

ALBORN TOWNSHIP

Mandi Ellefson, Clerk
6388 Highway 7
Alborn, MN 55702
(218)591-7169
Alborn.Clerk@gmail.com

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The continued meeting was called to order at 6:00 pm by Chairperson, Mike Schwartz. Present were Greta Klassen, Dale Larson, and Mike Schwartz, Supervisors, Mandi Ellefson, Clerk, and Christine Wolvin, Treasurer.

Mike asked the other supervisors for topics that they wish to discuss during the meeting. Dale stated that he wanted to discuss the joint powers agreement and an open house for the fire hall. Greta stated that she had no issues for discussion.

A note was found in the office from Kitty. The fiber optic company called and requested a representative be available to meet with them to consult for the fiber optic connection. This will be discussed further later in the meeting.

The board welcomed Mandi Ellefson as the new town clerk. The Oath of Office was taken yesterday with Sandy Olson, Clerk from New Independence, Christine Wolvin, Treasurer, and Mike Schwartz, Chairperson. The board also thanked Christine for her help and work done to help us to move forward in this process.

Clerk Resignation

MATIT was emailed with regards to the situation with the "clerk resignation." The board discussed the situation and the items that need to be addressed. Christine attempted to contact her to request the return of the computers and other township properties. Greta contacted her and requested the annual meeting minutes. Renea mailed them to her. Mike stated that he has attempted contacting her via phone and his calls have not been returned. Mike requested that Greta contact Renea to facilitate the return of three computers, the credit card, keys, bills, correspondence, documents and any other township property. Christine offered to assist Greta as needed to retrieve township belongings. Greta stated that Pam will not turn over the credit card until someone else agrees to take it over as her name is on it. The board discussed how to handle the issue with the credit card as it will affect the fire department and their ability to purchase gas.

Dale made a motion to write a document stating that Mike and Christine have township permission to work together with the bank to cancel the old credit card and issue a new credit card for the township. Greta seconded the motion and it was passed unanimously.

Greta made a motion that Christine Wolvin, treasurer, have her name on the new credit card. Mike seconded the motion and it was passed unanimously.

Address and E-mail changes. Mike, Mandi, and Christine agreed to work together to make contacts to facilitate changes for clerk address and email. Mike asked Greta and Dale if they had contacts who they would personally wish to contact to make changes. All supervisors will watch for correspondences to be sure changes will be made.

Ronda Bernard is interested in the deputy clerk position. Sandy Olson, clerk for New Independence, has offered to help Mandi and Ronda train for the clerk and deputy clerk positions. When asked she said that 20 hours should be sufficient for training time. The board discussed if the clerk, deputy clerk, and treasurer should be paid a stipend amount for training with Sandy.

Dale made a motion to allow the clerk, deputy clerk, and treasurer train with Sandy Olson up to 20 hours for \$20/hour. Greta seconded the motion and it passed unanimously.

Dale made a motion to hire Sandy Olson to train the clerk, deputy clerk, and treasurer up to 20 hours for \$20/hour. Greta seconded the motion and it passed unanimously.

Dale asked the board if the pay scale for the new clerk and deputy clerk will remain the same as previous or if we want to discuss changing it. The board agreed to maybe have a reorganization meeting in the future to revisit pay scales.

Mail

The board discussed a central location for mail delivery vs. personal homes. Christine stated that she will meet with the Postmaster at the Saginaw Post Office next Tuesday to find out our options.

Dale Larson made a motion to set up a mailbox at the community center and the dollar amount, size, placement, ordering and installation to be up to the discretion of Mike and Christine. Greta seconded the motion and it was passed unanimously.

New Clerk Computer

Mike questioned if we are going to wait for the computers to be returned by Renea or if the board wants to allow the clerk to purchase a new computer. The board decided to wait until the meeting on the 27th to see if the computers are returned. Greta also stated that she will be sure that there are no locks or passwords on the computers.

Meetings

Mike discussed postponing the monthly May meeting from May 1st to May 3rd or 4th due to scheduling conflicts.

Dale Larson made a motion to postpone the monthly May 1st meeting to Thursday May 4th at 7:00 pm. Greta seconded the motion and it was passed unanimously.

Mike proposed a special town board meeting to be scheduled with Greg Strom, Architect, to discuss project end items.

Greta made a motion to have a special town board meeting to discuss construction items with Greg Strom, Architect, on Thursday, April 27th at 3:30 pm. Dale seconded the motion and it passed unanimously.

The board discussed the posting duties of the clerk. The clerk should post one copy outside the building, file a second, post one on the township website, and email one to the supervisors.

Dale made a suggestion to file meeting minutes in specific categories for the topics discussed for ease of tracking and finding information when motions or resolutions are made. For example: community center, construction, fire department, SSD. The board also discussed if these copies would be electronic vs hard copies.

Correspondences

Greta will follow up with the fiber optic company on Tuesday, April 25th at 10 am to work on connecting us to fiber optics. Mike stated that Don from Froniter is interested in also meeting when the fiber optic company is at the building. Christine sent Don a message and he replied that he would be able to attend the visit with the fiber optic company.

Mike received emails from Greg with regards to the remaining outside work needed to complete the sewer project.

Project completion

Mike met with Don from Frontier and discussed a phone line for the fire department. Don recommended a separate phone line and number for this purpose as you can't have two lines and one modem for internet purposes. They also discussed the possible routes to plow in a phone line from the pedestal by Berlin's driveway to the alleyway between the fire department buildings. Superior construction wants the phone line buried before any septic ground finishing work is done. The board discussed concerns with the timeline for the start of baseball. They also discussed the need to coordinate between the separate services (sewer, phone, fiber optic, fencing) to assure that the final projects are efficiently completed.

Mike spoke to Fed-coop with regards to the placement and protection of the propane tanks. They would like to see a 6 foot gated chain link fence around them or 6 foot steel posts sunk in concrete. They said that they will send an email to Mike with the recommended specifications.

Mike spoke with Paul Thibault about him not having been paid for his work on the fire hall. Paul said that he heard from JK Mechanical and is currently satisfied with the situation.

The board will discuss a holding tank extension with Greg.

Fire Hall Open House

Dale suggested assembling a committee to plan an open house for the new fire hall extension. Greta said that she would work with Stacey on food. Dale said that he would work with Mandi to assemble invitations, program, and mailing of invitations. The board is looking at the dates of Friday, May 16, 2017 or Friday, May 23, 2017 for an open house. The board decided to confirm a date at the April 27th meeting.

Mike asked the board to think about uses for the Fire Chief's old office. Would we want to make a second office, filing room for files, or are there other ideas?

Joint Powers Agreement

Dale proposed review of the Joint Powers agreement. He is looking at #4 and #5. Under #3 he suggest making a 50/50 split of costs vs the previously listed 60/40 split. Dale proposed adding a line, under daily operation, that says the fire department pays a negotiated fee to the township for regular services provided. Dale will make an amended draft to present to the joint powers. Greta will present dates to the joint powers for a meeting to discuss the amendment. Possible dates include 5/18, 5/25, and 5/26 with a starting time to be between 4 and 7 pm.

Baseball Fence

Scott proposed for the township to pay for the fence and he can pull together a crew to install it. Mike asked the board to authorize funds to reimburse the Alborn baseball club for fencing supplies that they purchase to replace the fence.

Community center flooding

Mike met with Superior construction about the flooding issue behind the community center and they will provide a plan and a quote. Mike also spoke with Ben Ellefson, civil engineer for NRCS. Ben suggested installing gutters on both the dugouts and township buildings to redirect the flow of rainfall. Ben said that he would contact Shelton Excavating for another plan and quote. Ben also offered to review submitted plans for the township.

Mike recommended shutting off the baseboard heaters to see if it helps to lower the power bill. The board agrees.

The culvert in front of the community center appears to be compromised and the ends look plugged. Greta will contact Jeff from the county regarding the culvert and to ask if we can fill in to make a central driveway in front of the buildings.

The fence bordering the road and park is in poor condition and needs board discussion to decide how we want to fix it.

Roads

The board discusses buildings in the road right of way. Christine is going to check on the status of the fish house. Dale will check on the location of a new building and storage box with respects to the road right of way.

A road inspection meeting date will be planned at the monthly May 4th meeting.

SSD

Christine mailed a new OMS contract to Paul Christenson and has not been contacted to confirm the delivery of the contract. She will contact them.

There is a confirmed SSD user fee letter that has the incorrect fee on it. The board discussed how we can fix this issue. The board will revisit it at the May 4th meeting.

Dale made a motion to adjourn the meeting. Greta seconded the motion and it was passed unanimously.

Respectfully submitted,

Amanda Ellefson
Clerk of Alborn Township