

**SHAMROCK TOWNSHIP  
REGULAR BOARD MEETING  
Tuesday, April 8, 2014**

Board Chairman Charles Quale called the meeting to order at 1 p.m. and led the Pledge of Allegiance. Present were Supervisors Ron Smith and Jerry Pawlak; Treasurer John Brula; Clerk Candace Kral; road maintenance employee Marvin Turner; Dora Potts, Voyager Press and residents Nancy Karjalahti, Kevin Andersen, James Carr, Adam Marotz, John Clasen and Christine Bright, Haberkorn Law Office.

The minutes from the March 6, 2014, regular board meeting were approved on a motion by Ron Smith, seconded by Jerry Pawlak; motion carried unanimously.

The treasurer reported the following fund balances for the period ending March 31, 2014: General Revenue Fund, \$99,885.61; Road & Bridge Fund 216,864.46; Fire Fund, 43,471.23; Building Repair Fund, \$99,553.43; Sewer Fund, 4,830.69; FEMA, \$-2,161.17; Road Repair (black topping), \$199,671.71; Parks & Rec Fund, \$48,141.58; and the Lease/purchase Fund, -\$10,680.13; for a total in the checking accounts of \$699,577.41. The Road & Bridge CD's total \$301,548.80, CD 38079 for \$52,505.16 was cashed in on February 18 for payment of the new truck; Building final payment CD, \$79,129.96; Sewer Fund CD's \$89,232.81; Kirt Properties escrow CD \$4,722.22. Money market interest received in March 2014 was \$188.87. Receipts for the month were \$25,462.10. March disbursements were \$52,787.29. Motion made by Jerry Pawlak, seconded by Ron Smith, to approve the treasurer's report; motion carried unanimously.

Motion made by Ron Smith, seconded by Jerry Pawlak, to approve the April 2014 claims and payroll totaling \$77,801.70, motion carried unanimously.

**Correspondence:** : MN Department of Health water test results from the townhall well drinking water test results are good; Aitkin county Highway Department memorandum – Safety Day Training Session – to be held on Tuesday April 22 at the Long Lake Conservation Center; City of Aitkin Letter, information that they have filled out a USDA Community Facilities Application for funding for the Aitkin Public Library; Aitkin County Highway Department culverts information; Notice of Public Hearing – was held on April 7 regarding Aitkin County Subsurface Sewage Treatment system Ordinance; The Mercury; Big Sandy Lake Association news letter – providing information regarding the proposed crude oil pipeline corridor through the Big Sandy lake watershed within the next two years; Rep. Joe Radinovich – Legislative Updates; email from Gregory M Pfeifer, Lake Minnewawa Board Member – forwarding information of the DNR news Release and Lake Minnewawa specific Fisheries Draft management plan; lake Country Power Newslines; McGregor Area Dollars for Scholars program flyer; MN LTAP General Road Maintenance & Design education in Baxter and Hutchinson.

Pennie Lee introduced herself and Central MN Jobs & Training Services, Inc. based in Mora and Nancy Nelson, who is based in the Aitkin Office. Is a private non-profit agency, they work with several difference programs such as the Dislocated Worker Program, Workforce Investment Act Program. Pennie Lee's focus is the Senior Community Employment Program (SCSEP), a program where they work with individuals 55 years and older that would like to re-enter the workforce and they need to update their skills for today's job market. SCSEP program is a federally funded program. Clients need to be placed at non-profit or government agencies for their training. They do have an individual in the area and the township was suggested as a training site. The township would be a host agency. The individual works at the host site for 20 hours a week for one year and is paid by SCSEP program. Pennie Lee answered questions by both the board and residents and different work scenarios and situations were discussed. The board will further discuss the program and whether or not the township would be able to be a part of the program at the next board meeting.

Christine Bright, Haberkorn Law offices, Ltd. – John Clasen road vacation (Maskeonzha Rd) – Christine Bright introduced herself as John Clasen's attorney for the proceedings of a partial road vacation of Maskeonzha Road. Ms. Bright informed the board that Mr. Clasen would like to vacate the part the road where he has property on both sides of the road. Mr. Clasen is doing the process through judicial vacation rather than the township due to the fact that there are such a large amount of property owners that would need to be notified

and that he has requested to vacate before and the township has denied the vacation. Maskeonzha Road is a dedicated to the public road but not a township maintained road. Mr. Clasen has performed all of the road maintenance on the part of the road that runs between his properties to just past the location of his home, including gravel, grading, and snow plowing. There are other property owners that currently use the road to access their property. Charles Quale informed the board that he performed a road view with Christine Bright prior to the board meeting and that there is another road that is a platted to the public road; however, it has not been in use and would not be a comparable alternate. It would take considerable funds and work for the road to be decently passable for vehicle use due to brush and ravines. The board stated a concern for the accessibility of other current and future property owners. There were also concerns stated regarding snow plowing and road maintenance for the township in the event that the road became a township maintained road in the future. Jerry Pawlak stated fewer concerns as long as Mr. Clasen supplied a turn-around for the township for future use. Christine presented the board with a resolution for the board to sign stating that the board remains neutral or would not object to the vacation. The board stated that they will contact the township attorney for any legal issues concerned with the signing of such a resolution. The board scheduled a road view for Maskenozha Road, May 5, 2014, 9:00 a.m.

Fire Department - The fire department asked the board if they could store more equipment in the townhall substation building. The board stated that there were no objections to the added equipment as long as the fire department carried the insurance. The invoice/fee from the fire department for fire protection was discussed. It was suggested that the Town of McGregor should provide a report that shows the amount that the Town of McGregor pays for ease of answering resident questions.

The maintenance department does not have any equipment stored in the old building, leaving the fire department the extra space. Motion made by Ron Smith, seconded by Jerry Pawlak, to allow the fire department to utilize the whole section of the old townhall building that currently houses the fire department equipment; motion passed unanimously.

Motion was made by Ron Smith, seconded by Jerry Pawlak, to approve the annual Sub-Station Agreement between the McGregor Fire Department and Township of Shamrock; motion passed unanimously.

Motion was made by Ron Smith, seconded by Jerry Pawlak, to approve the Agreement for Fire Service for a term of five years between the McGregor Fire Department and Township of Shamrock; motion passed unanimously.

Minneapolis Oxygen Supply contact the township, the invoice/billing was discussed. The clerk will contact them to be ensure that the account is accurate and current.

Adam Marotz asked the board questions regarding repairing/adding onto his garage, the board referred him to Aitkin County Planning and Zoning.

There was a request by some residents to schedule some of the regular board meetings for evenings.

### **Reorganization:**

Ron Smith made a motion to designate Jerry Pawlak be the Chairman for the coming year, seconded by Charles Quale. Motion passed unanimously.

Charles Quale made a motion to designate Ron Smith as Vice Chairman for the coming year, seconded by Jerry Pawlak. Motion passed unanimously.

Motion was made by Ron Smith, to pass Resolution 2014-4 designating Grand Timber Bank as the legal depository & signature authorization, seconded by Charles Quale. Resolution was approved on the following vote: Charles Quale, aye; Ron Smith, aye; Jerry Pawlak aye.

Motion was made by Ron Smith to pass Resolution 2014-5 on the safe deposit box authorization, seconded by Charles Quale. Resolution was approved on the following vote: Charles Quale, aye; Ron Smith, aye; Jerry Pawlak aye.

Motion was made by Ron Smith to pass Resolution 2014-6 to set the compensation of town officers, seconded by Jerry Pawlak. Resolution was approved on the following vote: Charles Quale, aye; Ron Smith, aye; Jerry Pawlak aye.

Motion was made by Jerry Pawlak to pass Resolution 2014-7 Allowing a Supervisor to Work as an Employee, seconded by Ron Smith. Resolution was approved on the following vote: Charles Quale, aye; Ron Smith, aye; Jerry Pawlak aye.

Motion was made by Jerry Pawlak to pass Resolution 2014-8 Authorizing Contract with Interest Officer for Ron Smith, seconded by Charles Quale. Resolution was approved on the following vote: Charles Quale, aye; Jerry Pawlak aye.

Motion was made by Charles Quale to pass Resolution 2014-9 Authorizing Contract with Interested Officer for Jerry Pawlak, seconded by Ron Smith. Resolution was approved on the following vote: Charles Quale, aye; Ron Smith, aye.

Motion was made by Jerry Pawlak to pass Resolution 2014-10 Authorizing Contract with Interest Officer for Charles Quale, seconded by Ron Smith. Resolution was approved on the following vote: Ron Smith, aye; Jerry Pawlak aye.

Motion was made by Charles Quale to use Voyageur Press as the township's official paper and to publish legal notices in the Aitkin Age also, seconded by Ron Smith. Motion passed unanimously.

Motion was made by Ron Smith to continue to use the existing posting places (Townhall, Wiley's, Sather's and Whispering Pines), seconded by Charles Quale. Motion passed unanimously.

Motion was made by Charles Quale to allow the town officers and the deputy clerk to attend training sessions and other meetings as needed, seconded by Ron Smith. Motion passed unanimously.

Charles Quale made a moved to set the meeting schedule for the coming year, seconded by Jerry Pawlak. Motion passed unanimously. The schedule for the coming year is: May 8, June 12, July 10, August 14, September 11, October 9 at 6:00 p.m.; November 13, December 11, January 8, February 12, March 5 and April 9 at 1:00 p.m. The annual meeting is on March 10 at 8:15 p.m.

### **OLD BUSINESS:**

Road Report – Tim Turner reported that they have been using most of their time snow plowing. Equipment is working well. They plan on starting to grade soon according to the condition of the roads. Almost all of the new road signs have been installed, once finished the township will be completed and in compliance. The township will have the maintenance department, full and part time, attend this year's Aitkin County safety training.

Ron Smith informed the board that Bill Reid contacted him regarding a section of the road that the township is plowing, that is involved in a neighbor dispute and may involve the township.

Cynthia Pafiolis call the township with concerns of the condition of the road by her house. The maintenance department checked it out and determined that the road is having spring drainage issues and will do what they can when the frost is out of the road.

Paul Cummings spoke with Ron Smith regarding the 202<sup>nd</sup> Place road project. Ron Smith was able to clarify incorrect information that Mr. Cummings was previously given by another resident and now does not contest the road project.

The board was presented with an email the township received from Brent Hutchens pertaining to the retaining wall that was damaged during the winter of 2012/2013 snow removal. The email was in response to a letter sent to Mr. Hutchens in October 2013 stating that the retaining wall is in the road right-of-way and that the township is not responsible to repair the damages. Mr. Hutchens claims that there is no road right-of-way in front of his house. The board stated that the road and right-of-way are owned by the township by prescription. The board discussed contacting Troy Gilchrist, township attorney, informing him of the situation, that the road is a 66 foot width down to a 33 foot width road and that the township has been maintaining the road for over 6 years, giving the township prescribed easement to the road. Troy Gilchrist can send a letter to Mr. Hutchens stating the MN Statute regarding prescribed easement and the legalities of the statute.

Motion was made by Charles Quale, seconded by Ron Smith, to contact Troy Gilchrist regarding Brent Hutchens retaining wall damage; motion passed unanimously.

202<sup>nd</sup> Project – Greg Kimman – SEH – the board decided to continue with the project, the clerk will SEH know to continue with the process

Ball Field – Sentence-to-serve currently does not have the knowledgeable manpower to complete the construction project; Chuck will contact Jerome Paquette to complete the dugouts for the township. The board was informed that liability insurance is cover automatically since the ball field in on township property. The buildings (dugouts) need be added giving a specific dollar amount for coverage. The board will have the clerk contact MATIT to insure the dugouts for \$10,000.

Maintenance Building/Townhall Addition – according to the discussion at the annual meeting, the board decided to continue with the planning of the townhall to present the residents at the next annual meeting with the complete information of the addition. The clerk will SEH know to continue with the process. The board will look at transferring money from Road and Bridge Fund to Building Fund in the July Regular Board Meeting.

MAC Truck Extended Warranty – Motion made by Charles Quale, seconded by Ron Smith, to purchase and authorize payment for warranty insurance Premium Plus of up to 60 months with a \$500.00 deductable for a cost up to \$5,000.00; motion passed unanimously.

Property Valuation Program - Acceptance Form and Resolution – Motion was made by Charles Quale, seconded by Ron Smith, to approve resolution 2014-3, to increased property & casualty deductible to \$2,500; Resolution was approved on the following vote: Charles Quale, aye; Ron Smith, aye; Jerry Pawlak, aye.

#### **NEW BUSINESS:**

Donations – The board will discuss the donations requests to the township in the May Regular Board Meeting

Tennis/Basketball Court – the board discussed the use of the tennis courts and the possibility of installing a basketball court

The meeting adjourned at 4:04 p.m.

---

Candace Kral  
Shamrock Township Clerk

---

Jerry Pawlak  
Board Chairman

**MINUTES WERE APPROVED AT THE May 8, 2014 REGULAR BOARD MEETING**