

ALBORN TOWNSHIP

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August 7, 2017

The meeting was called to order at 7:05pm by Chairperson Mike Schwartz. Present were Greta Klassen, Dale Larson, and Mike Schwartz; Supervisors, Amanda Ellefson, Clerk; Ronda Bernard, Deputy Clerk; Christine Wolvin, Treasurer; Linsey Larson, Deputy Treasurer; John Wolvin, Dale and Carol Mell, Tarah Vitek, and Kurt and Susan Johnson.

Dale made a motion to approve the July 5, 2017 Regular Meeting minutes. Greta seconded the motion and it was passed unanimously.

Dale made a motion to approve the July 11, 2017 Continuation Meeting minutes. Greta seconded the motion and it was passed unanimously.

**Treasurer Report**

Christine read the Financial Report. Greta made a motion to approve the Treasurer's Report. Dale seconded the motion and it passed unanimously.

**Claims/Bills**

Discussion on Minnesota Power bill and the billing cycle. The Township is consistently being charged a late fee. The Clerk set up on-line billing in attempt to print most current billing. Dale suggested adding additional monies to the payment to have a positive balance and avoid late fees.

Amada read the claims list. Dale made a motion to pay the bills, including PERA for the month of July, and an additional \$600 to Minnesota Power. Greta seconded the motion and it passed unanimously.

**Emails/Correspondence**

The Board reviewed notification of the St. Louis County Land Use Planning meeting. Greta will try to attend one of these meetings regarding zoning and planning.

Mike made a motion to have a posting made for the District 10 MAT meeting on Thursday, August 24, 2017 @ 4:30pm in downtown Twig. Dale seconded the motion and it passed unanimously.

St. Louis County Levy form. Mike suggested Mandi or Ronda contact Brandan Larson from St. Louis County for assistance with the levy form.

Pam Houle sent a text to Mike and Greta inquiring into payroll for the last month of duties for herself and Renae. In order to be paid for their last month of duties and meetings, a payroll form should be submitted by both Pam and Renae to the Board. Dale made a motion that the Clerk send Renae and Pam blank Pay Request forms to be filled out and submitted to the Board. Greta seconded the motion.

It passed unanimously. A second laptop computer has been returned to the Township and Pam stated that she has the stamps and they will be returned also.

## **SSD**

John Wolvin read the report for SSD. 211,750 gallons pumped last month with an average of 7,563/day. These numbers are still high and discussion included use of a rain gauge (the system has an electronic rain gauge and John includes this information in his log). Also, higher numbers of people over the Fourth of July may have led to higher flowage.

The new monitoring dialer is installed and working. It is set to read high water and power failure.

John mentioned that there was a dog that was prohibiting him from checking the last two pumps. John is going to contact the property owner about the dog. Discussion on how to address this if it continues.

Mike is going to contact the attorney about the use of bear or pepper spray to protect workers from animals in these situations.

Email from Chris at People Services – 2<sup>nd</sup> Quarterly Report shared with the Board.

Christine presented a draft of the letter to be mailed out regarding the SSD user fee. She also had a list of payments that have been made and those which are outstanding. Mike made a motion for Christine to draft letters in accordance with the information presented to the board and to work with Amanda to mail them to property owners. Greta seconded the motion and it passed unanimously.

## **Fire Department**

The Board reviewed an email from Greg Strom updating the final Sub payment information for the Fire Hall addition. Dale made a motion that the final payment for the construction on the addition to the fire hall, the Township will agree to two-party checks to the following: Doorco (\$1768.74), Aardvark (\$479.77), and Northern Door (\$6950.79) for a total of \$9199.30, on the condition that Hammerlund agree to these payments. Greta seconded the motion and it passed unanimously.

Mike contacted Frontier and cancelled internet on July 19, 2017. The order number is 57129697.

Greta inquired into password protection, anti-virus, and fiber optic to fire hall. She was told that password protection is not possible with the fiber optic. Additionally, there is not a need for anti-virus protection if it is already on the computer. Greta also found out that there is a wi-fi extender that is available at Best Buy, which will allow for the fiber optic to reach the fire hall. Mike is going to inquire further with tech support at the school, as they also use the same service provider.

Nellie Torgeson is the new petty cash treasurer for the Fire Department.

Greta will contact John Klassen to find out if he carries liability insurance as he was on the premises working on a truck for the Fire Department.

## **Community Center**

A revised gutter estimate was presented to the Board. Work on the Community Center will be on a Saturday and the Board would prefer the work to be done on a day when there are no events planned at the Center. The work should be done on Saturday, August 19.

Christine received a call regarding the security cameras and she unplugged them, as the alarm was going off and couldn't be reset.

Mike ordered sod from Mack's landscaping and Paul has placed the sod. The bill for the sod was \$77 which Christine paid on the credit card. Paul has been watering it, as well. No mowing is suggested until further notice.

Mike contacted Minnesota Power about the rocks. A crew will be out on August 8 to address the rocks in the ditch and have them removed, either the same day or within the upcoming two weeks.

Mike presented the Board with a draft of a notice for public comment regarding removal of the old Town Hall Building. This was given to Amanda to include dates of upcoming meetings for public comment. Christine will inquire into having this notice in the S.A.L.T. newsletter. Amanda will post it on the Community Center bulletin board.

The board discussed the gates and fencing to protect the grounds, park, and propane tanks. Dale made a motion to acquire estimates for a main gate to the park and fencing to protect the park grounds and propane tanks. Greta seconded the motion and it passed unanimously.

Dale contacted the land department about the old school. Tom Fields has signed an agreement to pay the back taxes on the property. The property is no longer in forfeit.

Tarah Vitek requested to hold a Alborn Community rummage sale at the Community Center sometime in October. The Board agreed that it would be a good use of the Center.

## **Road and Bridge**

Dale and Carol Mell brought up a concern regarding the ditches from their driveway at 8928 Aerie Lake Rd. to the outlet for Maple Leaf Lake. The ditch is not draining to the outlet from rain and runoff. Dale suggested the possibility cross-culvert across Aerie Lake Road. Dale Larson will contact the Mell's to make a site visit and address the concern.

Chloride has been applied to the Township roads. Discussion on the lateness of the application and options for earlier application next year.

Dale would like to be proactive and address the brush on county roads. Dale contacted Ziegler on renting a tractor with a brushing attachment. The rental of the brush cutter will be \$2700/week or \$900/day plus \$400 for delivery and pick-up. He contacted Rodda Grading and they can have someone operate the brush cutter at \$35/hour. Dale estimates that it would cost \$4600 for rental and operating costs. Mike made a motion that Dale facilitates rental of machine and hiring of Rodda Grading as operator for up to \$5000 for Township road brushing. Greta seconded the motion and it passed unanimously.

The Board reviewed correspondence from the County regarding a bridge inspection report from Church Rd.

Dale has had difficulty contacting Shane Stokke regarding the turnaround. Dale was able to talk to Shane about the turnaround and Shane indicated that he has been busy but is willing to work with Dale on the issue. Dale requested Shane to flag the property for the turnaround. Dale would like to have written agreement made with Shane for the future use of the turnaround.

#### **Old Business**

Amanda presented the most current Certificates of Liability to the Board.

#### **New Business**

Kurt and Susan Johnson presented the Board with a Basic Land Use Permit to build an additional garage. The Board approved and signed the Basic Land Use Permit.

Mike made a motion to pass resolution 872017 for the donation of \$30 to the Township Community Center fund from the SALT Parish/Christine Wolvin. Dale seconded the motion. It passed unanimously.

Dale made a motion that the Board authorize up to 30 hours each at \$20/hour for the Clerk, Deputy Clerk, and Treasurer to clean-up and organize the files in the office with the willingness to re-evaluate later when the hours are used up. Mike seconded the motion and it passed unanimously.

Dale made a motion authorizing up to \$1200 for the purchase of a new computer and software for Deputy Clerk. Mike seconded the motion and it passed unanimously.

Dale made a motion to adjourn and Greta seconded it. The motion passed unanimously and the meeting adjourned at 10:32 pm.

Respectfully Submitted by,

Amanda Ellefson, Alborn Township Clerk