

ALBORN TOWNSHIP

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August 6, 2018

The meeting was called to order at 7:09 pm by Chairperson Dale Larson. 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, Kurt Johnson, Tarah Vitek, and Clark and Patty Bennett.

Greta made a motion to approve the July 2, 2018 Regular Meeting Minutes. Mike seconded the motion and it passed unanimously.

Greta made a motion to approve the July 23, 2018 Reorganizational Continuation Meeting Minutes. Mike seconded the motion and it passed unanimously.

#### **TREASURER'S REPORT**

Christine read the Treasurer's Report. Greta made a motion to approve the Treasurer's Report. Mike seconded the motion and it passed unanimously. Christine reported that 30% of the taxes was deposited in July.

#### **BILLS**

Amanda read the Claims List. Greta made a motion to pay the bills including PERA. Mike seconded the motion and it passed unanimously.

Amanda suggested doing Auto-Pay for Frontier, as the Township is doing for Minnesota Power, to reduce the amount of late fees. Greta made a motion to put Frontier on Auto-Pay. Mike seconded the motion and it passed unanimously.

#### **E-MAILS/CORRESPONDENCE**

Dale made a motion to not respond to the Data Request from American Transparency. Greta seconded the motion and it passed unanimously.

#### **SSD**

Mike made a motion to submit a statement to the County that the Township has no objection to the variance that is being opposed. Greta seconded the motion and it passed unanimously.

The Bennett's were in attendance to receive their variance for the addition to their cabin.

John read the SSD report. 257,996 total gallons pumped through the month of July, with an average of 7,371 gallons per day (based on 35-day cycle). John met with an individual from Hydro-Kleen on July 19<sup>th</sup> to look at the tanks scheduled for fixing. On the 24<sup>th</sup>, there was a clogged filter at 9166. On the

26<sup>th</sup>, John extended the cleanout at the Matisen property. On the 29<sup>th</sup>, Chris received an email about an alarm at the site. John received a text from Bob Francis that his pump had been running for two days. John found that there was something going on at the Johannesen's property, as water was flowing into the neighboring property. John suggested sending a letter to property owners for emergency contact information, mainly for individuals with cabins. Dale asked Mandi to draft a letter to property owners.

Dale made a motion to approve the quote from Hydro-Kleen, LLC, giving Mike the authorization to spend up to the \$14,300, for repairs on septic tanks within the sewer district. Greta seconded the motion and it passed unanimously.

Dale made a motion for Mike, who is in charge of SSD, to have the authorization to sign the amended agreement with MSA. Greta seconded the motion and it passed unanimously.

#### **FIRE DEPARTMENT**

Mike is still working with Jeff Oian on adjusting the cameras.

#### **COMMUNITY CENTER**

Greta has been working on locating/labeling keys and mentioned to the Board that she does not know what keys Dale and Mike have. Dale and Mike will report back on their keys at the next meeting.

Greta will notify Paul to check all fire extinguishers in the building.

Mandi has been in contact with Paul to locate a key for the storage area, so Alborn Baseball is able to move their items from the old town hall into storage. Paul will be replacing the lock and Mandi will then contact Scott Morse to provide a key and have items moved.

Paul has requested shelving for the storage room. The Board would like for Paul to provide more information as to what kind of shelving and an estimated cost.

Mandi presented the revisions to the Rental Application for Community Center to the Board. Greta made a motion to accept the Rental Application for Community Center. Mike seconded the motion and it passed unanimously.

Girl Scouts would like to hold meetings at the Community Center again this upcoming school year. Greta made a motion for Girl Scouts to hold their meetings at the Community Center without charge. Mike seconded the motion and it passed unanimously.

Discussion on changing the code for the door. The Board asked to have time to consider how often to change the code for the door.

Jim Olcott sent information to the Board on requirements for fire extinguisher information. This information will be presented to the new maintenance person for reference.

The Board received several Letters of Interest for the maintenance position. The Board discussed inviting selected individuals in for interviews and notifying those not selected that they would not have an interview. Dale made a motion to interview John Klassen and Dave Fosness for the Lead Maintenance position and to notify the others that they would not be considered for the position. Greta seconded the motion and it passed unanimously. Interviews will be held on August, 28. The Board will meet at 10:00 am to review the job description with interviews being held at 11:00 am.

Linsey brought it to the Board's attention that someone may be dumping their garbage in the township dumpster. The Board discussed locking the dumpster. Mike made a motion to have a lock for the dumpster through the garbage company. Greta seconded the motion and it passed unanimously. Mandi will contact the garbage company about adding a lock and keys.

Discussion on the spots on the carpet in the Community Center. Kitty has been working on the spots, but has not had success with spot-cleaning products. Discussion on having the carpet professionally cleaned. The Board discussed getting quotes for carpet cleaning to plan on having this service done. Mandi will contact companies for quotes.

Greta reported that Paul has not had much luck contacting Frontier to bury the exposed phone cable.

The Board discussed a goal of having a playground completed by the year 2020.

The Crow's Nest on the Announcer Booth has been fixed by the Alborn Baseball Association.

### **ROAD AND BRIDGE**

The projects at the Eagles Club Road, Olcott culvert, and driveway culvert on Austin Road, which were previously approved, will be getting started in the next week or two.

At the Road Inspection, culverts were found without enough gravel cover. Dale indicated that there is a shortage of Class 5. Dirk Carlson has screened one-inch gravel that costs \$14 per yard. Dale would like to haul up to 200 yards to cover culverts and frost boils. Mike made a motion that Dale has the authority to order up to 250 yards of screened one-inch gravel through Dirk Carlson for Township Roads. Greta seconded the motion. Tarah Vitek indicated that Ground Effects could provide Class 5. Discussion on using this as a source of Class 5 at a later date, as the Board determined the screened one-inch gravel would be a good addition to the Township roads at this time. The motion passed unanimously.

### **OLD BUSINESS**

Review of job descriptions for maintenance and cleaning.

Update on the Township Website. Kurt Johnson offered to assist in setting up the website through Go Daddy. Mandi thanked Kurt for his assistance. They are waiting on a few photos and will work on the calendars before launching the new site.

### **NEW BUSINESS**

Greta made a motion to adjourn the meeting. Mike seconded the motion and it passed unanimously. Meeting adjourned at 10:05 pm.

Respectfully submitted,

Amanda Ellefson, Alborn Clerk