

**ROOSEVELT TOWNSHIP
BOARD MEETING
AGENDA
March 10, 2025**

- 1. Call to Order**
- 2. Agenda approval**
- 3. Minutes – February 10, 2025, Board Meeting**
- 4. February Treasurer’s Report**
- 5. Claims for Approval**
- 6. Road & Equipment Reports**
 - **Equipment**
 - **Roads**
- 7. Spring Short Courses**
- 8. Open Forum**

Other Information:

- **Annual Township Election, March 11, 3pm – 8pm**
- **Annual Meeting, March 11, approx. 8:30 pm**
- **New domain name for our website: www.roosevelttownshipccmn.gov**

ADJOURNMENT

**ROOSEVELT TOWNSHIP
BOARD MEETING
February 10, 2025**

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

Sonya led the Flag Pledge.

2. Martha from Pine Center Area First Responders was not present.
3. Motion by Slade to approve the agenda as written, 2nd by Darla all approved, motion carried.
4. Motion by Darla to approve January 13th, 2025, Board Minutes as written, motion was 2nd by Slade, all approved, motion carried.
5. Sonya moved to accept the January Treasurer's report as read; 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. Road & Equipment Report:
 - Equipment: Everything looks good.
 - Roads: He needs to touch up on a few of the roads with plowing but other than that it is good. – Jacoby is still good with the 30 hours per week and look at it in April if need any adjustments. Slade and Jacoby will meet up with Mark Johnson on Hannah Trail.
8. Board of Audit – The board checked 3 receipts and 3 disbursements from 2024.
9. Board of Recommendation for the 2026 Levy – This will be presented at the meeting on March 11th, 2025. Bonnie asks, do we think we have enough gravel for 2026. Slade thinks we will have plenty of gravel unless there would be something major. He doesn't foresee anything coming up. We need to look at costs and think about crack sealing. Bonnie is speculating \$10,000. Slade hasn't heard back about the snowplow grant. Bonnie has no idea what a new one would cost, she was thinking maybe \$60,000. Would we be needing one in 2026. Jim is wondering if we are on like a 5-year plan of re-graveling the roads. Slade said no we are not. But we do plan on putting some more gravel on a few of these roads this year. Bonnie said maybe we should do an assessment of the roads to see how much gravel we should need for 2027 Levy. Everyone thinks Bonnies Levy to consider for 2026 is great.
10. Discussion on any changes to Group Life Insurance – Sonya makes a motion to approve the group life insurance as is, with the removal of Ed Klause; 2nd by Darla, all approved, motion carried.
11. Wix Plan – Website – Sonya makes a motion to accept the Core Plan for Wix for the 3 year subscription; 2nd by Darla, all approved, motion carried.

12. Open Forum:

- **MAT dues are increasing for 2027**
- **Sonya said there was a meeting about FEMA back in January about emergency preparedness and a bunch of basic and dry meetings. They will contact us when they have another meeting.**
- **Sonya said we are very thankful for the extra mile Breanna took on saving the light in Pine Center.**

Other information:

- **None.**

At 7:47 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: 2/28/2025
MONTH February

FROM BANK STATEMENT:

\$198,107.82 DEERWOOD CHECKING ENDING BALANCE
\$826.05 DEDUCT CHECKS OUTSTANDING
\$197,281.77 TOTAL

CHECKS OUTSTANDING:

10430	\$250.00
10482	\$46.17
10650	\$69.88
10656	\$260.00
10662	\$200.00
	<u>\$826.05</u>

TREASURER SIGNATURE:

Bonnie Eton

Fund Name: All Funds

Date Range: 02/01/2025 To 02/28/2025

<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>
02/25/2025	CWC AUDITOR	123478	2024 Gas Tax	(02/25/2025) -	N Municipal State Aid for Streets - Maintenance (Gas Tax, Road Allotment)	201-33418-	\$ 21,733.31
Total for Selected Receipts							\$ 21,733.31
							\$ 21,733.31

Date of Report : 3/5/2025

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
02/10/2025	10650	Payroll Period Ending 02/01/2025	\$69.88
02/10/2025	10662	CWC Association of Townships	\$200.00
02/28/2025	10656	Palomino Sewer Service	\$260.00
		Total	\$826.05

As of 3/5/2025

Fiscal Year : 2025

<u>of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursements</u>	<u>Ending Balance</u>
General Fund	\$75,171.77	\$904.51	\$7,346.38	\$68,729.90
Road and Bridge	\$88,579.31	\$24,275.37	\$15,484.41	\$97,370.27
Recycling Fund	\$565.27	\$0.00	\$0.00	\$565.27
Fire Protection Fund	\$27,661.13	\$452.48	\$3,994.25	\$24,119.36
New Equipment/Gravel Fund	\$1,799.15	\$26.40	\$0.00	\$1,825.55
General Debt Service (Identify)	\$2,604.32	\$7.22	\$0.00	\$2,611.54
Tax Abatement Debt Fund	\$2,056.12	\$3.76	\$0.00	\$2,059.88
Total :	\$198,437.07	\$25,669.74	\$26,825.04	\$197,281.77

For the Period: 2/1/2025 To 2/28/2025

<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	\$71,465.18	\$0.00	\$2,735.28	\$68,729.90	\$0.00	\$826.05	\$69,555.95
Road and Bridge	\$82,621.44	\$21,733.31	\$6,984.48	\$97,370.27	\$0.00	\$0.00	\$97,370.27
Recycling Fund	\$565.27	\$0.00	\$0.00	\$565.27	\$0.00	\$0.00	\$565.27
Fire Protection Fund	\$24,119.36	\$0.00	\$0.00	\$24,119.36	\$0.00	\$0.00	\$24,119.36
New Equipment/Gravel Fund	\$1,825.55	\$0.00	\$0.00	\$1,825.55	\$0.00	\$0.00	\$1,825.55
General Debt Service (Identify)	\$2,611.54	\$0.00	\$0.00	\$2,611.54	\$0.00	\$0.00	\$2,611.54
Tax Abatement Debt Fund	\$2,059.88	\$0.00	\$0.00	\$2,059.88	\$0.00	\$0.00	\$2,059.88
Total	\$185,268.22	\$21,733.31	\$9,719.76	\$197,281.77	\$0.00	\$826.05	\$198,107.82

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

Fund Name: All Funds

Date Range: 02/01/2025 To 02/28/2025

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
02/10/2025	Payroll Period Ending 02/01/2025	10647	Officers Paid 2/10/2025	N	Clerk	100-41425-103-	\$ 867.08
	Total For Check	10647					\$ 867.08
02/10/2025	Payroll Period Ending 02/01/2025	10648	Officers Paid 2/10/2025	N	Council/Town Board	100-41110-103-	\$ 78.61
	Total For Check	10648					\$ 78.61
02/10/2025	Payroll Period Ending 02/01/2025	10649	Officers Paid 2/10/2025	N	Council/Town Board	100-41110-103-	\$ 43.67
		10649		N	Road Maintenance Employee	201-43127-101-	(0.01)
	Total For Check	10649					\$ 43.67
02/10/2025	Payroll Period Ending 02/01/2025	10650	Officers Paid 2/10/2025	N	Council/Town Board	100-41110-103-	\$ 69.88
	Total For Check	10650					\$ 69.88
02/10/2025	Payroll Period Ending 02/01/2025	10651	Officers Paid 2/10/2025	N	Road Maintenance Employee	201-43127-103-	\$ 132.98
	Total For Check	10651					\$ 132.98
02/10/2025	Payroll Period Ending 02/01/2025	10652	Officers Paid 2/10/2025	N	Treasurer	100-41510-103-	\$ 274.72
	Total For Check	10652					\$ 274.72
02/10/2025	CMC Association of Townships	10662	Township Dues	N	General Government	100-41001-433-	\$ 200.00
	Total For Check	10662					\$ 200.00
02/10/2025	CMC Highway Dept.	10663	Salt/Sand	N	Road Maintenance	201-43128-224-	\$ 1,038.96
	Total For Check	10663					\$ 1,038.96
02/15/2025	Payroll Period Ending 02/15/2025	10645	Jacoby 2/15/2025	N	Road Maintenance Employee	201-43127-101-	\$ 901.53
	Total For Check	10645					\$ 901.53
02/28/2025	Payroll Period Ending 02/28/2025	10646	Jacoby 2/28/2025	N	Road Maintenance Employee	201-43127-101-	\$ 901.53
	Total For Check	10646					\$ 901.53
02/28/2025	Minnesota Child Support Payment Cen	10653	After Tax Deductions	N	Road Maintenance Employee	201-43127-101-101	\$ 627.00
	Total For Check	10653					\$ 627.00
02/28/2025	Minnesota Child Support Payment Cen	10654	After Tax Deductions	N	Road Maintenance Employee	201-43127-101-101	\$ 627.00
	Total For Check	10654					\$ 627.00

Fund Name: All Funds

Date Range: 02/01/2025 To 02/28/2025

<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>
02/28/2025	Jacoby Kelm	10655	Miles and Cell Phone	N	Road Maintenance Employee	201-43127-321-	\$ 50.00
		10655				201-43127-331-	\$ 387.59
		10655					\$ 437.59
02/28/2025	Palomino Sewer Service	10656	Sewer Service - Thaw Septic	N	General Government	100-41001-385-	\$ 260.00
		10656					\$ 260.00
02/28/2025	Hahn Septic Service	10657	Sewer Pumped	N	General Government	100-41001-385-	\$ 225.00
		10657					\$ 225.00
02/28/2025	Bonnie Orton	10658	Mileage	N	Treasurer	100-41510-331-	\$ 21.00
		10658					\$ 21.00
02/28/2025	Centra Sota Cooperative	10659	Diesel fuel - 133.61 Credit on Account	N	Road and Bridge Equipment	201-43126-217-	\$ 650.40
		10659					\$ 650.40
02/28/2025	Breanna Cielinski	10660	Phone and Transportation & Ink Stamp	N	Clerk	100-41425-201-	\$ 17.13
		10660				100-41425-321-	\$ 50.00
		10660				100-41425-331-	\$ 70.70
		10660					\$ 137.83
02/28/2025	Crow Wing Power	10661	Monthly Bill	N	General Government Buildings and Plant	100-41940-381-	\$ 95.00
		10661					\$ 95.00
02/28/2025	Card Service Center	OL21020251	Ink and Snow Plow Parts	N	Clerk	100-41425-202-	\$ 20.99
		OL21020251			Road Maintenance Employee	201-43127-221-603	\$ 112.79
		OL21020251					\$ 133.78
02/28/2025	PERA	OL21020252	Officers 2.10.2025	N	Council/Town Board	100-41110-121-	\$ 11.00
		OL21020252			Clerk	100-41110-173-	\$ 11.00
		OL21020252				100-41425-121-	\$ 75.75
		OL21020252			Treasurer	100-41425-173-	\$ 65.65
		OL21020252				100-41510-121-	\$ 24.00
		OL21020252				100-41510-173-	\$ 20.80
		OL21020252					\$ 208.20
02/28/2025	PERA	OL21020253	Jacoby Kelm 2.15.2025	N	Road Maintenance Employee	201-43127-121-	\$ 156.00
		OL21020253				201-43127-173-	\$ 135.20
		OL21020253					\$ 291.20

Fund Name: All Funds

Date Range: 02/01/2025 To 02/28/2025

Date Vendor

02/28/2025 PIRA

Total For Check

02/28/2025 IRS

Check #	Description	Void	Account Name	F-A-O-P	Total
OL21020254	Jacoby Kelm 2.28.2025	N	Road Maintenance Employee	201-43127-121-	\$ 156.00
OL21020254				201-43127-173-	\$ 135.20
OL21020254					\$ 291.20
OL21020255	Federal Tax Deposit -for Q1 2025	N	General Government Council/Town Board	100-41001-106-	\$ (0.06)
OL21020255				100-41110-122-	\$ 12.09
OL21020255				100-41110-135-	\$ 2.84
OL21020255			Clerk	100-41110-171-	\$ 14.93
OL21020255				100-41425-122-	\$ 62.62
OL21020255				100-41425-135-	\$ 14.65
OL21020255				100-41425-171-	\$ 77.27
OL21020255			Treasurer	100-41510-122-	\$ 19.84
OL21020255				100-41510-135-	\$ 4.64
OL21020255				100-41510-171-	\$ 24.48
OL21020255			Road Maintenance Employee	201-43127-122-101	\$ 257.92
OL21020255				201-43127-122-103	\$ 10.48
OL21020255				201-43127-135-101	\$ 60.32
OL21020255				201-43127-135-103	\$ 2.46
OL21020255				201-43127-171-101	\$ 628.18
OL21020255				201-43127-171-103	\$ 12.94
OL21020255					\$ 1,205.60
OL21020255					\$ 9,719.76

Total For Check

Total For Selected Checks

Date Range : 3/1/2025 To 3/31/2025

<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>
03/10/2025	Minnesota Child Support Payment Cen	After Tax Deductions	10672	\$627.00	201-43127-101-101	Road Maintenance Employee	\$627.00
03/10/2025	Minnesota Child Support Payment Cen	After Tax Deductions	10673	\$627.00	201-43127-101-101	Road Maintenance Employee	\$627.00
03/10/2025	Slade Fetters	Miles & Reimburse Expense	10674	\$21.70	201-43127-331-103	Road Maintenance Employee	\$21.70
03/10/2025	Jacoby Kelm	Miles and Cell Phone	10675	\$473.50	201-43127-321- 201-43127-331-	Road Maintenance Employee Road Maintenance Employee	\$50.00 \$423.50
03/10/2025	Crow Wing Power	Monthly Bill	10676	\$99.00	100-41940-381-	General Government Buildings and Plant	\$99.00
03/10/2025	Breanna Cielinski	Phone and Transportation	10677	\$109.50	100-41425-321- 100-41425-331-	Clerk Clerk	\$50.00 \$59.50
03/10/2025	Minnesota Benefit Association	Township Group Term Life	10678	\$965.00	201-43127-133-	Road Maintenance Employee	\$965.00
03/10/2025	Card Service Center	Ink, Website, PC MATic, Shop Supplies	OL31020251	\$646.53	100-41425-202- 100-41425-309- 100-41425-309- 100-41425-309- 201-43128-213- 201-43128-215-	Clerk Clerk Clerk Clerk Road Maintenance Road Maintenance	\$20.99 \$362.29 \$50.00 \$81.75 \$68.96 \$62.54
03/10/2025	PERA	Jacoby Kelm 3.15.25	OL31020252	\$291.20	201-43127-121- 201-43127-173-	Road Maintenance Employee Road Maintenance Employee	\$156.00 \$135.20
03/10/2025	PERA	Jacoby Kelm 3.31.25	OL31020253	\$291.20			

Date Range : 3/1/2025 To 3/31/2025

<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>
03/10/2025	PERA	Officers for February Pay	OL31020254	\$236.90	201-43127-121- 201-43127-173-	Road Maintenance Employee Road Maintenance Employee	\$156.00 \$135.20
					100-41110-121- 100-41110-173- 100-41425-121- 100-41425-173- 100-41510-121- 100-41510-173-	Council/Town Board Council/Town Board Clerk Clerk Treasurer Treasurer	\$30.25 \$30.25 \$63.00 \$54.60 \$31.50 \$27.30
03/10/2025	IRS	Federal Tax Deposit -for Q1 2025	OL31020255	\$1,237.88	201-43127-135-101 201-43127-122-101 201-43127-171-101 201-43127-135-103 201-43127-122-103 201-43127-171-103 100-41110-135- 100-41110-122- 100-41110-171- 100-41425-135- 100-41425-122- 100-41425-171- 100-41510-135- 100-41510-122- 100-41510-171- 100-41001-106- 100-41410-135- 100-41410-122- 100-41410-171-	Road Maintenance Employee Road Maintenance Employee Road Maintenance Employee Road Maintenance Employee Road Maintenance Employee Road Maintenance Employee Council/Town Board Council/Town Board Council/Town Board Clerk Clerk Clerk Treasurer Treasurer Treasurer General Government Elections Elections Elections	\$60.32 \$257.92 \$628.18 \$5.00 \$21.39 \$26.39 \$3.78 \$16.12 \$19.90 \$12.18 \$52.08 \$64.26 \$6.09 \$26.04 \$32.13 (\$0.02) \$0.58 \$2.48 \$3.06

Total For Selected Claims \$5,626.41

Date Range : 3/1/2025 To 3/31/2025

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