

**SPRINGVALE TOWNSHIP  
REORGANIZATIONAL MEETING MINUTES  
JANUARY 16, 2019**

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

Lindgren made a motion to name Brown, Chairman and name Friedland, Vice-Chairman for 2019-20. Brown seconded the motion. Motion carried unanimously. Brown made a motion for all changes approved at the 2019 reorganizational meeting to become effective February 1, 2019; seconded by Lindgren. Motion carried unanimously.

Lindgren 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 3 meeting being moved to July 10 due to the holiday. This schedule will be through February 2020; seconded by Friedland. Motion carried unanimously.

Brown made a motion to continue the town board life insurance and Pera retirement plan, and to approve the 2019-2020 wage and monthly office allowance rates as attached with changes as follows: Board light labor wages will increase to \$25.00 per hour, Board equipment use wages will increase to \$35.00 per hour, per 2019 IRS mileage will be set at \$0.58 per mile and the treasurer office allowance will increase to \$98.00 per month. Each board member is approved to spend up to \$200.00 per month on township repair and maintenance items as needed. Each board member will turn in their payroll and claims monthly or the clerk will automatically pay their monthly salary, per diem, and office allowance as needed. The 2019-20 wage and office allowance changes will become effective February 1, 2019, seconded by Lindgren. 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. Lindgren made a motion to approve the designated supervisor duties, seconded by Brown. Motion carried unanimously.

Lindgren made a motion to designate First Bank and Trust 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 Brown. Motion carried unanimously. There was some discussion about updating the township website.

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 Snow Plowing Policy, Driveway permit policy, and Utility Permit policy will be updated in 2019.

The board discussed the 2019 township AWAIR safety plan. All board members signed and updated their employee files for 2019. The town hall checklist was discussed for changes and updates in 2019. 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 2019 Fee Schedule. Lindgren made a motion to approve changes discussed on the 2019 Fee Schedule; seconded by Friedland. Motion carried unanimously.

Kleven will send the 2018 town report to the State Auditor after approved at the Board of Audit held 1/23/19. The board was notified of upcoming township training with the Minnesota Association of Townships.

The appointments for attorney and engineer will be decided on an as needed basis.

**2019-20 WAGES AND COMPENSATION / EFFECTIVE FEBRUARY 1, 2019**

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	\$25.00 PER HOUR
BOARD EQUIPMENT USE WAGES	\$35.00 PER HOUR
DEPUTY HOURLY WAGES	\$15.00 PER HOUR
ELECTION JUDGES WAGES	\$15.00 PER HOUR
MILEAGE	\$0.58 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

SUPERVISORS USE 50%	\$31.25
CLERK USE 100%	\$62.50
TREASURER USE 75%	\$46.88

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

SUPERVISORS USE 50%	\$4.17
CLERK USE 100%	\$8.33
TREASURER USE 75%	\$6.25

PHONE & INTERNET SERVICE: \$45.00 PER MONTH

ALL BOARD MEMBERS 100%	\$45.00
------------------------	---------

**SUBTOTAL FOR MONTHLY OFFICE ALLOWANCE**

<b>SUPERVISORS</b>	<b>\$80.42 (rounded \$80.00)</b>
<b>CLERK</b>	<b>\$115.83 (rounded \$116.00)</b>
<b>TREASURER</b>	<b>\$98.13 (rounded \$98.00)</b>

\*\*\*\*\*

**2019 TOWN HALL/PROPERTY CHECKLIST**

- Paint propane tank
- Install a fence along new parking lot and finish landscaping yard
- New septic system installed in future as budget allows.
- New pole barn design and planning completed in 2019.
- AED will need a replacement battery installed in 2019.
- Road flags, barricade batteries, cones in inventory checked.

Lindgren adjourned the meeting at 8:10 p.m.

Respectfully submitted,

\_\_\_\_\_  
Michelle Kleven  
Clerk

\_\_\_\_\_  
William Friedland  
Chairman