

**LeSauk Township Qualifications/Reorganization Meeting**  
**January 9, 2023**

The LeSauk Township Qualifications/Reorganization Meeting was called to order by 2022 Chairman Dan Heim at 6:30 p.m. at the Sartell Community Center, Senior Room.

**PRESENT: Supervisors Dan Heim, Jeff Westerlund & Supervisor-Elect Paul Wagner, Treasurer Vikki Dullinger, Clerk Marlyce Plante, Deputy Clerk Mary Barron-Traut and 3 interested parties.**

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

**OATH OF OFFICE** – Supervisor-Elect Paul Wagner took the Oath of Office to serve as supervisor for a six-year term.

**CHAIRMAN & VICE-CHAIRMAN** - SUPV WAGNER NOMINATED DAN HEIM AS CHAIRMAN FOR 2023, SECOND BY SUPV WESTERLUND, MOTION CARRIED 3-0.

SUPV HEIM NOMINATED SUPV WESTERLUND AS VICE-CHAIRMAN FOR 2023, SECOND BY SUPV WAGNER, MOTION CARRIED 3-0.

**PUBLICATIONS & POSTINGS** – SUPV WESTERLUND 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 WAGNER, MOTION CARRIED 3-0.

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

**ENGINEER** – SUPV WESTERLUND 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 WAGNER, MOTION CARRIED 3-0.

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

**BUILDING INSPECTOR CONTRACT** – Discussion of the building inspector contract will be held during a regular scheduled meeting. Clerk Plante emailed Building Inspector David Barsody who will be attending the meeting scheduled for January 24<sup>th</sup>.

**DEPOSITORY OF TOWNSHIP FUNDS** – Treasurer Dullinger discussed where the township funds are presently held; the majority of the funds are in a R & T Deposit Solutions account through Falcon Bank and Bank Vista has the townships checking account & a money market savings account.

SUPV WESTERLUND 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 WAGNER, MOTION CARRIED 3-0.

**OTHER APPOINTMENTS**

**Sartell Summer Recreation/Community Ed Advisory Council**– SUPV HEIM MOTIONED TO APPOINT SUPV WESTERLUND AS THE REPRESENTATIVE OF THE TOWNSHIP FOR THE COMMUNITY EDUCATION ADVISORY COUNCIL/SUMMER REC PROGRAM, SECOND BY SUPV WAGNER, 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 WAGNER, 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 WAGNER, MOTION CARRIED 3-0.

**Joint Planning Board Members** – SUPV HEIM MOTIONED TO HAVE THE THREE EXISTING MEMBERS, SUPV WAGNER, 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 WESTERLUND, MOTION CARRIED 3-0.

**Weed Inspector** – SUPV HEIM MOTION TO APPOINT CLERK PLANTE AS THE TOWNSHIPS WEED INSPECTOR, SECOND BY SUPV WAGNER, 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 MOTIONED TO ENTER INTO A CONTRACT WITH TRI-COUNTY HUMANE SOCIETY FOR 2023, SECOND BY SUPV WAGNER, MOTION CARRIED 3-0.

**Clerk Appointment** - SUPV WAGNER MOTIONED TO APPOINT MARLYCE PLANTE AS THE TOWNSHIPS CLERK FOR A PERIOD OF ONE YEAR, SECOND BY SUPV WESTERLUND, MOTION CARRIED 3-0.

**Treasurer Appointment** - SUPV HEIM MOTIONED TO APPOINT VIKKI DULLINGER AS THE TOWNSHIP TREASURER FOR A PERIOD OF ONE YEAR, SECOND BY SUPV WESTERLUND, MOTION CARRIED 3-0.

The Board discussed the appointments of both the Clerk & the Treasurer’s positions. Both positions will be for one-year. Also discussed were expectations and requirements of the positions.

**Deputy Clerk & Deputy Treasurer** – The Deputy Clerk & Deputy Treasurer are appointed by the Clerk & Treasurer. Treasurer Dullinger appointed Sue Dullinger as Deputy Treasurer and Clerk Plante appointed Mary Barron-Traut as Deputy Clerk.

**TOWNSHIP OFFICERS COMPENSATION –**

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 WAGNER, 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 WESTERLUND 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 WAGNER, MOTION CARRIED 3-0.

**TOWNSHIP MEETINGS & HOURLY RATE FOR ALL BOARD MEMBERS INCLUDING THE DEPUTY CLERK & DEPUTY TREASURER** – SUPV WAGNER MOTIONED TO SET THE MEETING & HOURLY RATE FOR ALL TOWNSHIP BOARD MEMBERS, JOINT PLANNING BOARD MEMBERS, DEPUTY CLERK & DEPUTY 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 1-10-23 meeting.

**ROAD REVIEW SCHEDULE** – SUPV HEIM MOTIONED TO SET THE FOLLOWING AS THE SCHEDULE OF THE 2023 ROAD INSPECTIONS:

Dan Heim – January, April, July & October

Jeff Westerlund – February, May, August & November

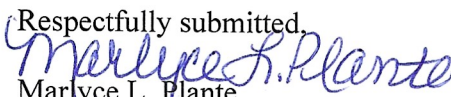
Paul Wagner – March, June, September, December

MOTION WAS SECOND BY SUPV WAGNER, MOTION CARRIED 3-0.

The annual road inspection with all town board members attending, will be scheduled in March or April depending on weather conditions. It was discussed to have Supv Heim or Supv Westerlund join Supv Wagner on his first township road inspections to help familiarize himself with the process of viewing township roads, what he is looking for etc.

**Other Township Expenses** – It was the consensus of the Board to have newly elected Supervisor Wagner purchase a mouse for the laptop he received from former supervisor Omann and if he finds there are further items he may need, to discuss with the board prior to purchasing.

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

Respectfully submitted,  
  
Marlyce L. Plante  
LeSauk Township Clerk