

**MINUTES**  
**EAGLES NEST TOWNSHIP**  
**BOARD OF SUPERVISORS AND BOARD OF AUDIT MEETING**  
**February 15, 2021**

Chair Floyd called the meeting to order at 5:00 p.m.  
The Pledge of Allegiance was recited.

Sup Richard Floyd, Sup DeAnn Schatz, Sup Frank Sherman, Sup Kurt Soderberg (via Zoom), Fire Chief Larry McCray, Clerk Keely Drange, Treasurer Mary Beth Monte and Deputy Treasurer Gwen Potter were in attendance. Sup David Chiabotti was absent.

Unless otherwise stated, all motions were done by roll call vote and carried unanimously.

**Agenda, Minutes and Communications List Approval**

Sup Schatz moved, seconded by Sup Floyd to approve the agenda for the February 15, 2021 Board of Supervisors and Audit Meeting. Motion carried.

Sup Soderberg moved, seconded by Sup Floyd to approve the minutes of the January 18, 2021 BOS and reorganization meeting. Motion carried.

Sup Schatz moved, seconded by Sup Soderberg to approve the Communications List. Motion carried.

Sup Floyd answered the US. Census Bureau online questionnaire regarding the township boundaries.

Sup Floyd moved and Sup Soderberg seconded to make a donation of \$1,500 to the Ely Public Library. Motion carried.

**Citizens' Concerns:**

Rob Mattson notified the board of his intent to retire from the Eagles Nest Fire Department.

Joan Jauss is having trouble finding the minutes on the township website. Clerk Drange confirmed that the current minutes were on the website.

**Reports**

**Clerk:** Sup Floyd had suggested protocol that agenda items will be submitted to the Clerk by the Friday morning before the Board of Supervisors meeting. Only supervisors can determine what goes on the agenda and supervisors must be contacted to add agenda items. New items can be added at the meeting. Items can also be brought up by citizens during citizens' concerns.

**Treasurers Report:**

A monthly report was made by Treasurer Mary Beth Monte who presented and explained the following:

Treasurer Monte stated that investing in other options or CDs at the moment was either too risky, with the volatility of the markets, or have a lower rate of return than keeping money in township savings account. Frandsen Bank suggested the best and safest option would be to keep money in township savings account for the time being.

Sup Sherman moved and seconded by Sup Schatz to approve the treasurer's report. Motion carried.

### **Claims and payroll:**

Claims of \$5,749.55 and claim numbers 4374-4388/check numbers 10449-10463.  
Payroll of \$4,658.94 and check numbers 10436-10448.

Sup Schatz moved and seconded by Sup Floyd to approved the payroll and claims. Motion carried.

### **Supervisor reports:**

#### **Building and Grounds:**

The potential maintenance person has stated that he is no longer interested in the position. The township is still looking for a maintenance person.

After the budget workshop the township sign had come apart. Sup Sherman contacted Low Impact Excavators and they were very quick to repair it. Sup Sherman suggested the township send a thank you note in recognition of their quick repair of the sign. Sup Floyd will send a thank you to Low Impact.

**Fire:** Report available on file.

Sup Sherman moved and seconded by Sup Schatz to approve \$1,000 for materials to build fire training obstacles. Motion carried.

#### **Roads:**

Sup Floyd sent an email to St. Louis County inquiring about guard rail installation on the beginning of Minnesota Boulevard. The county does have some criteria regarding on when and where they install guard rails, based on average daily traffic, prevailing speed, clear zone, slope of the roadside and height of embankments. The township could join in on a county contract to install guard rails if they wanted provided the township gets the information to the county early enough. Cost on typical guard rail installation is \$30 per linear foot. End terminals are \$3,000 each and the they run for 50 feet each. A guard rail in that area would cost the township less than \$10,000.

Sup Floyd and St. Louis County engineer recommend reflective chevrons instead of guard rails as they are a lower cost and do not interfere with snowplowing.

Sup Floyd was asked to talk to the county about putting more salt or sand on "Flesvig's curve". Sup Floyd has been paying more attention and has not noticed that the county is not putting more or less salt/sand on, than any other area. Sup Floyd has not contacted the county regarding this area.

The area on Minnesota Boulevard will have work done on it this summer to address the erosion of the gravel.

#### **Land, Website and Broadband:**

Land- Progression on Park Land is on hold. The committee is waiting on a landowner. They hope to get more information soon.

Broadband- Treehouse Broadband was not able to give a presentation to the board. Treehouse will present at another time.

Website- Website is still being updated. Sup Soderberg encourages the public to take a look and forward comments to him to continue to make changes and updates to the website.

**Emergency Preparedness and Water:** Nothing at this time beyond what the chief reported on. Sup

Sherman encourages people to attend the ENCEP meeting on Saturday the 19<sup>th</sup> via Zoom.

**Old Business:**

**ATV Updates:**

Ron Potter does not have any updates at this time. He was updated on a letter the township had received from Sup Sherman.

Sup Floyd explained a group of citizens on Lake Four Road got together and came up with a new suggested route. Sup Floyd may call a special meeting at a later time regarding this subject.

Sup Sherman asked Ron Potter if the ATV group has contacted the private landowner regarding the ATV group's suggested route across their property.

Mr. Potter has contacted the landowner and received a positive response but he had told them at this point they were not ready to move forward until the township was supportive of the trail route.

Sup Sherman stated that at this point they do not have a route proposal to vote on.

**5–10-year plan:**

Sup Floyd moved and seconded by Sup Soderberg to table the 5–10-year plan discussion until next meeting. Motion carried.

**New Business:**

**Bear Team:**

Judy Thon gave a short presentation on the Bear Team. It is a group to answer questions and give information on bears. They will have a website and phone number for people to call who want more information on bears.

Bill Berg spoke regarding his concerns about feeding bears.

Bear report from 2007 has been on the website and Sup Soderberg suggests that people look at it.

Sup Soderberg will work with Carolyn to get something regarding the bear team on the website. The Lakes Association will have an article in the next newsletter regarding bears.

**Deer Feeding information:**

Sup Sherman shared two documents with information on issues that come from feeding deer. Sup Sherman would like to see the deer flyers put on the website and the bulletin board. Some members of the audience had concerns about the title of the article called "Be a Good Neighbor- Don't Feed the Deer". The concern was that the title was judgmental made people who feed be viewed in a negative light. Sup Sherman said he would edit the title before putting it on the website. Sup Sherman will draft an article about not feeding bears to post with the deer feeding document. Drafts of both documents will be reviewed before they are put on the website.

**Records Retention:**

Clerk Drange and Treasurer Monte explained that the township will need to adopt a records retention policy by approving a resolution adopting the Minnesota Historical Society's records retention schedule. This was the records retention schedule recommended by the Minnesota Association of Townships. The goal is to be able to get most records in the filing cabinets in the file room. This will also clear out old records taking up space in the storage area above the garage. All records will be approved by the board before destruction.

Sup Soderberg moved and seconded by Sup Floyd to accept Resolution 02-22-05 to adopt the Minnesota Historical Society's record retention schedule in Eagles Nest Township format. Motion carried.

Sup Floyd moved and seconded by Sup Schatz to pay hourly wage to Clerk, Treasurer and Deputy Clerk Treasurer for organizing and applying the records retention policy to township files. Motion carried.

**Supervisor Concerns:**

**None at this time.**

**Budget approval:** Sup Floyd moved and seconded by Sup Soderberg to accept the final budget for 2023 as presented and dated February 15<sup>th</sup> 2022. Motion carried.

**Board of Audit:**

Board of audit procedure:

- Randomly select a claim
- Inspect statement supporting the claim
- Check the Clerk's ledger book for that claim
- Inspect the Treasurer's ledger book for that claim
- Document signing

Supervisors Schatz, Sherman, and Floyd examined the financial records of the Treasurer and Clerk. A disbursement or receipt was selected randomly from the Clerk's or Treasurer's ledgers and were compared with the claims record, the bank statement, and the other officer's ledger (Treasurer or Clerk), as applies. Thirteen records were examined in this manner.

No errors were discovered, but one question came up.

Two records had the same check number, with one having an "a" appended to it. It was determined that upon approval to pay the bills, this claim became a disbursement. The vendor sent us a new invoice because the vendor did not receive the check we sent. They added a service charge to this invoice. The original claim was voided and created a new claim. Which again became a disbursement upon approval.

Then the township was notified that the original check was found and cashed. The township told vendor to destroy the second check, which they did.

The original claim needed to be reentered to balance our books. This is done by adding an "a" to the original claim number and repeat all the same information and then when approved it becomes a disbursement.

Now when the Claims and Disbursement lists are printed for the audit, every journal entry is printed out, and both sides of the entry need to be followed, the claim and then the disbursement.

Supervisors picked this claim, but needed to view the second half of the journal entry in disbursements to see the 2nd half of the entry. Sup Sherman located both the claim and disbursement that supported this entry. After this supporting claim and disbursement was found, the Treasurer and Clerk were commended for their diligence in record keeping.

**Adjournment:**

Sup Sherman moved, seconded by Sup Schatz to adjourn. Motion carried.  
The meeting adjourned at 8:10 PM.

Respectfully submitted,

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**Keely Drange, Clerk**