

FEBRUARY 11, 2025, TUESDAY, TOWN BOARD REGULAR MEETING WITH BOARD OF AUDIT 6:00 PM, CROW WING TOWN HALL

Board Members Present: Chairman Doug Kern, Supervisor Nathan Hulinsky, Supervisor Paul Stephany, Treasurer Cody Osell, and Clerk Sue Kern.

The Regular Town Board Meeting was called to order at 6 pm. The Pledge of Allegiance was recited. Residents were reminded to sign the roster. There were no gopher bounties.

Approve Agenda: Paul made a motion to approve the agenda as presented. Doug seconded. No discussion. Passed 3-0.

Public Comments: Randy volunteered to be on the Board of Canvass for the election if he is needed.

New Business: Request for BIDS – Brandon Way project: Doug read the specifications and ad out loud. Knife River and Anderson Brother’s submitted sealed bids. A third party was interested in making BID, but they did not submit a BID. When spending tax dollars, the Board is obligated to take the lowest cost bid. It was noted that there are 55 swing way mailbox posts to be installed. Doug made the motion to approve Anderson Brother’s bid at \$389,947.00. Nathan seconded the motion. The timeline for the work will be discussed when Spring arrives. Passed 3-0.

Board of Audit: The Clerk reported that she and the Treasurer’s books balanced, and all the receipts and disbursements were presented to the Board of Supervisors. Six random Receipts and six Disbursements were picked by the Supervisors and compared to the Treasurer’s records. There were no irregularities found. Doug made the motion to approve the Board of Audit. Paul seconded the motion. No discussion. The Board unanimously approved the Audit and signed the Board of Audit for 2024. **Budget Levy Discussion:** The Clerk presented the following documents: Schedule 1, Cash Balance Statement, Cash Basis Accounting, and the Interim Financial Report. The 2023, 2024 and 2025 levies were reviewed. The 2026 Levy and Budget were discussed at length. The 5-year Road Plan was reviewed. Doug made the motion to keep the 2026 Levy the same as in 2025. After more discussion, Nathan seconded the motion. Passed 3-0. The Levy will be presented at the Annual Meeting as follows:

General Fund - \$61,000

Road & Bridge Fund - \$440,000

Fire Fund - \$65,000

TOTAL - \$566,000

Transfer of Funds: The Park Fund is in deficit of \$1,998.82 and the Recycling Fund is in deficit of \$12.00. Doug made a motion to transfer from the General Fund \$1,998.82 to the Park Fund and \$12.00 to the Recycling Fund. Nathan seconded the motion. No discussion. Passed 3-0.

Unfinished Business: Garage Door: The new garage door is improved. The benefits of having a manual chain hoist installed to prevent injuries were discussed. Doug made the motion to install a manual chain hoist for approximately \$300 per each of the two doors. Paul seconded. No discussion. Passed 3-0. **Cannabis Resolution:** Discussion ensued at length. The purpose of the resolution is to delegate registration and compliance authority to Crow Wing County. Nathan made the motion to approve and sign the Cannabis Resolution 2025-01. Paul seconded the motion. No discussion. Passed 2-1. Doug voted against the resolution because he wanted more information.

Planning Commission Report: 2025 Fee Schedule: Brad reviewed the finances of the Planning and Zoning Fund. It was noted the fee schedule is on the light side and hasn’t been adjusted in quite some time. With the man hours needed in the Northland Industrial Park and with the Land Use Ordinance updates, there has been a hit on the budget and an increase is warranted specifically with the commercial permits. The Planning Commission is recommending matching the County’s fee schedule. Doug made the motion to approve matching the County’s 2025 fee schedule. Nathan seconded. It was noted that people are confused when the costs are different from the County. Passed 3-0.

Chair & Vice Chair positions and PZ Commission terms: David Nelson was voted as Vice Chair, Brad Arnold voted as Chair and Jon Kolstad was appointed for a full term. Staggering of Commissioner terms were assigned. Brad and Dan are up in one year (2026) and David and Jon are up in two years (2027) and continue a rotating basis. The Town Board Member will be per annual assignments/elections. There is an **Ordinance Public Hearing on March 3, 2025.**

Treasurer’s Report: Time sheets were reviewed and approved. Claims #2531 to #2550 were reviewed and approved.

Road Report: Doug reported a small camper had been parked on the Town Hall Steet cul-de-sac. It has been removed. There were no concerns with snow plowing. Doug has been touching up the cul-de-sacs.

Cemetery Report: No report.

Fire Administration: No report.

Administrative Business: The newsletter was discussed. The second Tuesday in November 2025 is Veterans Day and a public meeting cannot be held. After discussion, Nathan made a motion to have the Regular November meeting on WEDNESDAY, November 12, 2025. Paul seconded. No discussion. Passed 3-0. A card was sent to the family of a previous Supervisor.

Communications: Miscellaneous mail was reviewed. No action was taken.

Announcements: The Annual Meeting and Township Election for Officers is March 11, 2025. The Local Board of Appeal & Equalization will be on April 24th at 10:00 am.

Approve Minutes: January 14, 2025, meeting minutes were reviewed. Paul made the motion to approve the minutes as written. Doug seconded. No discussion. Passed 3-0.

Adjournment: Doug made a motion to adjourn the meeting. Paul and Nathan agreed. Adjourned at 7:51 pm.