

## ALBORN TOWNSHIP

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

---

April 27, 2017

The special town board meeting to meet with the architect advisor to discuss the remaining needs for the fire hall project was called to order at 3:31 pm by Chairperson, Mike Schwartz. Present were Greta Klassen, Dale Larson, and Mike Schwartz, Supervisors, Mandi Ellefson, Clerk, Christine Wolvin, Treasurer, and Greg Strom, Foundations Architecture.

Greta asked Greg for an electrical blueprint of the fire hall for the phone company. Greg gave the board a paper copy of the electrical blueprint and said that he will also email us pdf copies of the entire blueprint packet so we can have it on hand for any future needs.

Greta informed the board that fiber optic is installed. The equipment is in the utility closet connected to the men's washroom. It is currently in and installation and testing stage.

### Greg Strom report

Items remaining in the general contract include painting, finishing grading outside, and getting the electrical operation and maintenance manuals from Hammarlund. Mike suggested having Hammarlund mail the manuals to Greg so he can first review them before he turns them over to the board. Greg was given the mailing address for the town hall so he can then mail the manuals to the board.

The board discussed the repair of the front fence as it was pushed back during construction.

The sewer contractor waiting for the phone line to be buried before completing the ground work. Greta has been in contact with both the fiber optic and Frontier as of current. Mike requested to be the contact for Frontier and the burial of the phone line so he can coordinate it with the sewer work. The board agrees. Greta reported that Don from Frontier suggested that the fire department has its own phone number for fax and phone use. Don found that the old phone in the fire department does not work and he removed it. He recommends that cordless multi handset phones be installed as replacements.

Mike asked if JK Mechanical has contacted Greg. Greg said that they haven't. Mike informed Greg that Paul Thibault has not yet been paid as a sub-contractor. Mike also said that the subs have commented on the difficulty to complete any warranty work if they are left unpaid. Greg said that the bond covers us for such situations.

Greg, Mike, and Dale did a walk through outside to review progress and needs.

Greg is going to request better grading to be completed on the north wall and alleyway. Greg stated that he will come out when they complete the grading to oversee. Greg foresees finishing in the next month or two including the front fence repair and rock removal. Greg will check with Hammarlund on the conduit and where the access location is.

Greta stated that she spoke with Renea. One laptop computer has been returned and one desk computer is in the office. They stated that Pam's laptop computer had crashed in September of 2016 and is in the office. Christine stated that it is not and that there should be a computer case coming back also. Greta said that she will ask again for the crashed laptop and the computer bag. The credit cards have been resolved and Christine and Mike continue to work together to complete the process. The posting bulletin board key has been returned. Correspondences will be forwarded to Greta or Mandi.

Greta said that she has contacted Jeff at the county and he will get back to her after he finds out what they can do with regards to the culvert and additional driveway.

#### Phone and Internet

The board discussed the financial responsibility of the new phone line installation and how to facilitate the phone utility bill between the township and the fire department.

Dale made a motion that the township pay to put in a new and separate phone line and number for the fire department. Greta seconded the motion and it passed unanimously.

Greta stated that she was contacted by Frontier who informed her that our current contract with them is up. Frontier said that they needed an "ok" to renew our contract at a lower price for the phone and internet. Greta stated that she did approve the new contract. The board questioned if we need to renew the internet for the facility as fiber optic is currently being installed. The board also questioned if there will now be a penalty if the internet is dropped. Greta said that she would ask Frontier about these concerns.

Mike then asked if there will be a monthly cost for fiber optic internet, what it will be, and who will bill us? He also asked if there is a charge for installation? Christine stated that she believes the installation is part of a State funded project. The board also asked if there will be an additional charge for fiber optic if they must do further work and add a second panel to make the internet reach the new addition to the fire hall? Greta stated that she would check with her contact for the fiber optic about the concerns of the board.

#### Credit Card

Christine and Mike met with Rusty Fitzgerald at Wells Fargo in Hermantown on Monday, April 24<sup>th</sup>. They removed Renae, Pam, Destiny, and others from the township account and cleaned up the list. They also cancelled the credit card which was under Pam's name. Christine stated that she has had communication with the fire department, Stacey, Rob,

and the Wayside Corner to inform them that the credit card has been cancelled. Christine stated that she has physically destroyed both credit cards with her paper shredder.

To begin a new credit card under the township they need to fill out a new credit application. They will be able to file it under the federal tax id number for Alborn township instead of using a board member's social security number as was done in the past. We can list multiple users on the new credit card. The bank has requested a formal letter be signed and submitted. Mike read the letter.

Mike made a motion to approve the letter for the township to apply for a new credit card. Dale seconded the motion and it passed unanimously.

The Clip Joint Tavern Inc. submitted a form for a liquor license renewal to the board to approve and sign. The license is to renew the combination of on and off sale liquor for 2017-2018.

Greta made a motion to approve the request for liquor license renewal for the Clip Joint Tavern Inc. for 2017-2018. Dale seconded the motion and it passed unanimously.

Township mailbox

Christine met with the postmaster from Saginaw. We can install a mailbox outside at the community center. The postmaster gave Christine the specifications for installation of a mailbox. Once a mailbox is installed we can inform the postmaster and he will submit our information to the cities to begin our mail service.

Greta made a motion to purchase the "black mail boss package master post office box" from Menards plus hardware needed for installation and install at the community center. Dale seconded the motion and it passed unanimously.

Christine will contact the postmaster with our final plan for the mailbox for his final approval before we install.

Dale is looking into old information with regards to who seal coated and black topped the parking lot. He is trying to find out if the township has maintained the entire parking lot or only parts of it.

Dale made a motion to adjourn the special town board meeting. Greta seconded the motion and it passed unanimously.

Respectfully submitted,

Amanda Ellefson  
Clerk of Alborn Township