

June 5, 2017

The meeting was called to order at 7:08pm by Chairperson, Mike Schwartz. Present were Greta Klassen, Dale Larson, and Mike Schwartz, Supervisors; Amanda Ellefson, Clerk; Ronda Bernard, Deputy Clerk; Christine Wolvin, Treasurer; and John Wolvin.

Dale made a motion to approve the minutes from the May 4, 2017 Regular Monthly meeting. Greta seconded the motion and it was passed unanimously.

Dale made a motion to approve the minutes from the May 8, 2017 meeting. Greta seconded the motion and it was passed unanimously.

Dale made a motion to approve the minutes from the May 25, 2017 road inspection meeting. Greta seconded the motion and it was passed unanimously. More information in regard to Road and Bridge will be presented at the July meeting.

#### **Treasurer Report**

Christine read the Financial Report. Greta made a motion to approve the report and Dale seconded the motion. The motion was passed unanimously.

Christine asked for permission to transfer \$5000 from general fund to community center. Dale made a motion to transfer these funds from the general fund to the community center. Greta seconded the motion and it passed unanimously.

#### **Claims/Bills**

Amanda read the claims list. Greta made a motion to pay the bills and PERA. Dale seconded the motion. Dale inquired into O'Bey Construction Bill. Dale indicated that this bill should be paid by the fire department. Dale also inquired into the billing for carpet and tile for the fire hall. Dale asked that the code for O'Bey Construction be changed to 225. Amanda noticed that there was a double billing for Terry Kleiner (added to Rob's bill and also billed separately). Greta called Rob to inquire into Terry's bill and the carpet and tile billing. Terry's \$100 should be included on Rob's bill. The additional bill for Terry Kleiner was deleted from the claims list. Claims passed unanimously.

A request was made for a certificate of liability insurance for O'Bey Construction. Greta indicated that she would ask for this certificate.

#### **E-mails/Correspondence**

Pollution Control Agency – Reissue of a permit for Voyageur Disposal and Processing Inc. Public commentary on this issue ends Thursday, June 8.

Construction notification for work on Highway 7.

Central St. Louis County Fair/Meadowlands is asking for money to support the upcoming fair, scheduled for August 18-20. Greta made a motion to donate \$300 to the Central St. Louis County Fair. Mike seconded the motion and it passed unanimously.

Alborn Fire Department requesting a donation for the Alborn Fire Calendar. Greta made a motion to buy a \$200 spot on the Alborn Fire calendar. Dale seconded the motion. The motion passed unanimously.

Sewage Treatment permit for construction needs to be filed.

Census information and estimate of population. Amanda will contact the Census office to update clerk information.

MATIT insurance information. The amount has been updated for replacement costs. Amanda presented the acceptance forms for approving the insurance offered through MATIT to the board. Dale will call Dawn Zimmerman to inquire into the amount presented by MATIT to determine if this covers building content or building only for replacement, in addition to liability.

Certificate of liability presented for Dirk Carlson.

On/Off Sale Liquor for Alborn Tavern. Greta made a motion to approve the liquor license for Alborn Tavern. Dale seconded the motion and it was approved unanimously. Amanda signed the license and Greta will deliver it to the Tavern.

Account application agreement for cleaning supplies for the hall through DALCO. Dale made a motion to set up an account for the town hall and the fire department for cleaning supplies through DALCO. Greta seconded the motion and it passed unanimously. The treasurer and clerk will work on filling out the paperwork to set up this account.

Mike presented mailing from Census indicating that the township has not submitted payroll information. This was given to Christine to take care of.

## **SSD**

John Wolvin read the report for SSD. 372,440 gallons pumped in 35 days. Average of 10,641 gallons/day. There was an alarm set off due to a quick power outage. John was talking to Chris about pumping tanks. John asked that Chris call Brent's Septic, as they gave a discount. Chris will call and set up a time convenient to pump the three tanks identified as needing to be pumped. Discussion on the flowage issue. Chris mentioned that the water tables are high and if there is a cracked pipe in the gravity feed line, it could add water. The only way to determine this is to run a camera through the gravity feed lines. Mike suggested exploring other options, before use of a camera, in regard to the high volume of water. John said that he would get back to Chris to explore other options. Dale stated that it needs to be determined if there is a leak or if the pumps are still accurate. The pumps have not been recalibrated since Eric. John stated that he would ask Chris about recalibrating the pumps.

Phone line – Beacon monitor installation will save money over time in comparison to Frontier phone line monitor system. Dale made a motion that People Services install a beacon monitor at the Aerie Lake treatment site. Greta seconded the motion and it passed unanimously.

Mike made a motion that John Wolvin be the initial contact and People Services be the second contact for the new beacon monitor system. Dale seconded the motion and it passed unanimously.

Having the beacon monitor system installed will eliminate the need for the Frontier phone line at the sewage treatment site. Mike will call Frontier to have their line disconnected.

The revision of usage fee letters for SSD members is tabled until next meeting.

### **Fire Department**

Review of emails for the design of the septic system. Mike stated that the septic design print should identify the depth the electric line is installed at.

Mike met with Greg and Lance. The fence along the roadside has been fixed. Mike will contact Greg about who fixed the fence and painted the doors. The fan on the west wall of the new building needs caulking on the outside.

The phone number for the fire department should be: 218-345-8764.

Greta is requesting \$600 for the open house. Dale made a motion to allow Greta to spend up to \$600 for food, beverages, and supplies for the open house. Mike seconded the motion and it was passed unanimously.

Mike spoke to Scott Morse in regard to the baseball fence. Scott indicated that they will contact Gopher State One Call before putting the fence up. Scott also indicated that due to time constraints and the Holiday weekend that they decided to delay the fence installation.

Open House – Dale asked that a posting be made that a meeting will be held prior to the open house. Mike made a motion that a meeting be held on June 16, 2017 at 4:00 for the purpose of the Fire Hall Open House. Greta seconded the motion and it passed unanimously.

Robb indicated to Greta that the board should facilitate contacting someone about the electrical box in the old hall. Mike will contact Robb and discuss electric in the old hall.

### **Community Center**

The Board will discuss eaves and gutters at a future meeting. Mike had contacted Paul and he is not interested in doing the gutters. Mike indicated that he will make contacts for quotes and present to the Board at a future meeting.

The old baseball sign, fence, and old fencing needs to be hauled away. Paul indicated that he is not able to remove it and suggested finding another means of removal. Dale made a motion that Mike spend up to \$1,000 to have discarded items removed from the park. Greta seconded the motion and it passed unanimously.

Paul will make temporary barrier around propane tanks.

Frontier phone – Mike found out that the phone bill is \$230/month, of which \$90 is for the phone line. Discussion on entering into a two year contract with reduced rate for phone only without internet. The phone line in the fire department is currently signed up for a two year contract. Greta made a motion to enter into the two year contract for the phone. Dale seconded it and it passed unanimously. Mike asked that someone call to inquire into the anti-virus protection plan for fiber optic. Greta is inquiring into virus protection, service issues in firehall, and password protection.

## **Road and Bridge**

Greta made a motion that Dale take care of ordering the calcium chloride and having it applied for the 2017 calendar year. Dale seconded the motion and it passed unanimously.

St. Louis County notification of road inspections and road restrictions. The road supervisor is to contact the public works for a road inspection.

## **Old Business**

Alborn Township credit card – Christine has received the credit card. Prior to receiving the credit card, Christine had a call from Wayside indicating that they need a physical card on file. Mike and Christine had ordered only one card. Christine offered to inquire into obtaining an additional card to have one on file at Wayside. The Board agreed that a card should be on file at Wayside, as long as there is no misappropriation with the card.

Discussion on procedure for determining what is being purchased with the credit card, particularly for on-line purchasing. Christine will put together a procedure for requesting use of the credit card for purchases and information on purchases as soon as they are made. This procedure will allow Christine to be more aware of purchases being made.

Christine has a file of checks that were never deposited dating back to 2012. Christine drafted a letter, as she believes the checks should be sent back to those who wrote the checks. Christine presented the letter to the board. The letters are tabled until a later meeting.

Jackson Property – Dale has a sketch of the property and presented this to the board. Dale asked the board if he should contact the home owner about moving their structure to abide by the county rules. Mike suggested that this information should come from the county. This will be tabled and continued at the next meeting.

## **New Business**

**Joint Township Meeting** to be held on Wednesday, June 7, 7:00pm, at New Independence Town Hall

Table key control concerns.

Table Internet control concerns.

Continuation of tonight's meeting will be held on Thursday, June 8. Mike made a motion to continue the meeting on Thursday, June 8 at 7:00pm. Greta seconded the motion and it passed unanimously.

Respectfully Submitted,

Amanda Ellefson

Clerk of Alborn Township