

**SPRINGVALE TOWNSHIP
REORGANIZATIONAL MEETING MINUTES
JANUARY 11, 2017**

Board members present: Steve Lindgren, William Friedland, Tony Brown, Kurt Koester, and Michelle Kleven. Brown called the meeting to order at 6:30 p.m.

Friedland made a motion to name Lindgren, Chairman for 2017-18. Brown seconded the motion. Motion carried unanimously. Lindgren made a motion to name Brown, Vice-Chairman for 2017-18. Friedland seconded the motion. Motion carried unanimously. Lindgren made a motion for all changes approved at the 2017 reorganizational meeting to become effective February 1, 2017, seconded by Brown. Motion carried unanimously.

Brown made a motion to continue the monthly meetings on the first Wednesday of each month starting at 6:30 p.m. This schedule will be through February 2018; seconded by Friedland. Motion carried (2-1 Vote).

Brown made a motion to continue the town board life insurance gold plan and Pera retirement plan, and to approve the 2017-2018 wage and monthly office allowance rates as attached with changes as follows: per IRS mileage will be set at \$0.535 per mile. Each board member is approved to spend up to \$200.00 per month on township repair and maintenance items if needed. The 2017-18 wage and office allowance changes will become effective February 1, 2016, seconded by Friedland. Motion carried unanimously.

The board designated Lindgren for weeds and fire, Koester for AWAIR, Brown for hazard mitigation, and Friedland for roads and town hall maintenance. All board members are responsible for inspecting driveway permits, inspecting utility permits, and other assistance as needed. Brown made a motion to approve the designated supervisor duties, seconded by Lindgren. Motion carried unanimously.

Lindgren made a motion to designate Peoples Bank of Commerce as the Town depository, Brown seconded the motion. Motion carried unanimously. Lindgren made a motion to designate the town hall as the official posting place and the Isanti County News as the Town newspaper for public notices, seconded by Friedland. Motion carried unanimously.

The board discussed any conflict of issues. Friedland will be doing the town hall maintenance to save on high contractor costs and filled out the Affidavit of Official Interest in Claims form along with all town board members.

The board reviewed the town policies, inventory training and reference materials, ordinances, and resolutions. Friedland made a motion that all town policies, ordinances, and resolutions are up to date and filed properly with Kleven and the town board will amend as needed, seconded by Brown. Motion carried unanimously.

The board discussed the 2017 township AWAIR safety plan. All board members signed and updated their employee files for 2017. The town hall checklist was discussed for changes and updates in 2017. Friedland made a motion to approve all documents reviewed and updated for the township AWAIR safety plan and town hall inspection (see below), seconded by Lindgren. Motion carried unanimously.

The board confirmed compliance with the 60-day rule.

The town board discussed the 2017 Fee Schedule. Brown made a motion to approve the 2017 Fee Schedule, seconded by Lindgren. Motion carried unanimously. Koester will work with the Isanti County Highway department to inventory culverts.

Kleven will send the 2016 town report to the State Auditor after approved at the Board of Audit held 1/25/17. The board was notified of upcoming township training with the Minnesota Association of Townships.

Friedland made a motion not to name an attorney or engineer. The appointments for attorney and engineer will be decided on an as needed basis. Any large jobs for attorney and/or engineer will have proposal requests, seconded by Lindgren. Motion carried unanimously.

2017-18 WAGES AND COMPENSATION / EFFECTIVE FEBRUARY 1, 2017

PER DIEM ALL BOARD MEMBERS (UP TO 4 HOURS)	\$80.00 PER DIEM
SUPERVISORS	\$100.00 MONTHLY
CLERK	\$750.00 MONTHLY
TREASURER	\$250.00 MONTHLY
BOARD LIGHT LABOR WAGES	\$20.00 PER HOUR
BOARD EQUIPMENT USE WAGES	\$30.00 PER HOUR
DEPUTY HOURLY WAGES	\$15.00 PER HOUR
ELECTION JUDGES WAGES	\$13.00 PER HOUR
MILEAGE	\$0.535 PER MILE
MODERATOR AT ANNUAL MEETING	\$45.00
CHARGES FOR COPIES OF TOWNSHIP DOCUMENTS	\$0.25 EACH PLUS HOURLY WAGE

MONTHLY ALLOWANCE FOR REQUIRED EQUIPMENT AND SERVICES TO BOARD MEMBERS:

<u>COMPUTER: \$1500.00 (24 MONTHS)</u>	<u>\$62.50</u>
SUPERVISORS USE 50%	\$31.25
CLERK USE 100%	\$62.50
TREASURER USE 50%	\$31.25

<u>PRINTERS: \$200.00 (24 MONTHS)</u>	<u>\$8.33</u>
SUPERVISORS USE 50%	\$4.17
CLERK USE 100%	\$8.33
TREASURER USE 50%	\$4.17

<u>PHONE & INTERNET SERVICE: \$45.00 PER MONTH</u>	
ALL BOARD MEMBERS 100%	\$45.00

SUBTOTAL FOR MONTHLY OFFICE ALLOWANCE

SUPERVISORS	\$80.42 (rounded \$80.00)
CLERK	\$115.83 (rounded \$116.00)
TREASURER	\$80.42 (rounded \$80.00)

2017 TOWN HALL/PROPERTY CHECKLIST

- Town Hall parking lot finished in 2017.
- Replace light bulb in South EXIT light
- Get quotes to repair or replace concrete entrance steps
- Work on landscaping town hall yard after parking lot is finished.

Brown adjourned the meeting at 7:47 p.m.

Respectfully submitted,

Michelle Kleven
Clerk

Tony Brown
Chairman