

**MINUTES OF THE REGULAR MEETING OF TURTLE RIVER TOWNSHIP BOARD OF SUPERVISORS  
THURSDAY, JANUARY 14, 2021 7:00 pm VIA ZOOM**

Board Members Present: Sam Christenson, Marie Kistler, Craig Forte, Donna Zelinsky, Kevin Williamson  
Bryan Campbell. Absent: Tanya Hanson

Citizens Present: Jan Johnson, Rod Jurkovski, Larry Krantz, David Kloha, Scott Erickson

Chairman Marie Kistler called the meeting to order at 7:00 pm

**CITIZENS INPUT:**

Donna Zelinsky noted that MAT suggests that township deputy treasurers and deputy clerks should attend Board of Supervisors meetings at least quarterly. Bryan Campbell made a motion, seconded by Craig Forte to request these deputies to attend a meeting every quarter and should receive payment at the regular rate for their attendance. Roll call vote was taken as follows: Sam Christenson – yes, Bryan Campbell – yes, Craig Forte – yes, Kevin Williamson – yes, Marie Kistler – yes.

**CONSENT AGENDA:**

Sam Christenson made a motion to approve the consent agenda as follows:

- A. December Regular Town Board Meeting Minutes
- B. December Treasurers Report- For December 2020 Receipts totaled \$116,050.01 and disbursements were \$36,720.86. The township bank statement balance totaled \$499,849.73. Bills and Claims for the month of #10379 to #10397 were presented for approval and payment in the amount of \$36,740.86.
- C. Appoint election judges for township elections- Amy Christenson, Jan Johnson, Tammy Rogers

The motion was seconded by Bryan Campbell. Roll call vote: Sam Christenson – yes, Bryan Campbell – yes, Marie Kistler – yes, Kevin Williamson – yes, Craig Forte – yes.

**ITEMS FOR INDIVIDUAL DISCUSSION:**

1. Addition to Cemetery: Rod Jurkovski, Cemetery Sexton, discussed adding property to the current cemetery. This addition would extend the cemetery by 80 feet (north/south) and 150 feet (east/west) and this addition would be half the size of the existing cemetery and would provide 96 additional plots. There are currently 62 open plots available. There are no permit issues or restrictions with the County although they suggest having corner posts. Some landscape work would need to be done and the fencing would be changed. Rod will secure quotes and present them to the Board before a final decision is made.
2. Zoning Ordinance Update: David Kloha communicated with the attorney working with the ordinance and was told that while the updated ordinance is not yet ready, we should have a rough draft in a week or so. Donna Zelinsky requested that billings from the attorney should clearly explain the breakdown of the billings submitted.
3. Land Use Permit – Peder Johnson. David Kloha reviewed the submitted application. All Zoning Board members approved the land use permit. Bryan Campbell indicated Mr. Johnson will need a culvert for the second driveway and Peder will contact him for further information. Mr. Johnson has been in contact with the County regarding septic system regulations and he will seek profession guidance on the placement and type of system to be installed. Sam Christenson made a motion to approve the land use permit, seconded by Bryan Campbell. Roll call vote: Sam Christenson – yes, Bryan Campbell – yes, Craig Forte – yes; Kevin Williamson – yes, Marie Kistler – yes.
4. Assessor Meetings: David Kloha indicated that Beltrami County Assessor Bruce Dahlen is willing to have meetings via Zoom or at the town hall with township residents to discuss any issues they may have regarding the assessing process. The GIS online application has also been updated and can offer additional information to residents.

5. January Meeting for Road Planning. This meeting has been set for Tuesday, January 21 at 7:00 and will discuss the three year road plan as well as LRIP funding. Substantial grant money has been made available to townships by the Minnesota legislature. Grant money can be requested from December 2, 2020 to March 3, 2021. Consensus was it would be a good idea to make application for additional funds.

6. Plans for Remote Annual Meeting. Sam Christenson made a motion to adopt the following resolution, seconded by Kevin Williamson.

**RESOLUTION ESTABLISHING THE ABILITY CONDUCT THE ANNUAL MEETING BY TELEPHONE**

**WHEREAS**, on March 13, 2020, Minnesota Governor Tim Walz issued Executive Order 20-01, "Declaring a Peacetime Emergency and Coordinating Minnesota's Strategy to Protect Minnesotans from COVID-19," declaring a peacetime emergency under Minn. Stat. § 12.31, subd. 2.

**WHEREAS**, the Center for Disease Control has labeled COVID-19 as a pandemic illness.

**WHEREAS**, COVID-19 poses a risk to the health, welfare, and safety of the public.

**WHEREAS**, the Minnesota Department of Health has issued guidelines and recommendations to slow the spread of COVID-19 that include limiting social interaction.

**WHEREAS**, the Township provides important services related to transportation, public safety, economic development, education, and protection of property.

**WHEREAS**, Minn. Stat. § 13D.021 permits open meetings to be conducted through teleconferencing if:

1. the presiding officer for the governing body finds it not practical or prudent to meet in person because of a health pandemic or an emergency declared under Minn. Stat. Ch. 12;
2. all members of the body participating in the meeting, wherever their physical location, can hear one another and hear all testimony and discussion;
3. members of the public presents at the regular meeting location can hear all discussion, testimony, and votes of the public body, unless attendance at the meeting is not feasible due to health pandemic or emergency declaration;
4. at least one member of the body, chief legal counsel, or chief administrative officer is present at the regular meeting location, unless unfeasible due to health pandemic or emergency declaration; and
5. all votes of the body are conducted by roll call so each member's vote can be identified and recorded.

**WHEREAS**, the Township Chairperson finds it is not practical or prudent to hold the Annual Meeting in person because of pandemic and public health emergency.

**WHEREAS**, the Township Board finds that public attendance at the meeting is not feasible due to health pandemic and public health emergency and the Township Board will not have any member, counsel, or administrator present at the regular meeting location.

**Now Therefore, Be It Resolved**, that the Town Board of Turtle River Township, Beltrami County, Minnesota, will conduct the annual meeting through teleconferencing so long as a health pandemic exists or an emergency is declared under Minn. Stat. Ch. 12.

Adopted this 14th day of January, 2021.

Roll call vote: Sam Christenson – yes, Marie Kistler – yes, Craig Forte – yes, Kevin Williamson – yes, Bryan Campbell – yes. Citizens can vote at the town hall. Logistics will be further discussed at the February Board of Supervisors meeting.

7. Agreement with Northern Township. Sam Christenson a contract to be sent to Northern Township regarding maintenance and responsibilities for Little Bass Lake Road (etal). Tanya Hanson will draft a letter to be sent with the contract. The State of Minnesota requires that there be cost sharing in situations like this. A motion was made by Kevin Williamson, seconded by Bryan Campbell to approve the contract and to send it to Northern Township. Roll call vote: Sam Christenson – yes, Marie Kistler – yes, Bryan Campbell – yes, Craig Forte – yes.
8. Board of Audit Meeting. This meeting is set for February 4<sup>th</sup>, 7:00, at the town hall to review the financial books. Some members of the board will join the meeting via Zoom and others will go to the town hall along with Donna Zelinsky and Tanya Hanson.
9. Independent Contractors – Certificates of Insurance / W-9 forms. Donna Zelinsky noted that all contractors doing work for the township are required to have a Certificate of Insurance and W-9 forms on file with the township to be in compliance. Most contractors are aware of these forms and likely have them already. If not, they can be printed off the internet. Board Supervisors will be looked at to follow through in getting these forms from those doing work for the township and giving them to Donna and Tanya.
10. Pay for Annual Meeting. Clerk Tanya Hanson and the appointed monitor for the meeting are the only people who get paid for attending the Annual Meeting. All others are there as citizens. The Board would have to decide if any others are to be paid.
11. Article in Township Insider. Karen Snortland did an article for the Township Insider about Turtle River Township. Perhaps it could be put on our Facebook site so more people can read it.
12. Yearly Conflict of Interest Forms. This form should be turned in at the Annual Meeting and more frequently if needed. Craig Forte will print off additional forms and leave at the town hall.
13. Sidewalk Clearing. Rod Jurkovski was thanked for doing a great job in clearing the snow.
14. Website. Scott Erickson presented his proposal and design overview for the website. Links should be added for the Ordinance and Planning and Zoning. There were no other proposals sought other than that from Scott Erickson. Fees are \$700 for a kickstart, \$1400 as a one time expense and \$600 a year for a service agreement. This fee would include updates, training for posting and scheduling, additional changes during the year and additional training. Typically there are monthly updates. This fee can be eliminated after one year if no changes are expected. An hourly rate can be established if needed. Karen Snortland can work with Scott regarding Facebook and Jan Johnson can work with him regarding the town hall scheduling calendar online. Documents or information not on the current website should be given to Tanya and she will send to Scott. Sam Christenson made a motion to accept the contract with Scott Erickson, seconded by Bryan Campbell. Roll Call vote: Sam Christenson – yes, Bryan Campbell – yes, Craig Forte – yes, Kevin Williamson – yes, Marie Kistler – yes.
15. Security Cameras. Bryan Campbell presented information regarding security cameras. Tentative plans would be for a monitor and five devices at a cost of about \$20 per month to get real time looks. The cost of the cameras and monitor is between \$900 and \$1000. Possible locations of cameras would be the parking lot, rear NE corner, picnic shelter, and near cemetery. Bryan will present further information at the February meeting.
16. Gravel Pit CUP. Jim Peters sent a letter to Beltrami County in December indicating they were required to get a CUP. They responded they did not need one; Mr. Peters recontacted the County and is awaiting their response. It is a work in progress.
17. Town Hall Sign. Kevin Williamson requested sign quotes from Amity Graphics and Tim Meyers. Quotes should be ready by next meeting. Bryan Campbell showed a logo from Turtle River and would like to incorporate this kind of

scenery into the new sign. Bryan will get a copy to Tanya; she can forward it to Kevin to give to bidders for possible layout ideas.

18. Furnace. Hank Imsande looked at the furnace and has designed a fix which will cost \$250, thus eliminating the need for purchasing a new furnace. He felt the furnace was in good condition but that it should be inspected in the fall with timely inspections in the years ahead.

Meeting adjourned at 8:30 PM.

Respectfully submitted,

Marie Kistler, Chair

Jan Johnson, Deputy Clerk