

ALBORN TOWNSHIP

Amanda Ellefson, Clerk

6388 Hwy 7

Alborn, MN 55702

(218) 591-7169

Alborn.Clerk@gmail.com

---

April 17, 2025

REORGANIZATIONAL MEETING

The Reorganizational Meeting was called to order at 6:33 pm by Chairperson Kurt Johnson.

Present

were Chuck Fosness, Tarah Vitek, Kurt Johnson, Supervisors; Amanda Ellefson, Clerk; Ronda Bernard,

Deputy Clerk; Christine Wolvin, Treasurer; Linsey Larson, Deputy Treasurer.

The Board reviewed the designation of Supervisor duties and positions. Tarah made a motion for the

Supervisor duties for the following year to include; Chuck to be the Supervisor for SSD, Tarah for roads,

and Kurt for Community Center, which includes Fire Department and Joint Powers. Kurt seconded the

motion and it passed unanimously.

The Board reviewed the designation of emergency monies. Chuck made a motion to keep the emergency monies for Community Center (\$3000) and Road and Bridge (\$7000) and SSD (\$5000). Kurt

seconded the motion and it passed unanimously.

Christine updated the Board about earned safe and sick leave, which included how rates were

determined for hired and appointed personnel. The monies are then paid out in January of each year.

Discussion on if the monies are paid out or not; some businesses have determined that this is a “use or lose” time.

Amanda presented information on Employment Insurance, that was presented at the recent MAT Short

Course in Duluth. Christine presented information on the amount that it would cost the Township per

quarter (approximately \$100 per quarter). Christine has printed the slide show to help in the process

and has applied for a State ID.

Amanda provided clarification of the ESST and Employment Insurance; ESST is for short-term illness

(child with fever, employee with illness), while Employment Insurance is for long-term leave.

Christine indicated that the Township should be withdrawing State and Federal taxes out of the earnings

for all hired and appointed personnel. Chuck made a motion to withdraw State and Federal taxes from

Township payroll. Tarah seconded the motion and it passed unanimously.

The Board reviewed the compensation for town employees. Chuck made a motion for the hourly wage

for maintenance personal (SSD, grounds, cleaning, and lawn care) to be kept at \$24/hour. Tarah seconded the motion and it passed unanimously. Tarah made a motion to keep the meeting rate at

\$75/meeting for maintenance personal. Chuck seconded the motion and it passed unanimously. Tarah

made a motion to keep the meeting rate for Supervisors at \$150/meeting and leave the hourly rate at

\$22/hour. Chuck seconded the motion and it passed unanimously. Tarah made a motion to keep the

monthly stipend for Chairperson at \$100/month. Chuck seconded the motion and it passed unanimously. Discussion on Clerk, Deputy Clerk, Treasurer, and Deputy Treasurer compensation. Chuck

made a motion to keep the Treasurer annual stipend at \$4000, meeting rate at \$75/meeting, and hourly

rate at \$22/hour. Tarah seconded the motion and it passed unanimously. Tarah made a motion to keep

the Deputy Treasurer annual stipend at \$3400, meeting rate at \$75/meeting, and hourly rate at \$22/hour. Chuck seconded the motion and it passed unanimously. Tarah made a motion to keep the

Clerk annual stipend at \$5000, meeting rate at \$75/meeting, and hourly rate of \$22/hour. Chuck seconded the motion and it passed unanimously. Chuck made a motion to keep the Deputy Clerk

annual stipend at \$4400, meeting rate at \$75/meeting, and hourly rate of \$22/hour. Kurt seconded the

motion and it passed unanimously. Tarah made a motion to continue the \$22/hour for training and

meetings for each additional hour over 4 hours for Clerk, Deputy Clerk, Treasurer, and Deputy Treasurer.

Chuck seconded the motion and it passed unanimously. Tarah made a motion that the Joint Powers

Representatives compensation rate to follow the prevailing meeting rate. Chuck seconded the motion

and it passed unanimously. Chuck made a motion that any trainings or meetings attended by

Supervisors be compensated at \$22/hour for each additional hour over 4 hours. Tarah seconded the

motion and it passed unanimously.

The Board reviewed the meal rates. Tarah made a motion to keep the meal rate reimbursements at \$15

for breakfast, \$20 for lunch, and \$40 for dinner. Chuck seconded the motion and it passed unanimously.

Tarah made a motion for any payment from CTAS to be signed by Chairperson, Clerk, and Treasurer.

Chuck seconded the motion and it signed unanimously.

Amanda presented to the Board information on Township Hall rentals and alcohol policies. MAT recommends having the rental party provide homeowner's insurance prior to the rental. The certificate

of homeowner's insurance would also provide coverage for other incidences. Discussion of asking rental

parties to provide homeowner's insurance. The Board would like to find more information on this prior

to making any changes to the rental forms.

MAT Insurance wants claims to be reported prior to repair, with itemized bids prior to the repair.

Contractors hired by the Township should carry \$1.5 million insurance coverage.

Amanda provided an overview of the Annual Meeting and Reorganizational Meeting recommendations

and changes to be made over the next year.

Kurt made a motion to eradicate the beavers on Church Rd. Chuck seconded the motion and it passed

unanimously.

Kurt made a motion to approve Resolution 04172025-R. Chuck seconded the motion and it passed

unanimously.

Tarah made a motion to increase the plowing rate to \$60 per hour for John Klassen. Kurt seconded the

motion and it passed unanimously.

Kurt made a motion to order two flags for the flagpole. Chuck seconded the motion and it passed unanimously.

Kurt provided information to the Board of the Fire Department requesting a water line to be put in place

and a new refrigerator. The Board would like more information as to the need of the additional water

line and would ask the Fire Department to purchase their own refrigerator.

Discussion on public comment at Township Meetings and guidelines for this process.

Chuck made a motion to adjourn. Tarah seconded the motion and it passed unanimously.  
Meeting

adjourned at 8:23 pm.

Kurt reconvened the meeting at 8:24 pm. The purpose to open the meeting back up was to discuss

meeting protocols and policies for public comment. Chuck will work on writing a policy for review.

Tarah made a motion to adjourn. Chuck seconded the motion and it passed unanimously.  
Meeting

adjourned at 8:27 pm.

Respectfully submitted,

Amanda Ellefson, Clerk