

Public

**ROOSEVELT TOWNSHIP
BOARD MEETING
AGENDA
December 9th, 2024**

1. Call to Order
2. Agenda approval
3. Crow Wing County Highway Department
4. Minutes – November 11th, 2024, Board Meeting
5. November Treasurer's Report
6. Claims for Approval
7. Road & Equipment Reports
 - Equipment
 - Roads
8. Open Forum

Other Information:

- I will be publishing a notice of the Annual Town Meeting (March 11, 2024) and the 3 spots that are up for election (Treasurer & 2 Supervisor – Slades term exp 2028 and Darlas term exp 2027). The first day of filing for a township office is December 31, 2024, and ends January 14, 2025.

ADJOURNMENT

**ROOSEVELT TOWNSHIP
BOARD MEETING
November 11, 2024**

1. The meeting was called to Order at 7:00 pm by Chairman, Sonya Crocker.
All officers were present.

Sonya led the Flag Pledge.

2. Motion by Sonya to approve the agenda as written, 2nd by Slade all approved, motion carried.
3. Motion by Slade to approve the October 14th, 2024, Board Minutes as written, motion was 2nd by Darla, all approved, motion carried.
4. Sonya moved to accept the October Treasurer's report as read; 2nd by Slade, all approved, motion carried.

5. Road & Equipment Report:

- Equipment: Good.
- Roads: Lots of grading happening, a couple of stumps needed to be removed.
- Probation is up for Jacoby the 60 days are up. Jacoby would like to go Salary. Sonya is thinking we need to meet. We will discuss December meeting and potentially start January 1st 2025.
- Slade makes a motion to preapprove all checks for the road maintenance employee paid on the 15th and 30/31st, (Paycheck, reimbursement check, PERA and Child Support); 2nd by Darla, all approved, motion carried.

6. Slade moved to approve the claims as listed, motion was 2nd by Darla, all approved, motion carried.
7. Sonya makes a motion to approve anyone that wants to go to the Friday, December 13th and Saturday December 14th annual conference, 2nd by Slade, all approved, motion carried.

8. Open Forum:

- A gentleman is interested in purchasing the 1 acer piece on 2, yard roughage. Since the public uses it this should be brought up at the annual meeting, March 11, 2025.

At 7:22 pm, Sonya moved to close the meeting, 2nd by Slade, all in favor, motion passed.

Meeting adjourned.

Breanna Cielinski
Roosevelt Township Clerk

Approved _____
Sonya Crocker, Chairman

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

DATE: 11/30/2024
MONTH November

FROM BANK STATEMENT:

\$139,976.34 DEERWOOD CHECKING ENDING BALANCE
\$447.16 DEDUCT CHECKS OUTSTANDING
\$139,529.18 TOTAL

CHECKS OUTSTANDING:

10430	\$250.00
10482	\$46.17
10674	\$129.29
10687	\$21.70
	<u>\$447.16</u>

TREASURER SIGNATURE:

Bonnie Orton

Date of Report : 12/4/2024

Outstanding Checks

<u>Date of Check</u>	<u>Check Number</u>	<u>To Whom Paid</u>	<u>Check Amount</u>
05/13/2024	10430	Garrison Area Caregivers - Food She	\$250.00
08/12/2024	10482	Payroll Period Ending 07/31/2024	\$46.17
11/11/2024	10574	Payroll Period Ending 11/11/2024	\$129.29
11/11/2024	10587	Emily Lanin	\$21.70
		Total	\$447.16

There are no receipt records for the selected date range.

As of 12/2/2024

Fiscal Year : 2024

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursements</u>	<u>Ending Balance</u>
General Fund	\$81,443.64	\$38,033.88	\$58,777.89	\$60,699.63
Road and Bridge	\$46,408.92	\$130,603.37	\$123,828.96	\$53,183.33
Recycling Fund	\$643.27	\$0.00	\$78.00	\$565.27
Fire Protection Fund	\$22,424.44	\$16,649.02	\$19,919.00	\$19,154.46
New Equipment/Gravel Fund	\$2,161.40	\$641.66	\$1,350.00	\$1,453.06
General Debt Service (Identify)	\$2,294.87	\$202.35	\$0.00	\$2,497.22
Tax Abatement Debt Fund	\$1,810.46	\$165.75	\$0.00	\$1,976.21
Total :	\$157,187.00	\$186,296.03	\$203,953.85	\$139,529.18

For the Period : 11/1/2024 To 11/30/2024

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>	<u>Less Deposits In Transit</u>	<u>Plus Outstanding Checks</u>	<u>Total Per Bank Statement</u>
General Fund	\$66,687.31	\$0.00	\$6,018.67	\$60,668.64	\$0.00	\$447.16	\$61,115.80
Road and Bridge	\$56,896.27	\$0.00	\$3,681.95	\$53,214.32	\$0.00	\$0.00	\$53,214.32
Recycling Fund	\$565.27	\$0.00	\$0.00	\$565.27	\$0.00	\$0.00	\$565.27
Fire Protection Fund	\$19,154.46	\$0.00	\$0.00	\$19,154.46	\$0.00	\$0.00	\$19,154.46
New Equipment/Gravel Fund	\$1,453.06	\$0.00	\$0.00	\$1,453.06	\$0.00	\$0.00	\$1,453.06
General Debt Service (Identify)	\$2,497.22	\$0.00	\$0.00	\$2,497.22	\$0.00	\$0.00	\$2,497.22
Tax Abatement Debt Fund	\$1,976.21	\$0.00	\$0.00	\$1,976.21	\$0.00	\$0.00	\$1,976.21
Total	\$149,229.80	\$0.00	\$9,700.62	\$139,529.18	\$0.00	\$447.16	\$139,976.34

Darla Kellner	Vice Chair, Town Supervisor	Date
Slade S Fetters	Town Supervisor	Date
Sonya F Crocker	Chair, Town Supervisor	Date

Disbursements Register

Town of Roostert

Fund Name: All Funds

Date Range: 11/01/2024 To 11/30/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
11/11/2024	Payroll Period Ending 11/11/2024	10568	Election Judges	N	Elections	100-41410-112-	\$ 203.17
	Total For Check	10568					\$ 203.17
11/11/2024	Payroll Period Ending 11/11/2024	10569	Election Judges	N	Elections/Other than Clerk	100-41960-112-	\$ 166.23
	Total For Check	10569					\$ 166.23
11/11/2024	Payroll Period Ending 11/11/2024	10570	Election Judges	N	Elections/Other than Clerk	100-41960-103-	\$ 129.29
	Total For Check	10570					\$ 129.29
11/11/2024	Payroll Period Ending 11/11/2024	10571	Election Judges	N	Elections/Other than Clerk	100-41960-103-	\$ 147.76
	Total For Check	10571					\$ 147.76
11/11/2024	Payroll Period Ending 11/11/2024	10572	Election Judges	N	Elections/Other than Clerk	100-41960-103-	\$ 129.29
	Total For Check	10572					\$ 129.29
11/11/2024	Payroll Period Ending 11/11/2024	10573	Election Judges	N	Elections/Other than Clerk	100-41960-103-	\$ 166.23
	Total For Check	10573					\$ 166.23
11/11/2024	Payroll Period Ending 11/11/2024	10574	Election Judges	N	Elections/Other than Clerk	100-41960-103-	\$ 129.29
	Total For Check	10574					\$ 129.29
11/11/2024	Payroll Period Ending 11/11/2024	10575	Election Judges	N	Elections/Other than Clerk	100-41960-112-	\$ 249.34
	Total For Check	10575					\$ 249.34
11/11/2024	Payroll Period Ending 11/11/2024	10576	Election Judges	N	Elections/Other than Clerk	100-41960-103-	\$ 203.17
	Total For Check	10576					\$ 203.17
11/11/2024	Payroll Period Ending 11/11/2024	10577	Officers Payroll October 2024	N	Clerk	100-41425-103-	\$ 695.38
	Total For Check	10577					\$ 695.38
11/11/2024	Payroll Period Ending 11/11/2024	10578	Officers Payroll October 2024	N	Council/Town Board	100-41110-103-	\$ 131.02
	Total For Check	10578					\$ 131.02
11/11/2024	Payroll Period Ending 11/11/2024	10579	Officers Payroll October 2024	N	Council/Town Board	100-41110-103-	\$ 43.67
	Total For Check	10579					\$ 43.67
11/11/2024	Payroll Period Ending 11/11/2024	10580	Officers Payroll October 2024	N	Council/Town Board	100-41110-103-	\$ 148.49
	Total For Check	10580					\$ 148.49

Fund Name: All Funds

Date Range: 11/01/2024 To 11/30/2024

Date Vendor Check #
 11/11/2024 Payroll Period Ending 11/11/2024 10581
 Total For Check 10581

F-A-O-P
 100-41510-103-
 \$ 351.98
 \$ 351.98

11/11/2024 Bonnie Orton
 10582 44.39
 10582 12.46
 10582 15.00
 Total For Check 10582 71.85

Mileage & Per Diem
 Mileage/Other than Clerk

11/11/2024 Breanna Cielinski
 10583 40.20
 10583 15.00
 10583 50.00
 10583 19.43
 Total For Check 10583 124.63

Phone and Transportation & Per Diem
 Elections
 Clerk

11/11/2024 Lyle Krych
 10584 8.71
 10584 15.00
 Total For Check 10584 23.71

Election Mileage and Per Diem
 Elections/Other than Clerk
 Meal

11/11/2024 Bobbie Germanson
 10585 4.69
 10585 15.00
 Total For Check 10585 19.69

Election Mileage and Per Diem
 Elections/Other than Clerk
 Meal

11/11/2024 Marge Kotten
 10586 15.00
 Total For Check 10586 15.00

Election Mileage and Per Diem
 Elections/Other than Clerk
 Meal

11/11/2024 Emily Lanin
 10587 6.70
 10587 15.00
 Total For Check 10587 21.70

Election Mileage and Per Diem
 Elections/Other than Clerk
 Meal

11/11/2024 Sherry Shockman
 10588 56.95
 10588 15.00
 Total For Check 10588 71.95

Election Mileage and Per Diem
 Elections/Other than Clerk
 Meal

11/11/2024 Sonya Crocker
 10589 69.68
 10589 18.76
 10589 15.00

Mileage and Meals
 Council/Town Board
 Elections/Other than Clerk

Fund Name: All Funds

Date Range: 11/01/2024 To 11/30/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
		10589					103.44
11/11/2024	Darla Kellner	10590	Mileage & Per Diem	N	Elections/Other than Clerk	100-41960-331-	61.64
		10590				100-41960-331-	0.67
		10590				100-41960-437-	15.00
		10590					77.31
11/11/2024	Leach Electric	10591	Lights	N	General Government	100-41001-223-	1,764.00
		10591					1,764.00
11/11/2024	Crow Wing Power	10592	Monthly Bill	N	General Government Buildings and Plant	100-41940-381-	31.00
		10592					31.00
11/11/2024	CWC Highway Dept.	10593	Signage and Labor Charge	N	Sign Maintenance	201-43110-226-	56.63
		10593					56.63
11/11/2024	Card Service Center	OL111120241	Shop Supplies and ink	N	Clerk	100-41425-202-	20.99
		OL111120241				100-41425-322-	75.55
		OL111120241				201-43126-215-	39.87
		OL111120241					136.41
11/11/2024	PERA	OL111120242	OFFICERS NOVEMBER PERA	N	General Government	100-41001-121-	18.50
		OL111120242				100-41001-173-	18.50
		OL111120242				100-41425-121-	60.75
		OL111120242				100-41425-173-	52.65
		OL111120242				100-41510-121-	30.75
		OL111120242				100-41510-173-	26.65
		OL111120242					207.80
11/11/2024	PERA	OL111120243	Jacoby Oct 31 2024	N	Road Maintenance Employee	201-43127-121-	176.40
		OL111120243				201-43127-173-	152.88
		OL111120243					329.28
11/11/2024	IRS	OL111120244	Federal Tax Deposit -for Q3	N	General Government	100-41001-106-	(0.04)
		OL111120244				100-41001-122-	22.94
		OL111120244				100-41001-135-	5.38
		OL111120244				100-41001-171-	28.32
		OL111120244				100-41410-122-	13.64
		OL111120244				100-41410-135-	3.19
		OL111120244				100-41410-171-	16.83
		OL111120244				100-41425-122-	50.22
		OL111120244				100-41425-135-	11.75

Fund Name: All Funds

Date Range: 11/01/2024 To 11/30/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
		OL111120244				100-41425-171-	61.97
		OL111120244			Treasurer	100-41510-122-	25.42
		OL111120244				100-41510-135-	5.95
		OL111120244				100-41510-171-	31.37
		OL111120244			Elections/Other than Clerk	100-41960-122-	88.66
		OL111120244				100-41960-135-	6.53
		OL111120244				100-41960-171-	123.61
		OL111120244			Road Maintenance Employee	201-43127-122-101	289.54
		OL111120244				201-43127-135-101	67.71
		OL111120244				201-43127-171-101	550.88
		OL111120244					1,403.87
11/14/2024	Payroll Period Ending 11/14/2024	10594	Jacoby 11/15/2024	N	Road Maintenance Employee	201-43127-103-	1,251.64
		10594					1,251.64
11/14/2024	Jacoby Kelim	10595	Miles and Cell Phone	N	Road Maintenance Employee	201-43127-321-	25.00
		10595				201-43127-331-	103.92
		10595					128.92
11/14/2024	Minneosta Child Support Payment	10596	After Tax Deductions	N	Road Maintenance Employee	201-43127-101-101	627.00
	Cen						
		10596					627.00
11/14/2024	PERA	OL11142024	Jacoby November 14 2024	N	Road Maintenance Employee	201-43127-121-	182.40
		OL11142024				201-43127-173-	158.08
		OL11142024					340.48
							9,700.62
Total For Selected Checks							

Date Range : 11/1/2024 To 11/14/2024

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
11/14/2024	Jacoby Keilm	Miles and Cell Phone	10595	\$128.92	201-43127-321- 201-43127-331-	Road Maintenance Employee Road Maintenance Employee	\$25.00 \$103.92

11/14/2024	Minneosta Child Support Payment Cen	After Tax Deductions	10596	\$627.00	201-43127-101-101	Road Maintenance Employee	\$627.00
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Total For Selected Claims \$755.92

Darla Kellner	Vice Chair, Town Supervisor	Date
Slade S Fetters	Town Supervisor	Date
Sonya F Crocker	Chair, Town Supervisor	Date

Date Range : 11/14/2024 To 11/14/2024

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
11/14/2024	PERA	Jacoby November 14 2024	OL11142024	\$340.48	201-43127-121-	Road Maintenance Employee	\$182.40
					201-43127-173-	Road Maintenance Employee	\$158.08

Total For Selected Claims \$340.48 \$340.48

Darla Kellner	Vice Chair, Town Supervisor	Date
Slade S Fetters	Town Supervisor	Date
Sonya F Crocker	Chair, Town Supervisor	Date

Date Range : 11/24/2024 To 12/2/2024

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
12/02/2024	Jacoby Kelim	Miles and Cell Phone	10598	\$231.36	201-43127-321- 201-43127-331-	Road Maintenance Employee Road Maintenance Employee	\$25.00 \$206.36
12/02/2024	Mimesota Child Support Payment Cen	After Tax Deductions	10599	\$627.00	201-43127-101-101	Road Maintenance Employee	\$627.00
12/02/2024	PERA	Jacoby November 30 2024	OL1222024	\$369.60	201-43127-121- 201-43127-173-	Road Maintenance Employee Road Maintenance Employee	\$198.00 \$171.60
Total For Selected Claims				\$1,227.96			\$1,227.96

Darla Kellner	Vice Chair, Town Supervisor	Date
Slade S Fetters	Town Supervisor	Date
Sonya F Crocker	Chair, Town Supervisor	Date

Date Range : 12/1/2024 To 12/31/2024

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
12/09/2024	Slade Fetters	Miles & Reimburse Expense	10606	\$59.56	201-43127-331-103 201-43127-223-	Road Maintenance Employee Road Maintenance Employee	\$20.77 \$38.79
12/09/2024	Breanna Cielinski	Phone and Transportation	10607	\$63.40	100-41425-321- 100-41425-331-	Clerk Clerk	\$50.00 \$13.40
12/09/2024	MATT-Insurance Trust	Insurance Renewal	10608	\$3,205.00	100-41001-361-	General Government	\$3,205.00
12/09/2024	Centra Sota Cooperative	Diesel fuel	10609	\$923.30	201-43126-217-	Road and Bridge Equipment	\$923.30
12/09/2024	Crow Wing Power	Monthly Bill	10610	\$89.00	100-41940-381-	General Government Buildings and Plant	\$89.00
12/09/2024	CWC Highway Dept.	Signage	10611	\$44.90	201-43110-226-	Sign Maintenance	\$44.90
12/09/2024	Bonnie Orton	Mileage	10612	\$40.19	100-41510-331-	Treasurer	\$40.19
12/09/2024	MN Association of Townships	Spring Short Courses - Sonya and Breanna	10613	\$150.00	100-41001-433-801 100-41425-433-801	General Government Clerk	\$75.00 \$75.00
12/09/2024	Jay Pawlu	DOT Inspection Mack - Fixing Mack	10614	\$1,285.02	201-43126-404-603	Road and Bridge Equipment	\$1,285.02
12/09/2024	Card Service Center	Shop Supplies and Ink	OL12920241	\$228.16	100-41425-202- 100-41425-322-	Clerk Clerk	\$20.99 \$207.17
12/09/2024	PERA	Officers Nov 2024	OL12920242	\$202.10	100-41001-121- 100-41001-173-	General Government General Government	\$17.75 \$17.75

Date Range : 12/1/2024 To 12/31/2024

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
12/09/2024	IRS	Federal Tax Deposit -for Q4	OL12920243	\$1,289.99			
					201-43127-135-101	Road Maintenance Employee	\$73.54
					201-43127-122-101	Road Maintenance Employee	\$314.46
					201-43127-171-101	Road Maintenance Employee	\$626.41
					100-41001-135-	General Government	\$5.15
					100-41001-122-	General Government	\$22.01
					100-41001-171-	General Government	\$27.16
					100-41425-135-	Clerk	\$12.47
					100-41425-122-	Clerk	\$53.32
					100-41425-171-	Clerk	\$65.79
					100-41510-135-	Treasurer	\$4.79
					100-41510-122-	Treasurer	\$20.46
					100-41510-171-	Treasurer	\$25.25
					201-43127-135-103	Road Maintenance Employee	\$3.71
					201-43127-122-103	Road Maintenance Employee	\$15.87
					201-43127-171-103	Road Maintenance Employee	\$19.58
					100-41001-106-	General Government	\$0.02

Total For Selected Claims

\$7,580.62

\$7,580.62

Darla Kellner

Vice Chair, Town Supervisor

Date

Slade S Fetters

Town Supervisor

Date

Sonya F Crocker

Chair, Town Supervisor

Date