

**TURTLE RIVER TOWNSHIP**  
**BELTRAMI COUNTY, MINNESOTA**  
**OCTOBER 14, 2021**  
**BOARD OF SUPERVISORS REGULAR TOWN BOARD MEETING**  
**7:00 p.m.**  
**AGENDA**

Call Meeting to Order  
Citizen's Input

**CONSENT AGENDA**

I. Town Board

- A. September regular Town Board Meeting Minutes
- B. September Treasurers Report
- C. Approve the Concordia Language Village On Sale Intoxicating Liquor License

II. Bills and Claims

III. Zoning

- A. October Zoning Meeting Minutes

**ITEMS FOR INDIVIDUAL DISCUSSION**

1. Zoning-

- A. Ordinance Revision update
  - 1. Recommendations regarding Airbnb and VRBO
  - 2. Duane Erickson- no additional term/replacement

- B. Follow up

- 1. Collins Property

II. Administrative Items

- A. Township Budget
- B. County aquisition of township property
- C. Correspondence
- D. Follow up
  - 1. Solid Waste Ordinance- Who would be administrator
  - 2. Berry/Howling Wolf Dr.
  - 3. Shrubs
  - 4. AED
  - 5. Risk Management Assessment

III. Roads

- A. Graveling/Grading
- B. Set meeting to discuss road plan
- C. Big Bass Road Maintenance Agreement- Letter from Northern Township
- D. Rocks and Trees in ditches

IV. Upcoming Meetings and Other Dates:

Thursday, NOVEMBER 9, 2021; PLANNING AND ZONING MEETING; 9:00 a.m.

Wednesday, NOVEMBER 10, 2021; TOWN BOARD MEETING; 7:00 p.m.

Thursday, NOVEMBER 11, 2021; Veteran's Day: Legal Holiday. No public business can be done except by necessity.

Tuesday, NOVEMBER 16, 2021; Zoning Road Tour; 9:00 a.m.

Adjournment

## **Minutes of the Regular Turtle River Township Zoning Board Meeting October 7, 2021**

Members Present: David Kloha, Ann Nistler, Jan Johnson, Rita Chamblin, Duane Erickson

Others Attending: Larry Krantz

David Kloha called the meeting to order at 7:00 pm and called for the reading of the September 2, 2021 Zoning Board meeting minutes. Rita Chamblin made a motion to accept the minutes, seconded by Ann Nistler. Carried.

David Kloha indicated there were no new land use permit applications received in the last month.

Jan Johnson indicated there were two new Shoreland Building Permits issued by Beltrami County in Turtle River Township in the month of September 2021. They are: (1) Application from Anne Marie Meredith, 905 Miles Ave., Bemidji, Parcel 48.01019.00 (Long Lake) for construction of new 2302 square foot single family dwelling at a cost of \$357,320. And (2) Application from Jonathon and Kandi Chock, 13613 Bayview Ct NE, Bemidji, Parcel 48.00884.00 (Turtle River Lake), for construction of a 13 x 22 ft second story to an existing structure at a cost of \$90,000. There was one Non-Lakeshore Sanitary Permit issued and three Lakeshore Sanitary Permits issued.

Ordinance Review. The remainder of the meeting was spent discussing changes to the new ordinance which included input from the Board of Supervisors meeting on October 1, 2021. The draft of the new ordinance will be sent to the attorney with changes and items of discussion. AirB&B's and VRBO's were discussed and the Zoning Board requests guidance and direction from the Board of Supervisors for their position on this matter.

Duane Erickson indicated he will not be seeking reappointment to the Zoning Board effective March 2022.

The Zoning Board road tour in the township will take place November 16<sup>th</sup> at 9:00 AM.

The next and last meeting of the Zoning Board for 2021 will be on November 9<sup>th</sup> (changed from November 4<sup>th</sup>).

Submission of expense reports needs to be done by Friday, October 8.

Rita Chamblin made a motion to adjourn the meeting at 9:00, seconded by Larry Krantz. Carried.

Jan Johnson, Secretary

**MINUTES OF THE REGULAR MEETING OF TURTLE RIVER TOWNSHIP BOARD OF SUPERVISORS  
THURSDAY, SEPTEMBER 9, 2021 7:00 P.M. VIA ZOOM AND IN PERSON  
AT TURTLE RIVER TOWN HALL COMMUNITY CENTER**

Board members present: Sam Christenson, Marie Kistler, Craig Forte, Bryan Campbell, Donna Zelinsky and Tanya Hanson (via Zoom), Deputy Clerk Jan Johnson.

Citizens present: Dave Kloha, Larry Krantz, Karin Snortland, Denny Carlson and Jane, Diane Plath, Catherine Forbes.

Marie Kistler called the meeting to order at 7:00 p.m.

**Citizen Input:**

A request was made by residents of Berry and Howling Wolf Road to have the township assume responsibility for grading and snowplowing these two roads. In 2003 the developer of the property and the Board of Turtle River Township entered into an agreement that when 50% of the lots were occupied and on the tax roles that the township would take over maintenance of these two roads. There were 17 lots and there are nine homes on the properties. The original roads were built to township specifications and are up to the standards of what the township requests. Bryan Campbell indicated the roads should be inspected before approval. Sam Christenson will also look at state statutes. The inspection of the roads will be done on Wednesday, September 22<sup>nd</sup>. Supervisors to meet at the town hall at 5:15 p.m.

**CONSENT AGENDA:**

Kevin Williamson made a motion, seconded by Sam Christenson, to approve the following:

I. Town Board

A. August regular Town Board Meeting Minutes

B. August Treasurers report for August 2021. Receipts totaled \$2,515.99 - disbursements were \$31,733.23  
bank statement balance totaled \$336,690.50

II. Bills and Claims for the month of August #10558 to #10571 were presented for approval and payment in the amount of \$22,230.71

III. Zoning Committee:

A. September 2, 2021 Zoning Meeting Minutes

B. Approval for Alvina Hasser land division, parcel ID # 48.00238.00

C. Approval for Land Use Application for Matthew and Kaylee Upgren, parcel ID # 48.00479.00

IV. Kevin Williamson requested his name be added to Board of Supervisors Meeting Minutes of August 12, 2021 as being in attendance.

**ITEMS FOR INDIVIDUAL DISCUSSION:**

I. Zoning:

A. Ordinance Update. David Kloha requested the status of the Board of Supervisors' review of the proposed ordinance. The Board should review and combine their questions and concerns. A work session has been scheduled for Friday, October 1<sup>st</sup>, at 8:00 a.m. for final discussion and review before the document will be referred to the attorney.

B. Collins Property. A letter has been sent to the residents along with a land use permit application if needed. There has been no activity or request for a permit. There have been no septic permits for either Collins property; they have been told they need to follow up with Environmental Services regarding any septic permits. Trash is building up again.

## II. Administrative Items:

- A. Transfer \$2,000 from the General Fund to the Cemetery Fund. Donna Zelinsky indicated we overspent on the expansion of the cemetery; there is now a balance in the Cemetery Fund. Karin Snortland indicated a post near the cemetery gate is rotting away and needs to be stabilized. Craig Forte will look at it. Sam Christenson made a motion to transfer \$2,000 from the General Fund to the Cemetery Fund, seconded by Craig Forte. Motion Carried 5 – 0.
- B. Discussion about increasing the Town Hall Scheduler's salary. Jan Johnson presented a spreadsheet showing there will be 38 bookings at the town hall this year. The salary of \$60 per month is not covering her expenses which does not include mileage. Sam Christenson made a motion, seconded by Craig Forte, to increase the salary for the scheduler to \$100 per month plus mileage. Motion carried 5 – 0.
- C. Supervisors were reminded to check their emails daily.
- D. TRT Long Lake property usage. In 1924 a large piece of property was divided into lots on the west side of Long Lake. One of the lots was designated as "park" with no information as to who owns the property. Currently someone has erected a dock and keeps a boat on the property. This person also uses a 4-wheeler to go down the steep terrain and is causing erosion. Conservation Officer Brice indicates a log can be put across the entrance to the lot to stop this use and also that the dock and boat should be removed.
- E. Reschedule Nov. 11, 2021 Regular Town Board Meeting. Since November 11 is Veterans Day, Sam Christenson made a motion to move this meeting to Wednesday, November 10<sup>th</sup>, seconded by Bryan Campbell. Motion carried. 5 – 0.
- F. Correspondence. Correspondence reviewed and signed by all Board Members.
- G. Followup:
  1. Risk Management/Schedule an Annual Review. This annual review has been scheduled for the second Monday in August 2022. An ADA door is required on the front of the hall which swings inward. Craig Forte will secure bids. Jan Johnson will also wordage to the hall rental agreement that space heaters are prohibited and that children need to be supervised. It was indicated that there is a fire extinguisher in the garage. There is no defibrillator in the town hall. Karin Snortland found prices for a defibrillator to be between \$1100 and \$1275 with free training available. This is not a required item. Karin will email information to Board members. This subject has been tabled with further discussion to take place at the October meeting.
  2. Road Cleanup October 9<sup>th</sup>, 9:30 a.m. Karin Snortland will pick up the vests for the cleanup. Volunteers will meet at the substation at the intersection of County Road 20 and 27 (Long Lake Road). This event will be posted on Facebook.
  3. Plants Around Town Hall. Two bids/plans from Hills Country Greenhouse and one bid from Nature's Edge were reviewed for removal of some of the current shrubs and replacement shrubs around the town hall. Sam Christenson made a motion to accept the bid from Hills Country Greenhouse for \$2215, seconded by Craig Forte. Carried 5 – 0.
  4. Solid Waste Ordinance. A proposed ordinance of 15 pages has been referred to the township attorney. He does not feel it needs to be that extensive. There will be further discussion.

### III. Roads

- A. Graveling/Grading. Bryan Campbell did a road tour. Joel Johnson has graded several times. North Oman has a bad spot. Bryan also received a call from a County Deputy to remove trees from the township roads after last week's winds. Graveling has not taken place yet. Bryan was unable to get gravel quotes from Knife River and Gladen as they are not doing any more bidding until next year. \$25,000 is currently allocated for gravel. Lamon Road needs considerable buildup. There is no date yet for applying gravel but it will be this fall. A road plan needs to be developed for future upgrading of our roads. With the right grade of gravel and a solid plan this will lead to a longer life for our roads with less maintenance required. Sam Christenson made a motion to use the \$25,000 allocated for gravel, seconded by Craig Forte. Carried. 5 – 0.
- B. Brushing. Craig Forte indicated this will begin on Tuesday, September 14<sup>th</sup>.
- C. Road Policy Addendum. Sam Christenson drafted and distributed an addendum to the road policy. Sam Christenson made a motion to add the addendum to the Road Policy, seconded by Bryan Campbell. Carried 5 – 0.
- D. Signs. Signs ordered for the township roadways have been delivered and are in the garage.
- E. Right of Way purchase of property along County Road 20 at the town hall location. Discussion followed. Further contact from the County is awaited.

Meeting adjourned by Marie Kistler at 9:05 p.m.

Respectfully submitted,

Marie Kistler, Chair

Jan Johnson, Deputy Clerk