D. Annual Township Meeting March 12th, 2024, 8:15 pm
- E. Regular Board Meeting March 14th, 2024, 7:00 pm
- F. Reorganizational Meeting April 11th, 2024, 6:00 pm
- G. Regular Board Meeting April 11th, 2024, following Reorg Meeting
- H. Board of Appeal and Equalization April 23rd, 2024 at 9:00 am

ADJOURN

Terry Peterson **motioned** Wayne Whited seconded to adjourn the February 8th, 2024 Regular Board Meeting. All in favor motion carried. Meeting adjourned at 7:53 pm



Christy Belsheim
Administrative Clerk



Terry Peterson
Chairman