

ALBORN TOWNSHIP

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April 16, 2018

The Reorganizational Meeting was called to order at 6:02 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; Kurt Johnson, Tara Vitek, and Paula Janke.

Paula Janke was in attendance to have a liquor license signed for the Alborn Tavern. Greta made a motion to sign the document presented for a liquor license for the Alborn Tavern. Mike seconded the motion and it passed unanimously.

Review of schedule of the Board's regular meetings.

Amanda brought up to the Board having payroll items in to the Clerk prior to the regular meeting. Discussion on having timesheets and reimbursements in to the Clerk the Wednesday prior to the meeting. Dale suggested having a policy typed up and presented to the Board at the next meeting. The Clerk will draft a policy to be presented at the next meeting.

Discussion on rotation of Supervisors. Dale made a motion that if a newly elected individual is replacing the current Chairperson on January 1, rather than have the newly elected individual take on Chairperson duties, the vice-chairperson would take over these responsibilities. Mike seconded the motion and it passed unanimously.

Discussion on Supervisor duties – Greta has the Community Center and Joint Powers, Mike has SSD (with additional responsibilities due to projects at the Townhall building), and Dale has Road and Bridge. Each Supervisor will keep their current duties. Discussion on dollar amounts for emergency situations. Dale made a motion that Greta, who is in charge of the Community Center, be able to spend up to \$2,000.00 without Board approval in the event of an emergency situation on Community Center grounds. Mike seconded the motion and it passed unanimously. Dale made a motion that Mike, who is assigned by the Board to be in charge of the sanitary sewer district at Aerie Lake, be authorized to spend up to \$5,000.00 without Board approval in the event of an emergency situation regarding the sanitary sewer district. Greta seconded the motion and it passed unanimously. Dale made a motion that the Chairperson, Dale Larson, who is assigned by the Board to be in charge of Road and Bridge, be authorized to spend up to \$5,000.00 without Board approval in the event of an emergency situation regarding Township roads. Greta seconded the motion and it passed unanimously.

Discussion on noxious weeds and designating a supervisor to take on this additional duty. Mike made a motion that Supervisor Larson take on the noxious weed position for Alborn Township. Greta seconded the motion and it passed unanimously.

Discussion on compensation for employees. Dale made a motion to set the salaries for the maintenance and SSD maintenance employees at \$22.00 per hour, lawn care and cleaning employees at \$20.00 per hour, and Clerk/Deputy Clerk/Treasurer additional duties at \$20.00 per hour. Mike seconded the motion and it passed unanimously. Dale made a motion to amend the previous motion to remove the Clerk/Deputy Clerk/Treasurer. Mike seconded the motion and it passed unanimously.

Discussion on compensation for town officers. Dale made a motion that starting April 2019, the Chairperson receive a stipend of \$100 per month due to the extra duties. Greta seconded the motion and it passed unanimously. Mike made a motion that we keep the hourly rate for town officers at \$20.00 per hour for extra duties. Greta seconded the motion and it passed unanimously. Dale made a motion to set the annual stipend for the Treasurer at \$3,600.00, the Clerk at \$4,600.00, the Deputy Treasurer at \$3,000.00, and Deputy Clerk at \$4,000.00. Greta seconded the motion. Discussion on a time study of the duties for Clerk and Treasurer. Dale suggested a time study on SSD and office hours. The motion passed unanimously.

Discussion on compensation for meetings. Dale made a motion that the meeting rate for the Clerk and Treasurer remain at \$50.00 per meeting and the meeting rate for Supervisors be \$100.00 per meeting, with the provision that if trainings and outside meetings go over 4 hours, Supervisors, Clerk, and Treasurer will be paid an additional \$20.00 per hour. Greta seconded it and it passed unanimously.

Dale made a motion that the meeting rate for the Deputy Clerk, Deputy Treasurer, and additional Township employees be set at \$50.00 per meeting, with the understanding that when attending trainings or other outside meetings, will be paid at their hourly rate (\$20 per hour) when the meeting is over 4 hours in length. Mike seconded the motion and it passed unanimously.

Discussion on compensation for Joint Powers meetings. Dale made a motion that the representative to the Joint Powers Board be paid with Township General Funds at the prevailing meeting rate. Greta seconded the motion and passed unanimously. Greta will present this information to the Joint Powers Board and have a discussion on setting a meeting rate for the Clerk.

Discussion on the revision of the Community Center rental policy. Greta and Amanda will review it further to revise and present to the board at a future meeting.

Dale made a motion to continue the reorganizational meeting on Monday, April 23, 2018 at 6:00 pm at the Community Center. Mike seconded the motion and it passed unanimously. The meeting is continued.

Respectfully Submitted by,

Amanda Ellefson, Alborn Clerk

UNOFFICIAL