

ALBORN TOWNSHIP

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April 23, 2018

The Continuation Meeting of the Reorganizational Meeting was called to order at 6:02 pm by Dale Larson, Chairperson. Present were Greta Klassen, Dale Larson, and Mike Schwartz, Supervisors; Amanda Ellefson, Clerk; Ronda Bernard, Deputy Clerk; Christine Wolvin, Treasurer; Kurt Johnson, and John Wolvin.

John Wolvin was in attendance to discuss a leaning power pole that needs to be replaced in front of the Vittek residence. Mike contacted Minnesota Power to determine the process for this replacement and the two meters that are attached to the pole.

John also reported that he has 3 alarms. John feels that there is confusion within the computer system. People Services will be there Friday and John will discuss these alarms with them.

Dale made a motion to approve the request of liquor license for The Clip Joint. Mike seconded the motion and it passed unanimously.

Discussion on review of SSD Ordinance and suggestion of holding a meeting specifically for the SSD Ordinance, due to the size and extent of content within the ordinance.

Discussion on Culvert Ordinance and Township being informed of driveways being built. Dale will contact the County Planning Department to inquire into how the Township can be informed of a driveway being built. Dale will also inquire into culvert policies through the County. At the upcoming SLTCO meeting, Dale will ask other Townships about their culvert ordinances.

Discussion on changes to the Rental Policy. Dale requested looking at other Township rental policies and the Alborn Sno-Devil Rental Policy for comparison purposes. The Board agreed to this and will review additional policies for additional changes or additions to current rental policy. Dale will contact MAT regarding use of alcohol and police presence when alcohol is served.

Review and discussion of Credit Card Policy. The current policy stands.

Discussion of record keeping and organizing records. Dale asked about the website and including more information on the site. Discussion on who should be responsible for updating the website and website builder sites. The Board suggested reaching out to nearby Townships to inquire into website builders being used to find one more user-friendly than the current site builder.

Continued discussion on roles and responsibilities of SSD maintenance. The Board discussed the job duties of John and asked for a description of his current duties to have a better understanding of his maintenance position.

Discussion of goals for upcoming year: Christine shared that her goal is to have the Deputy Treasurer trained to be able to do financial statements independently and to clean/organize the office. Christine would also like to have an equipment inventory list. Amanda shared goals of learning elections and cleaning/organizing the office. Dale shared his goal of having shorter meetings. The Board discussed having quarterly meetings for SSD to eliminate extended discussion during regular monthly meetings and to include People Services for reports and discussion. Another discussion was moving SSD to the end of the regular monthly meetings to determine if a separate meeting is necessary. Mike shared a goal of working more closely with People Services. Mike would also like to have an inventory of keys for the building (key control box) and list of persons with access to keys. Greta and Paul will meet to go through the keys and begin the inventory. Dale asked that this be done by the July meeting. Dale shared additional goals of removal of the Old Town Hall building and finishing the fencing.

Mike made a motion for meal reimbursement to be \$15 for breakfast, \$20 for lunch, and \$40 for dinner. Greta seconded the motion and it passed unanimously. This will be included in the resolution for compensation and reimbursement of town officers.

Discussion on master calendar with important dates to remember and reminders of things to be done, with a review of master calendar at monthly meetings.

Greta made a motion to adjourn. Mike seconded the motion and it passed unanimously. Meeting adjourned at 9:16 pm.

Respectfully Submitted By,

Amanda Ellefson, Alborn Clerk