

**SPRINGVALE TOWNSHIP
REORGANIZATION MEETING MINUTES
JANUARY 5, 2022**

Town Officers present: Steve Lindgren, William Friedland, Jacob Gillard, Kurt Koester, and Michelle Kleven. Gillard called the meeting to order at 5:34 p.m. The pledge of allegiance was recited. Friedland made a motion to approve the agenda; seconded by Gillard. Motion carried unanimously.

Lindgren made a motion to name Friedland, Chairman and name Gillard, Vice-Chairman for 2022-23 and for all changes approved at the 2022 reorganization meeting to become effective February 1, 2022. Gillard seconded the motion. Motion carried unanimously.

Gillard 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 March, April, and December meetings, see posting notices for changes. This schedule will be through February 2023; seconded by Friedland. Motion carried unanimously.

Gillard made a motion to continue the town board life insurance, Pera retirement plan, and to approve the 2022-23 wage and monthly office allowance rates as attached with changes. Employees will turn in their payroll and claims monthly to the clerk. The 2022-23 wage and office allowance changes will become effective February 1, 2022, seconded by Friedland. Motion carried unanimously. Lindgren made a motion to approve each town officer to spend up to \$500.00 per month on township repair and maintenance items as needed; 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. Friedland made a motion to approve the designated town officer duties, seconded by Lindgren. Motion carried unanimously.

Gillard made a motion to designate First Bank and Trust as the Town depository; seconded by Friedland. Motion carried unanimously. Lindgren made a motion to designate the town hall as the official posting place and the Isanti/Chisago County Star as the Town legal newspaper for public notices starting by April 1, 2022; seconded by Gillard. Motion carried unanimously. The township website is an alternative posting site.

The board discussed and reviewed any conflict of issues and the township AWAIR safety plan. Gillard made a motion to have town officers fill out an Affidavit of Official Interest form with their claims and payroll for any conflicts of interest and completed the 2022 AWAIR documents; seconded by Friedland. Motion carried unanimously.

The board reviewed the town policies, inventory training and reference materials, ordinances, and resolutions. Gillard made a motion that all town policies, ordinances, and resolutions are up to date and filed properly with the town clerk and the town officers are approved to attend any Minnesota Association of Townships training, seconded by Friedland. Motion carried unanimously.

The board confirmed compliance with the 60-day rule, verified an up to date planning commission resolution, and confirmed compliance with the data practices act. The board reviewed township insurance policies. Gillard made a motion for Kleven to add the Bosch angle grinder to the town inland marine insurance policy; seconded by Friedland. Motion carried unanimously.

Kleven will send the 2021 town financial report to the State Auditor after approved at the Board of Audit held February 2, 2022.

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

The town board discussed the 2022 Fee Schedule. Lindgren made a motion to approve changes for the 2022 Fee Schedule which include increases for mail box post installation and 911 sign posts; seconded by Gillard. Motion carried unanimously

2022-23 WAGES AND COMPENSATION / EFFECTIVE FEBRUARY 1, 2022

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|--|------------------------------|
| PER DIEM FOR TOWN OFFICERS (UP TO 4 HOURS) | \$100.00 PER DIEM |
| SUPERVISORS | \$150.00 MONTHLY |
| CLERK | \$800.00 MONTHLY |
| TREASURER | \$325.00 MONTHLY |
| TOWN OFFICER LABOR WAGES | \$30.00 PER HOUR |
| BOARD PERSONAL POWER EQUIPMENT+LABOR WAGES | \$40.00 PER HOUR |
| DEPUTY HOURLY WAGES | \$25.00 PER HOUR |
| ELECTION JUDGES WAGES | \$18.00 PER HOUR |
| MILEAGE | \$0.585 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 TOWN OFFICERS:

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

| | |
|--------------------|-----------------|
| SUPERVISORS | \$100.00 |
| CLERK | \$140.00 |
| TREASURER | \$120.00 |

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2022 TOWN HALL/PROPERTY CHECKLIST

- New septic system installed in future as budget allows.
- New pole barn design and planning
- Road flags, barricade batteries, cones in inventory checked.
- Ceiling fans replaced
- Handicap Ramp constructed due to 2021 vehicle accident and removal.

Gillard adjourned the meeting at 6:41 p.m.

Respectfully submitted,

Michelle Kleven
Clerk

Jacob Gillard
Chairman