

Public

**ROOSEVELT TOWNSHIP
BOARD MEETING
AGENDA
July 8, 2024**

1. **Call to Order**
2. **Agenda approval**
3. **Minutes - June 10th, 2024, Board Meeting**
4. **June Treasurer's Report**
5. **Claims for Approval**
6. **Road & Equipment Reports**
 - **Equipment**
 - **Roads**
7. **Open Forum**

Other Information:

None

ADJOURNMENT

**ROOSEVELT TOWNSHIP
BOARD MEETING
June 10, 2024**

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

Ann led the Flag Pledge.

2. Motion by Ann to approve the agenda as written with the exception of closing Jon and Eds discussion from the public, 2nd by Sonya all approved, motion carried.
3. Motion by Rick to approve the May 10th, 2024, Board Minutes as written, motion was 2nd by Sonya, all approved, motion carried.
4. Ann moved to accept the May Treasurer's report as read; 2nd by Sonya, all approved, motion carried.
5. Rick moved to approve the claims as listed, motion was 2nd by Sonya, all approved, motion carried.

6. Road & Equipment Report:

- **Equipment:** Wings were mounted on the grader. PTO is stuck on the Holland tractor, since it is under warranty they will come look at it hopefully Friday.
- **Roads:** Oxcart beaver were back in there, taking care of it. Calcium Chloride for Platte Lake, Jon told them to hold off because we need to grade it first, so they will call another time. Crushed rock held up on that hill, Ed would like to put some more on the other hill right before Jims's driveway. Rick said if its working lets do it. Spruce Circle has some really bad pot holes that needs to be filled it, it is a mow only, Ed is thinking 3 loads of gravel at the most. It cannot be bladed, easier to fill in and blade them out. Breanna mentions that she reached out to the North Metro Trail Riders, and they said there is nothing we can do about the road intersections, there is just some people out there with no respect.
- **Tractor Bids** – We received 4 sealed bids, \$850, \$1000 cash, \$1428.56, and \$1002. Ann makes a motion we accept the bid of \$1428.56, Rick says we should decline all offers. Ann makes a motion that we accept the \$1428.56 from Tony Cielinski, 2nd by Sonya, Rick says no, motion carries.

7. **Open Forum:**

- None

Other Information:

**Thank you from Mille Lacs Health System, CWC Historical Society, Pine Center
1st Responders, Horizon Health, and Crisis Line**

At 7:18 pm, Ann moved to close the meeting to the public, 2nd by Sonya, all in favor, motion passed.

At 7:52 Ann moved to adjourn the meeting, 2nd by Rick, all in favor, motion passed meeting adjourned.

**Breanna Cielinski
Roosevelt Township Clerk**

Approved _____
Ann Stafford, Chairman

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

DATE: 6/30/2024
MONTH June

FROM BANK STATEMENT:

\$178,669.26 DEERWOOD CHECKING ENDING BALANCE
\$4,691.69 DEDUCT CHECKS OUTSTANDING
\$173,977.57 TOTAL

CHECKS OUTSTANDING:

10430	\$250.00
10435	\$76.65
10450	\$560.96
10441	\$1,914.51
10442	\$1,889.57
	<u>\$4,691.69</u>

TREASURER SIGNATURE:

Bonnie O'Brien

Fund Name: All Funds

Date Range: 06/01/2024 To 06/30/2024

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void Account Name</u>	<u>F-A-P</u>	<u>Total</u>
06/05/2024	Garrison Township	123460	Camp Lake Road Maintenance	(06/05/2024) -	N Garrison Township Road Maintenance	201-34303-	\$ 490.00
							\$ 490.00
06/05/2024	CWC Auditor	123461	2024 70% Tax Settlement	(06/05/2024) -	N Current Ad Valorem Taxes	100-31010-	\$ 19,375.82
					N Current Ad Valorem Taxes	201-31010-	\$ 55,067.83
					N Current Ad Valorem Taxes	225-31010-	\$ 9,873.08
					N Current Ad Valorem Taxes	240-31010-	\$ 396.09
					N Current Ad Valorem Taxes	301-31010-	\$ 21.73
					N Current Ad Valorem Taxes	302-31010-	\$ 16.29
							\$ 84,750.84
							\$ 85,240.84

Total for Selected Receipts

Date of Report : 7/2/2024

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
06/10/2024	10435	Payroll Period Ending 06/10/2024	\$76.65
06/10/2024	10450	CWC Highway Dept.	\$560.96
06/30/2024	10441	Payroll Period Ending 06/30/2024	\$1,914.51
06/30/2024	10442	Payroll Period Ending 06/30/2024	\$1,889.57
		Total	\$4,691.69

For the Period: 6/1/2024 To 6/30/2024

<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	\$53,794.53	\$19,375.82	\$2,324.11	\$70,846.24	\$0.00	\$326.65	\$71,172.89
Road and Bridge	\$37,303.03	\$55,557.83	\$17,755.16	\$75,105.70	\$0.00	\$4,365.04	\$79,470.74
Recycling Fund	\$643.27	\$0.00	\$0.00	\$643.27	\$0.00	\$0.00	\$643.27
Fire Protection Fund	\$11,076.51	\$9,873.08	\$0.00	\$20,949.59	\$0.00	\$0.00	\$20,949.59
New Equipment/Gravel Fund	\$2,193.40	\$396.09	\$600.00	\$1,989.49	\$0.00	\$0.00	\$1,989.49
General Debt Service (Identify)	\$2,459.10	\$21.73	\$0.00	\$2,480.83	\$0.00	\$0.00	\$2,480.83
Tax Abatement Debt Fund	\$1,946.16	\$16.29	\$0.00	\$1,962.45	\$0.00	\$0.00	\$1,962.45
Total	\$109,416.00	\$85,240.84	\$20,679.27	\$173,977.57	\$0.00	\$4,691.69	\$178,669.26

Ann M. Stafford	Town Supervisor	Date
Richard P. Hennes	Town Supervisor	Date
Sonya F Crocker	Town Supervisor	Date

As of 7/2/2024

Fiscal Year : 2024

<u>of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursements</u>	<u>Ending Balance</u>
General Fund	\$81,443.64	\$20,637.10	\$31,234.50	\$70,846.24
Road and Bridge	\$46,408.92	\$93,315.59	\$64,618.81	\$75,105.70
Recycling Fund	\$643.27	\$0.00	\$0.00	\$643.27
Fire Protection Fund	\$22,424.44	\$10,455.65	\$11,930.50	\$20,949.59
New Equipment/Gravel Fund	\$2,161.40	\$428.09	\$600.00	\$1,989.49
General Debt Service (Identify)	\$2,294.87	\$185.96	\$0.00	\$2,480.83
Tax Abatement Debt Fund	\$1,810.46	\$151.99	\$0.00	\$1,962.45
Total :	\$157,187.00	\$125,174.38	\$108,383.81	\$173,977.57

Fund Name: All Funds
 Date Range: 06/01/2024 To 06/30/2024

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
06/10/2024	Payroll Period Ending 06/10/2024	10432	Officers May Payroll 2024	N	Clerk	100-41425-103-	\$ 806.99
	Total For Check	10432					\$ 806.99
06/10/2024	Payroll Period Ending 06/10/2024	10433	Officers May Payroll 2024	N	Elections	100-41410-112-	\$ 55.41
	Total For Check	10433					\$ 55.41
06/10/2024	Payroll Period Ending 06/10/2024	10434	Officers May Payroll 2024	N	Council/Town Board	100-41110-103-	\$ 72.50
	Total For Check	10434					\$ 72.50
06/10/2024	Payroll Period Ending 06/10/2024	10435	Officers May Payroll 2024	N	Council/Town Board	100-41110-103-	\$ 76.65
	Total For Check	10435					\$ 76.65
06/10/2024	Payroll Period Ending 06/10/2024	10436	Officers May Payroll 2024	N	Treasurer	100-41510-103-	\$ 326.23
	Total For Check	10436					\$ 326.23
06/10/2024	Payroll Period Ending 06/10/2024	10437	Officers May Payroll 2024	N	Council/Town Board	100-41110-103-	\$ 144.13
	Total For Check	10437					\$ 144.13
06/10/2024	Payroll Period Ending 06/10/2024	10438	Officers May Payroll 2024	N	Road Maintenance Employee	201-43127-101-	\$ 2,183.63
	Total For Check	10438					\$ 2,183.63
06/10/2024	Jay Pawlu	10443	Invoice #23286 DOT inspection Mack	N	Road and Bridge Equipment	201-43126-404-603	\$ 150.00
	Total For Check	10443					\$ 150.00
06/10/2024	Pine Center Pit	10444	00711 - 40 Yards Crushed Rock @ 15/yard	N	Road Repair	240-43129-224-	\$ 600.00
	Total For Check	10444					\$ 600.00
06/10/2024	Jon Stafford	10445	Cell - Mow (x2)	N	Road Maintenance Employee	201-43127-321-	\$ 50.00
	Total For Check	10445					\$ 50.00
06/10/2024	Ed Klaus	10446	Telephone & Transportation -	N	Road Maintenance Employee	201-43127-321-	\$ 50.00
	Total For Check	10446					\$ 50.00
06/10/2024	Breanna Cielinski	10447	Phone & Millage	N	Clerk	100-41425-321-	\$ 50.00
	Total For Check	10447					\$ 50.00
							\$ 85.76
							\$ 135.76

Fund Name: All Funds

Date Range: 06/01/2024 To 06/30/2024

Date	Vendor	Total For Check	Check #	Description	Void	Account Name	F-A-O-P	Total
06/10/2024	Bonnie Orton	10448	10448	Mileage	N	Treasurer	100-41510-331-	12.46
06/10/2024	Crow Wing Power	10449	10449	Monthly Bill	N	General Government Buildings and Plant	100-41940-381-	66.00
06/10/2024	CWC Highway Dept.	10450	10450	Salt/Sand	N	Ice and Snow Removal	201-43125-224-	560.96
06/10/2024	ZIEGLER INC.	10451	10451	Grader Greese	N	Road and Bridge Equipment	201-43126-221-602	162.19
06/10/2024	Breanna Cielinski	10452	10452	Vote Here Sign	N	Elections	100-41410-437-	170.00
06/10/2024	John Warzecha	10453	10453	Beaver Trapping x 4	N	Road Maintenance	201-43128-438-	240.00
06/10/2024	Minnesota Benefit Association	10454	10454	Township Group Term Life adding Jon	N	Road Maintenance Employee	201-43127-133-	160.00
06/10/2024	Eagle-Eye Welding	10455	10455	Grader Side Shoes	N	Road Maintenance	201-43128-404-602	550.00
06/10/2024	Centra Sota Cooperative	10456	10456	Diesel fuel	N	Road and Bridge Equipment	201-43126-217-	766.24
06/10/2024	PERA	OL6102024	OL6102024	Ed & Jon 6.15.2024	N	Road Maintenance Employee	201-43127-121-	335.40
06/10/2024	PERA	OL6102024	OL6102024	Ed & Jon 6.30.2024	N	Road Maintenance Employee	201-43127-173-	387.00
06/10/2024	PERA	OL6102024	OL6102024	Officers 6.10.2024	N	Council/Town Board	100-41110-121-	12.40
06/10/2024	PERA	OL6102024	OL6102024		N	Clerk	100-41110-173-	12.40
06/10/2024	PERA	OL6102024	OL6102024		N		100-41425-121-	70.50
06/10/2024	PERA	OL6102024	OL6102024		N		100-41425-173-	61.10

Fund Name: All Funds

Date Range: 06/01/2024 To 06/30/2024

Date Vendor

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		OL61020242			Treasurer	100-41510-121-	\$ 28.50
		OL61020242				100-41510-173-	\$ 24.70
		OL61020242			Road Maintenance Employee	201-43127-121-	\$ 230.63
		OL61020242				201-43127-173-	\$ 199.88
		OL61020242					\$ 640.11
06/10/2024	IRS	OL61020243	Federal Tax Deposit	N	Council/Town Board	100-41110-122-	\$ 20.53
		OL61020243				100-41110-135-	\$ 4.79
		OL61020243			Elections	100-41110-171-	\$ 25.32
		OL61020243				100-41410-122-	\$ 3.72
		OL61020243			Clerk	100-41410-135-	\$ 0.87
		OL61020243				100-41410-171-	\$ 4.59
		OL61020243				100-41425-122-	\$ 58.28
		OL61020243				100-41425-135-	\$ 13.63
		OL61020243			Treasurer	100-41425-171-	\$ 71.91
		OL61020243				100-41510-122-	\$ 23.56
		OL61020243				100-41510-135-	\$ 5.51
		OL61020243			Road Maintenance Employee	100-41510-171-	\$ 29.07
		OL61020243				201-43127-122-101	\$ 830.49
		OL61020243				201-43127-135-101	\$ 194.23
		OL61020243				201-43127-171-101	\$ 2,108.19
		OL61020243					\$ 3,394.69
06/15/2024	Payroll Period Ending 06/15/2024	10439	Ed and Jon June 15 2024	N	Road Maintenance Employee	201-43127-101-	\$ 1,914.51
		10439					\$ 1,914.51
06/15/2024	Payroll Period Ending 06/15/2024	10440	Ed and Jon June 15 2024	N	Road Maintenance Employee	201-43127-101-	\$ 1,889.57
		10440					\$ 1,889.57
06/30/2024	Payroll Period Ending 06/30/2024	10441	Ed and Jon June 30 2024	N	Road Maintenance Employee	201-43127-101-	\$ 1,914.51
		10441					\$ 1,914.51
06/30/2024	Payroll Period Ending 06/30/2024	10442	Ed and Jon June 30 2024	N	Road Maintenance Employee	201-43127-101-	\$ 1,889.57
		10442					\$ 1,889.57
		Total For Selected Checks					\$ 20,679.27

Date Range : 7/1/2024 To 7/31/2024

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
07/08/2024	Ed Klaus	Telephone & Transportation -	10466	\$107.62	201-43127-321- 201-43127-331-	Road Maintenance Employee Road Maintenance Employee	\$50.00 \$57.62
07/08/2024	Bonnie Orton	Mileage	10467	\$12.46	100-41510-331-	Treasurer	\$12.46
07/08/2024	Sonya Crocker	Mileage	10468	\$120.60	100-41960-331-	Elections/Other than Clerk	\$120.60
07/08/2024	Breanna Cielinski	Telephone & Mileage	10469	\$72.11	100-41425-331- 100-41425-321-	Clerk Clerk	\$22.11 \$50.00
07/08/2024	CWC Landfill	Waste Disposal	10470	\$78.00	210-43240-384-	Waste (Refuse) Disposal	\$78.00
07/08/2024	Pine Center Pit	00717 - 30 Yard of Crushed Rock @ 15/yard	10471	\$450.00	240-43129-224-	Road Repair	\$450.00
07/08/2024	Garrison Fire Dept.	July-September 2024 Payment	10472	\$3,994.25	225-42205-391-	Fire Protection-Contracted	\$3,994.25
07/08/2024	Jon Stafford	Cell - Mow (x2) - Mileage	10473	\$572.24	201-43127-321- 201-43127-407- 201-43127-331-	Road Maintenance Employee Road Maintenance Employee Road Maintenance Employee	\$50.00 \$180.00 \$342.24
07/08/2024	PERA	Officers 7.08.2024	OL07082024	\$218.80	100-41110-173- 100-41110-121- 100-41425-173- 100-41425-121- 100-41510-173- 100-41510-121-	Council/Town Board Council/Town Board Clerk Clerk Treasurer Treasurer	\$17.00 \$17.00 \$52.00 \$60.00 \$33.80 \$39.00
07/08/2024	PERA	Ed & Jon 7.15.2024 Ed 166.40 Jon 169	OL07082024 1	\$722.40	201-43127-173-	Road Maintenance Employee	\$166.40

Date Range: 7/1/2024 To 7/31/2024

<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>
07/08/2024	PERA	Ed & Jon 7.31.2024 Ed 166.40 Jon 169	0107082024 2	\$722.40	201-43127-121- 201-43127-173- 201-43127-121-	Road Maintenance Employee Road Maintenance Employee Road Maintenance Employee	\$192.00 \$169.00 \$195.00
07/08/2024	MN Revenue	2nd Quarter 2024 Withholding	0107082024 3	\$1,099.67	201-43127-173- 201-43127-121- 201-43127-173- 201-43127-121-	Road Maintenance Employee Road Maintenance Employee Road Maintenance Employee Road Maintenance Employee	\$166.40 \$192.00 \$169.00 \$195.00
07/08/2024	IRS	Federal Tax Deposit	0107082024 4	\$2,631.50	201-43127-172-101	Road Maintenance Employee	\$1,099.67
					100-41110-122- 100-41110-171- 100-41425-122- 100-41425-171- 100-41110-135- 201-43127-135-101 201-43127-122-101 201-43127-171-101 100-41510-135- 100-41425-135- 100-41510-171- 100-41510-122- 100-41001-106-	Council/Town Board Council/Town Board Clerk Clerk Council/Town Board Road Maintenance Employee Road Maintenance Employee Road Maintenance Employee Treasurer Clerk Treasurer Treasurer General Government	\$24.18 \$29.85 \$49.60 \$61.20 \$5.67 \$149.64 \$639.84 \$1,580.38 \$7.54 \$11.60 \$39.78 \$32.24 (\$0.02)
Total For Selected Claims				\$10,802.05			\$10,802.05

Date Range : 7/1/2024 To 7/31/2024

<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>
Ann M. Stafford		Town Supervisor				Date	
Richard P. Hennes		Town Supervisor				Date	
Sonya F Crocker		Town Supervisor				Date	