

**SPRINGVALE TOWNSHIP
REORGANIZATIONAL MEETING MINUTES
JANUARY 27, 2020**

Board members present: Steve Lindgren, William Friedland, Jake Gillard, Kurt Koester, and Michelle Kleven. Lindgren called the meeting to order at 6:00 p.m.

Friedland made a motion to name Lindgren, Chairman and name Friedland, Vice-Chairman for 2020-21. Gillard seconded the motion. Motion carried unanimously. Lindgren made a motion for all changes approved at the 2020 reorganizational meeting to become effective February 1, 2020; seconded by Friedland. 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 June and July meetings will be moved to the second Wednesday of the month. This schedule will be through February 2021; seconded by Gillard. Motion carried unanimously.

Lindgren made a motion to continue the town board life insurance and Pera retirement plan, and to approve the 2020-21 wage and monthly office allowance rates as attached with changes as follows: 2020 IRS mileage will be set at \$0.575 per mile. 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 to the clerk. The 2020-21 wage and office allowance changes will become effective February 1, 2020, seconded by Gillard. Motion carried unanimously.

The board designated Lindgren for weeds and fire, Koester for AWAIR, Gillard 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 town board duties, seconded by Friedland. Motion carried unanimously.

Lindgren made a motion to designate First Bank and Trust as the Town depository; Gillard seconded the motion. Motion carried unanimously. Lindgren made a motion to designate the town hall as the official posting place and the County News Review as the Town newspaper for public notices; seconded by Friedland. Motion carried unanimously. The township website is an alternative posting site.

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 the town clerk and the town board will amend as needed, seconded by Lindgren. Motion carried unanimously. The Driveway permit policy will be updated in 2020. Gillard made a motion to approve Resolution 2020-1 Reaffirming minimum maintenance roads; seconded by Lindgren. Motion carried unanimously. Lindgren made a motion to approve Resolution 2020-2 Re-establishing the planning commission; seconded by Friedland. Motion carried unanimously.

The board discussed the 2020 township AWAIR safety plan. All board members signed and updated their employee files for 2020. The town hall checklist was discussed for changes and updates in 2020. Lindgren made a motion to approve all documents reviewed and updated for the township AWAIR safety plan and town hall inspection; seconded by Friedland. Motion carried unanimously. The board confirmed compliance with the 60-day rule.

Kleven will send the 2019 town report to the State Auditor after approved at the Board of Audit held 1/27/20. 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.

The town board discussed the 2020 Fee Schedule. Lindgren made a motion to approve no changes for the 2020 Fee Schedule; seconded by Gillard. Motion carried unanimously.

2020-21 WAGES AND COMPENSATION / EFFECTIVE FEBRUARY 1, 2020

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	\$0.575 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 (COMPUTER & PRINTER) AND SERVICES (INTERNET & PHONE) TO BOARD MEMBERS:

SUBTOTAL FOR MONTHLY OFFICE ALLOWANCE (BASED ON USAGE AND PERSONAL PROPERTY PURCHASE)

SUPERVISORS	\$80.00
CLERK	\$116.00
TREASURER	\$98.00

2020 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
- AED needs a replacement battery installed.
- Road flags, barricade batteries, cones in inventory checked.
- New LED light bulbs installed to replace burnt out light bulbs.
- Quotes on backup power for outages at town hall.
- Quotes on internet service to town hall.
- Exit sign needs a light bulb.
- Quotes on battery and/or gas chain saws for tree removal off of town roads.
- Large Garbage Can placed in storage room.

Lindgren adjourned the meeting at 7:10 p.m.

Respectfully submitted,

Michelle Kleven
Clerk

Steve Lindgren
Chairman