

## **LeSauk Township Qualifications/Reorganization Meeting**

### **January 3, 2022**

The LeSauk Township Qualifications/Reorganization Meeting was called to order by Chairman Dan Heim at 6:30 p.m. at the Sartell Community Center, Liberty Room.

**PRESENT: Supervisors Dan Heim, Jeff Westerlund & Shawn Omann, Treasurer Vikki Dullinger, Clerk Marlyce Plante and Deputy Clerk Mary Barron-Traut.**

**APPROVAL OF AGENDA** – SUPV HEIM MOTIONED TO APPROVE THE AGENDA AS PRESENTED, SECOND BY SUPV OMANN, MOTION CARRIED 3-0.

**CHAIRMAN & VICE-CHAIRMAN** - SUPV WESTERLUND NOMINATED DAN HEIM AS CHAIRMAN FOR 2022, SECOND BY SUPV OMANN, MOTION CARRIED 3-0.

SUPV WESTERLUND NOMINATED SUPV OMANN AS VICE-CHAIRMAN FOR 2022, SECOND BY SUPV HEIM, MOTION CARRIED 3-0.

**PUBLICATIONS & POSTINGS** – SUPV HEIM MOTIONED TO USE THE ST. CLOUD TIMES AS THE OFFICIAL PUBLICATION NEWSPAPER AND THE FRONT DOOR WINDOW OF THE COMMUNITY CENTER AS THE OFFICIAL POSTING PLACE FOR ALL NOTICES, SECOND BY SUPV WESTERLUND, MOTION CARRIED 3-0.

**ATTORNEY** – SUPV HEIM MOTIONED TO RETAIN ATTORNEY TROY GILCHRIST OF KENNEDY-GRAVEN CHARTERED AS THE TOWNSHIP'S ATTORNEY, SECOND BY SUPV WESTERLUND, MOTION CARRIED 3-0.

**ENGINEER** – SUPV OMANN MOTIONED TO RETAIN S.E.H. ENGINEERING AS THE TOWNSHIPS ENGINEERING FIRM AND IF NECESSARY, OR IF NEEDED, THE USE OF ANOTHER ENGINEERING FIRM AT THE DISCRETION OF THE TOWN BOARD, SECOND BY SUPV HEIM, MOTION CARRIED 3-0.

SUPV OMANN MOTIONED TO RETAIN STANTEC ENGINEERING FOR TOWNSHIP G.I.S. MAPPING, SECOND BY SUPV HEIM, MOTION CARRIED 3-0.

**BUILDING INSPECTOR CONTRACT** – Discussion of the building inspector contract will be held during a regular scheduled meeting. Clerk Plante was asked to email and ask Mr. Barsody to attend an upcoming meeting in February.

**DEPOSITORY OF TOWNSHIP FUNDS** – Discussion was held by Treasurer Dullinger regarding the difference in interest paid by Falcon National Bank (.35%) and Bank Vista (.15%).

SUPV OMANN MOTIONED TO RETAIN THE EXISTING ACCOUNTS (BANK VISTA & FALCON NATIONAL BANK) USED BY THE TREASURER WITH THE ASSURANCE THEY ARE FDIC INSURED OR AN EQUIVALENT (WHICH IS NOW \$250,000) AND IF CHANGES ARE NEEDED DURING THE YEAR, THE TREASURER MUST DISCUSS WITH THE TOWN BOARD FOR APPROVAL, SECOND BY SUPV HEIM, MOTION CARRIED 3-0.

#### **OTHER APPOINTMENTS**

**Sartell Summer Recreation/Community Ed Advisory Council**– SUPV HEIM MOTIONED TO APPOINT

SUPV OMANN AS THE REPRESENTATIVE OF THE TOWNSHIP FOR THE COMMUNITY EDUCATION ADVISORY COUNCIL/SUMMER REC PROGRAM, SECOND BY SUPV WESTERLUND, MOTION CARRIED 3-0.

**APO (Area Planning Organization) Policy Board Member** – SUPV HEIM MOTIONED TO APPOINT SUPV WESTERLUND AS THE TOWNSHIPS REPRESENTATIVE ON THE APO POLICY BOARD, WITH SUPV HEIM LISTED AS AN ALTERNATE, SECOND BY SUPV OMANN, MOTION CARRIED 3-0.

**CMWEA (Central Minnesota Water Education Alliance) Representative** – SUPV HEIM MOTIONED TO HAVE SUPV WESTERLUND BE THE TOWNSHIP'S REPRESENTATIVE AT ALL 2022 CMWEA MEETINGS, SECOND BY SUPV OMANN, MOTION CARRIED 3-0.

**Joint Planning Board Members** – SUPV OMANN MOTIONED TO HAVE THE THREE EXISTING MEMBERS, SUPV OMANN, SUPV WESTERLUND AND SUPV HEIM REPRESENT THE TOWNSHIP ON THE JOINT PLANNING BOARD, ALSO NAMING TREASURER VIKKI DULLINGER AND DEPUTY CLERK MARY BARRON-TRAUT AS ALTERNATES, SECOND BY SUPV HEIM, MOTION CARRIED 3-0.

**Weed Inspector** – SUPV HEIM MOTION TO APPOINT CLERK PLANTE AS THE TOWNSHIPS WEED INSPECTOR, SECOND BY SUPV OMANN, MOTION CARRIED 3-0.

**Site Plan Approval** – SUPV HEIM MOTIONED TO HAVE TOWNSHIP RESIDENTS ATTEND A TOWNSHIP MEETING FOR APPROVAL OF SITE PLANS BY A CONSENSUS OF THE TOWN BOARD, SECOND BY SUPV WESTERLUND, MOTION CARRIED 3-0.

**Tri-County Humane Society Contract** - SUPV HEIM MOTION TO ENTER INTO A CONTRACT WITH TRI-COUNTY HUMANE SOCIETY FOR 2022, SECOND BY SUPV WESTERLUND, MOTION CARRIED 3-0.

**Clerk Appointment** - SUPV OMANN MOTION TO APPOINT CLERK PLANTE AS THE TOWNSHIPS CLERK FOR A PERIOD OF ONE YEAR ADDING THE CLERK APPOINTMENT TO THE REORGANIZATION MEETING EACH YEAR, SECOND BY SUPV WESTERLUND, MOTION CARRIED 3-0.

Brief discussion was held on the appointment of the Treasurer's position which will be placed on the 2023 Reorganization Meeting Agenda since Treasurer Dullinger is serving her last year of an elected term. The position changes to an appointed position in 2023.

**Deputy Clerk & Deputy Treasurer** – Discussion was held on the positions of the Deputy Clerk & Deputy Treasurer which are appointed by the Clerk & Treasurer.

#### **TOWNSHIP OFFICERS COMPENSATION –**

SUPV HEIM MOTIONED TO SET THE CLERK'S SALARY AT \$800 PER MONTH, MILEAGE AT THE FEDERAL REGULATION AND A \$25 PER DAY MEAL REIMBURSEMENT, SECOND BY SUPV OMANN. Discussion was held. Supv Westerlund discussed various salary and cost of living increases – Social Security (5.9%), Inflation (6%), Stearns County Worker Salary (3%), and is proposing a 5% increase for all Township Officer positions. He also stated the Town Board has not had an increase in their salaries since 2017.



Supervisor Heim reworded his motion: SUPV HEIM MOTIONED TO SET THE CLERK'S SALARY AT \$840 PER MONTH, MILEAGE AT THE FEDERAL REGULATION AND A \$25 PER DAY MEAL REIMBURSEMENT, SECOND BY SUPV WESTERLUND, MOTION CARRIED 3-0.

**TREASURER** - SUPV HEIM MOTIONED TO SET THE TREASURER'S SALARY AT \$420 PER MONTH, MILEAGE AT THE FEDERAL REGULATIONS AND A \$25 PER DAY MEAL REIMBURSEMENT, SECOND BY SUPV WESTERLUND, MOTION CARRIED 3-0.

**SUPERVISORS** – SUPV HEIM MOTIONED TO SET THE SUPERVISOR'S SALARY AT \$420 PER MONTH, THE CHAIRMAN'S SALARY AT \$525 PER MONTH, MILEAGE AT THE FEDERAL REGULATIONS AND A \$25 PER DAY MEAL REIMBURSEMENT, SECOND BY SUPV OMANN, MOTION CARRIED 3-0.

**TOWNSHIP MEETINGS & HOURLY RATE FOR ALL BOARD MEMBERS INCLUDING THE DEPUTY CLERK & DEPUTY TREASURER** – SUPV HEIM MOTIONED TO SET THE MEETING & HOURLY RATE FOR ALL TOWNSHIP BOARD MEMBERS, JOINT PLANNING BOARD MEMBERS & DEPUTY CLERK & TREASURER AS FOLLOWS: \$60 FEE PER MEETING, AND RECEIVE AN HOURLY RATE OF \$22 PER HOUR AFTER A 4 HOUR OR MORE MEETING AND OTHER AUTHORIZED WORK BY THE TOWN BOARD, REIMBURSEMENT OF MILEAGE AT THE FEDERAL REGULATION RATE, SECOND BY SUPV WESTERLUND, MOTION CARRIED 3-0.

**ELECTION JUDGES** – SUPV HEIM MOTIONED TO SET THE SALARY FOR ELECTION JUDGES AT \$15.00 PER HOUR, \$20.00 PER HOUR FOR THE HEAD JUDGE OR ACTING HEAD JUDGE AS APPOINTED BY THE TOWN BOARD, MILEAGE REIMBURSEMENT FOR THE HEAD JUDGE AT FEDERAL REGULATIONS AND A \$25 PER DAY MEAL REIMBURSEMENT, SECOND BY SUPV WESTERLUND, MOTION CARRIED 3-0.

**FEE SCHEDULE** – The fee schedule will be reviewed at the 1-11-22 meeting.

**ROAD REVIEW SCHEDULE** – SUPV HEIM MOTIONED TO SET THE FOLLOWING AS THE SCHEDULE OF THE 2022 ROAD INSPECTIONS:

Shawn Omann – January, April, July & October

Dan Heim – February, May, August & November

Jeff Westerlund – March, June, September, December

The annual road inspection with all town board members attending, will be scheduled in March or April depending on weather conditions., MOTION WAS SECOND BY SUPV OMANN, MOTION CARRIED 3-0.

**Other Township Expenses** – Discussion was held on purchasing a wireless printer to have at the community center. Supv Omann will research a laser wireless printer and report at the next meeting.

There being no further business, SUPV HEIM MOTIONED TO ADJOURN, SECOND BY SUPV WESTERLUND, MOTION CARRIED 3-0.

Respectfully submitted,



Marlyce L. Plante  
LeSauk Township Clerk