

**SPRINGVALE TOWNSHIP
REORGANIZATIONAL MEETING MINUTES
JANUARY 17, 2018**

Board members present: Steve Lindgren, William Friedland, Tony Brown, Kurt Koester, and Michelle Kleven. Lindgren called the meeting to order at 6:33 p.m.

Brown made a motion to name Friedland, Chairman and name Lindgren, Vice-Chairman for 2018-19. Lindgren seconded the motion. Motion carried unanimously. Brown made a motion for all changes approved at the 2018 reorganizational meeting to become effective February 1, 2018; seconded by Lindgren. Motion carried unanimously.

Friedland made a motion to continue the monthly meetings on the first Wednesday of each month starting at 6:30 p.m. with the exception of the July 4 meeting being moved to July 11 due to the holiday and the November 7 meeting being moved to November 14 due to the election. This schedule will be through February 2019; seconded by Lindgren. Motion carried unanimously.

Lindgren made a motion to continue the town board life insurance gold plan and Pera retirement plan, and to approve the 2018-2019 wage and monthly office allowance rates as attached with changes as follows: per IRS mileage will be set at \$0.545 per mile and election judge wage changed to \$15.00 per hour. Each board member is approved to spend up to \$200.00 per month on township repair and maintenance items as needed. The 2018-19 wage and office allowance changes will become effective February 1, 2018, 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 First Bank and Trust as the Town depository; Brown seconded the motion. Motion carried unanimously. Brown 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 Lindgren. 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. There was some discussion about policy 102-02 the township driveway permit policy. Brown made a motion to increase the township driveway permit fee to \$325.00; seconded by Friedland. Motion carried unanimously.

The board discussed the 2018 township AWAIR safety plan. All board members signed and updated their employee files for 2018. The town hall checklist was discussed for changes and updates in 2018. Brown made a motion to approve all documents reviewed and updated for the township AWAIR safety plan and town hall inspection; seconded by Lindgren. Motion carried unanimously. The board confirmed compliance with the 60-day rule.

The town board discussed the 2018 Fee Schedule. Lindgren made a motion to approve changes discussed on the 2018 Fee Schedule; seconded by Friedland. Motion carried unanimously.

Kleven will send the 2017 town report to the State Auditor after approved at the Board of Audit held 1/24/18. The board was notified of upcoming township training with the Minnesota Association of Townships.

Brown 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. Brown made a motion to approve the Contract for Service with Bolten and Menk to work on the Maywood Estates possible road improvement and the 325th Avenue shared town line possible road improvement; seconded by Lindgren. Motion carried unanimously.

2018-19 WAGES AND COMPENSATION / EFFECTIVE FEBRUARY 1, 2018

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| 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 | \$15.00 PER HOUR |
| MILEAGE | \$0.545 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:

COMPUTER: \$1500.00 (24 MONTHS) \$62.50

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|---------------------|---------|
| SUPERVISORS USE 50% | \$31.25 |
| CLERK USE 100% | \$62.50 |
| TREASURER USE 50% | \$31.25 |

PRINTERS: \$200.00 (24 MONTHS) \$8.33

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|---------------------|--------|
| SUPERVISORS USE 50% | \$4.17 |
| CLERK USE 100% | \$8.33 |
| TREASURER USE 50% | \$4.17 |

PHONE & INTERNET SERVICE: \$45.00 PER MONTH

ALL BOARD MEMBERS 100% \$45.00

SUBTOTAL FOR MONTHLY OFFICE ALLOWANCE

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

2018 TOWN HALL/PROPERTY CHECKLIST

- Paint propane tank
- Install a fence along new parking lot and finish landscaping yard
- Install additional parking lot light by town hall.
- Evaluate and improve the new rain gutter drainage and repair if needed.

Lindgren adjourned the meeting at 8:20 p.m.

Respectfully submitted,

Michelle Kleven
Clerk

Steve Lindgren
Chairman