

ALBORN TOWNSHIP

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September 17, 2018

The meeting was called to order at 7:02 pm by Chairperson Dale Larson. Present were Dale Larson and Mike Schwartz, Supervisors; Amanda Ellefson, Clerk; Paul Klassen, and Dave Fosness.

Dale and Mike worked with Paul and Dave to identify the duties of the Maintenance Staff including but not limited to: How to purchase items, mechanical items in the fire hall, community center furnace/utility room, past flooding issues and prevention, lawnmower and snowblower, cleaning equipment. The pump house was discussed and the need to locate a key to be able to access it. Dale and Mike discussed that someone from the Township should contact the landowner to figure out a plan for access to the pump house and to get that plan into writing. The sewer was discussed and the occasional need to manually override it.

Dave and John K will have to schedule training time with John W for training on the SSD meters and maintenance.

Contact information with current vendors and service providers were discussed.

Monthly meetings were discussed as a means for Maintenance Staff to communicate with the Board about work done and future needs for repairs and maintenance. The Board asked that Maintenance Staff communicate purchasing needs before making purchases.

The Board and Maintenance staff completed a tour of the grounds.

Paul Klassen submitted a letter of resignation to the board effective 9/17/18. The Board thanked him for his work.

Mike made a motion to adjourn. Dale seconded the motion and it passed unanimously. Meeting adjourned at 8:27pm.

Respectfully submitted,

Amanda Ellefson, Clerk