

ALBORN TOWNSHIP

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July 23, 2018

The Continuation Meeting of the Reorganizational Meeting was called to order at 7:09 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.

Christine gave the Board an update on the inventory. There are tags on items belonging to the Township and Christine has a comprehensive list. Christine found that the hall was short on tables, which were found to be in the "Learning Center" of the Fire Hall. No items in the Fire Hall or Kitchen were inventoried. The kitchen has items belonging to the Hall and Alborn Baseball. The office has been inventoried (file cabinets, desks, treasurer's computer). Maintenance equipment was also inventoried. (Three categories of inventory: Community Center, Office, and Maintenance). Christine inquired into whether or not to inventory items within the Fire Hall. Discussion on tables within the "Learning Center". The Board determined that Christine should inventory the tables, but they can remain in the Fire Hall. In the event that additional tables are needed for events, individuals should contact Stacy for access to the tables. Discussion on additional items to inventory. Christine and Linsey will meet to continue working on the inventory as discussed.

A second key lock box was placed outside of the office. Discussion on inventory of keys. Greta and Paul have been working on sorting and labeling keys. They found that there was no key for the well on neighboring property. Greta has kept track and will give the list to Mandi.

Discussion on Rental Policy and fees. Mike made a motion to keep the fee schedule the same with the exception of the Private Activity Fee for non-residents to be raised from \$25 to \$50. Dale seconded the motion and it passed unanimously. Dale made a motion to adopt the presented Rental Agreement upon review of a revision making changes to reflect Alborn Township. Greta seconded the motion and it passed unanimously.

Discussion on file and equipment destruction. The Board previously adopted a Resolution for file destruction and asked to review the list of records to be destroyed prior to destruction. The Board asked for a list of equipment to be destroyed (i.e. computers, monitors) to make a motion for destruction prior to equipment being destroyed. Christine and Mandi discussed the option of placing shelving for storage and will look into shelving options to present to the Board.

Mandi presented to the Board the option of digitalizing paperwork for the Township. Dale asked the Clerk and the Treasurer to explore the option of digital storage for paperwork to later present to the Board.

Discussion on job descriptions for Township positions. Christine presented to the Board a description of SSD Maintenance Duties, which will be discussed at an upcoming SSD meeting. Discussion on maintenance position and duties. Christine is willing to sit with Paul to write up the description of his position. Christine will also contact Kitty to write up a description of her positions (lawncare & cleaning), as well. The Board also indicated the importance of a maintenance schedule to be created.

Review of culvert ordinance. Discussion on having resident apply for a permit, have road supervisor inspect, and fee. Dale will work on a revision of the current culvert ordinance to present to the Board.

Discussion on Alborn Website. The Board will discuss this at the August Regular Meeting.

Discussion on SSD Ordinance and timeline on reviewing/revising. The Board determined to wait on this.

Review of forms and applications for SSD re-connections. Christine will meet with Mike to review presented forms to create a form for Alborn Township. Dale made a motion for Mike and Christine to work on forms for the SSD (reconnect) and utilize this form prior to the August 6 meeting, as needed. Greta seconded the motion and it passed unanimously.

John indicated to the Board that a contractor has been out to physically see the tanks in the SSD. Based on the information from the contractor, his list of tanks that needed priority repair did not match the properties that John understood needed priority for repair. Discussion on ensuring the tanks that need priority for repair, comparing the videos to John's information and reports. Mike will check with Joe to double-check the priority of tanks for repair.

Greta made a motion to adjourn the meeting. Mike seconded the motion and it passed unanimously. Meeting adjourned at 9:07 pm.

Respectfully submitted,

Amanda Ellefson, Clerk