

LeSauk Township Qualifications/Reorganization Meeting

January 2, 2024

The LeSauk Township Qualifications/Reorganization Meeting was called to order by 2023 Chairman Dan Heim at 6:30 p.m. at the Sartell Community Center, Liberty Room.

PRESENT: Supervisors Dan Heim, Jeff Westerlund & Supervisor Paul Wagner, Treasurer Josh Bentley and Clerk Marlyce Plante.

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

CHAIRMAN & VICE-CHAIRMAN - SUPV WAGNER NOMINATED DAN HEIM AS CHAIRMAN FOR 2024, SECOND BY SUPV WESTERLUND, MOTION CARRIED 3-0.

SUPV HEIM NOMINATED SUPV WESTERLUND AS VICE-CHAIRMAN FOR 2024, SECOND BY SUPV WAGNER, 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 WAGNER 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 HEIM, 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 – Clerk Plante will email Building Inspector David Barsody whether he would like to attend and upcoming meeting to discuss any changes to the building inspector contract.

DEPOSITORY OF TOWNSHIP FUNDS – Treasurer Bentley noted the township’s checking account is at Bank Vista and Falcon Bank has the savings and CD accounts. He suggested leaving the depositories as is for now, but revisit the savings later in the year due to possible changes in interest rates.

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– Treasurer Bentley discussed with the board the change in directorship of the summer recreation program. They are presently sorting things out but a representative from the township is still needed on the 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 WAGNER 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 2024 CMWEA MEETINGS, SECOND BY SUPV WESTERLUND, 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 JOSH BENTLEY AND DEPUTY CLERK MARY BARRON-TRAUT AS ALTERNATES, SECOND BY SUPV WAGNER, MOTION CARRIED 3-0.

Weed Inspector – SUPV WESTERLUND MOTIONED 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 WAGNER, MOTION CARRIED 3-0.

Tri-County Humane Society Contract - SUPV HEIM MOTIONED TO ENTER INTO A CONTRACT WITH TRI-COUNTY HUMANE SOCIETY FOR 2024, SECOND BY SUPV WESTERLUND, MOTION CARRIED 3-0.

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

Treasurer Appointment - SUPV HEIM MOTIONED TO APPOINT JOSH BENTLEY AS THE TOWNSHIP TREASURER FOR A PERIOD OF ONE YEAR, SECOND BY SUPV WAGNER, MOTION CARRIED 3-0.

Deputy Clerk & Deputy Treasurer – The Deputy Clerk & Deputy Treasurer are appointed by the Clerk & Treasurer. Treasurer Bentley is in the process of finding a 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 WESTERLUND 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 HEIM, MOTION CARRIED 3-0.

SUPERVISORS – SUPV WAGNER 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 WESTERLUND, 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 & 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. Clarification of how to charge for a meeting, conference etc. that goes over 4 hours was discussed.

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 – Supv Heim stated the fee schedule was revised in June of 2023 so there is no need to revisit or change any township fees.

ROAD REVIEW SCHEDULE – SUPV HEIM MOTIONED TO SET THE FOLLOWING AS THE SCHEDULE OF THE 2024 ROAD INSPECTIONS:

Jeff Westerlund – January, April, July & October

Paul Wagner – February, May, August & November

Dan Heim – March, June, September, December

MOTION WAS SECOND BY SUPV WESTERLUND, 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. Supv Westerlund and Wagner exchanged the months of January and February since Supv Westerlund will be out of state at the end of January.

Other Township Expenses – It was the consensus of the Board to have Supv Westerlund research and purchase a new printer for home use if he chooses.

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