

**SHAMROCK TOWNSHIP  
REGULAR BOARD MEETING  
Thursday, April 11, 2013**

Board Chairperson Ron Smith called the meeting to order at 1 p.m. and led the Pledge of Allegiance. Present was Supervisors Charles Quale and Jerry Pawlak; Treasurer John Brula; Clerk Candace Kral; maintenance Tim Turner and Marvin Turner; and Katie Nelson, resident and Foundation Manager of Riverwood Healthcare Center.

Charles Quale suggested that the Donation Requests be postponed to the May 9<sup>th</sup> regular board meeting due to the weather in case people want to present their organization to the township. Katie Nelson sent the township a Minnesota Common Grant Application Form for the township to use in determining if an organization qualifies for donations from the township.

Central Minnesota Jobs and Training – Penny Lee – will be postponed to the May 9<sup>th</sup> regular board meeting due to the weather.

The Agenda for the meeting was approved on a motion by Jerry Pawlak, seconded by Charles Quale, motion carried unanimously.

The minutes from the March 7, 2013, regular board meeting were approved on a motion by Charles Quale, seconded by Jerry Pawlak, motion carried unanimously.

The treasurer reported the following fund balances for the period ending March 31, 2013: General Revenue Fund, \$70,872.27; Road & Bridge Fund, \$255,201.55; Fire Fund, \$44,221.40; Building Repair Fund, \$84,205.99; Sewer Fund, \$4,777.91; FEMA, 33,239.30; Road Repair (black topping), \$99,013.46; Parks & Rec Fund, \$55,400.33; and the Lease/purchase Fund, (\$11,652.66) for a total cash \$635,279.55. The only CD to receive interest is the Kirt Properties CD. The Road & Bridge CD's total \$346,273.18; Building final payment CD, \$78,460.92; Sewer Fund CD's \$86,967.72; Kirt Properties escrow CD \$4,706.71. Money market interest received March 2013 was \$177.44; gas tax, \$18,672.71. Receipts for the month \$18,850.15 disbursements for last month were \$19,635.28. Motion by Ron Smith, seconded by Jerry Pawlak to approve the treasurer's report; motion carried unanimously. Motion made by Jerry Pawlak, seconded by Ron Smith, to approve the April 2013 claims and payroll totaling \$20,969.39, motion carried unanimously.

Correspondence: Aitkin County Association of Townships (ACAT) Minutes and Agenda; e-mail from Mark Pawelski (LMA) giving information regarding the TMDL Study; American Pavement Solutions sales letter; MN Statutes 273.05 regarding county assessor and assessors fees; MN Common Grant Application Form; e-mail from Rep. Joe Radinovich with legislative updates; email from Dave Warwick; Memo from Town & Country Fence; BSLA meeting minutes

Ron Smith pointing out the MN Statutes 273.05 that states that the township is the only party to pay to assessor's fee.

**Reorganization:**

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

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

Ron Smith 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 9 & 23, June 13 & 25, July 11 & 30, August 8 & 22, September 12, October 10, November 14, December 12, January 9, February 13, March 6 and April 10 at 1:00 p.m. The annual meeting is on March 12 at 8:15 p.m.

Motion was made by Ron Smith, to pass Resolution 2013-2 designating Grand Timber Bank as the legal depository & signature authorization, seconded by Jerry Pawlak. 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 2013-4 on the safe deposit box authorization, seconded by Jerry Pawlak. 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 2013-5 to set the compensation and 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 2013-6 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 2013-7 Authorizing Contract with Interest Officer, seconded by Charles Quale. Resolution was approved on the following vote: Charles Quale, aye; Jerry Pawlak aye.

Motion was made by Ron Smith to pass Resolution 2013-8 Authorizing Contract with Interested Officer, seconded by Charles Quale. Resolution was approved on the following vote: Charles Quale, aye; Ron Smith, aye.

Motion was made by Ron Smith to pass Resolution 2013-9 Authorizing Contract with Interest Officer, seconded by Jerry Pawlak. Resolution was approved on the following vote: Ron Smith, aye; Jerry Pawlak aye.

Motion was made by Jerry Pawlak to use Voyageur Press as the township's official paper, seconded by Ron Smith. Motion passed unanimously.

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

Motion was made by Jerry Pawlak 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.

Town officers completed and signed the annual MN Association for Townships (MAT) form listing town officers and the list of town officers for the county auditor.

#### **Concerns from Residents Not on Agenda:**

Katie Nelson requested information on what the township needs to have done to a road for the acquisition by the township of a road that is currently "minimum maintenance".

Katie Nelson, Foundation Manager of Riverwood Healthcare Center informed the board of Riverwood's commitment to wellness and prevention care and of the benefits that the Riverwood Foundation has and can do for Shamrock Township residents and requested a donation (\$5,000) from the township to help continue/expand the program. She also explained the Common Grant Application Form and the benefits it

would have in helping the township determine or set standards for non-profit organizations that are requesting donations. There was discussion on how donation process of the township now and in the future.

Road Report – Tim Turner reported that they have been plowing the roads; doing equipment maintenance; changed the signs in sections 13 to 24; checked on prices of new road counters approximately \$2000, and vehicle measuring devises, \$600-\$900; pulled the wing off the Grader and started spot blading; installed “bump” signs at the frost heaves; started to check on new plow trucks and get information from various companies, prices range \$160,000-\$180,000; it was decided that the township will keep the old truck as a back-up and store it in the garage on the gravel pit property; the maintenance employees will attend the Aitkin Safety Day training on April 16; the purchase of a 6” water pump hose and trailer for the new water pump, was discussed, Tim will look at a trailer that Al Cartie built to give him an idea what he will have built for our pump and hoses; May 23 Tim is going to Hill City to view a re-claimer (ridge mulcher)

517<sup>th</sup> Lane – Rick Eidem (51697 Lake Ave) called the town hall and requested that a “Dead End” sign be placed on 517<sup>th</sup> Lane due to the amount of people that drive back there with boat trailers thinking that it is a lake access road. Maintenance will install one.

508<sup>th</sup> Lane – Letter – the letter from the attorney regarding tree/shrub trimming was reviewed, a couple changes were made and deadline date was decided for the trimming to be completed (May 15, 2013). The clerk will mail letters out to the Clintons and Swansons with the revisions and date. The maintenance department will mark the trees/shrubs that need trimming. A supervisor will speak with Jeremy Paquette regarding their bushes before a letter is mailed out to them.

Ball Field – nothing new to report

CYC (Catholic Youth Camp) survey – nothing new to report

SEH – Ron Smith took Greg Kimman to view the areas that the town board would like to fix/improve to get a rough estimate of the project costs. Greg intended to be at the meeting but was unable to make it due to the weather. The board discussed the various road projects and available funds. The board attempted to contact Greg via phone but was unable to contact him. The board continued discussion of the road projects to another date the week of April 22<sup>nd</sup> when Greg will be able to attend. Ron will get dates and time that Greg will be available.

Hand-held Radios – the clerk presented the board with the cost of the new radios that were provided by Kurt Martin Communications. The cost was for radios with a key pad. The clerk will get the cost of the radio without a key pad since the maintenance department dos not need that feature. She will also check with Scott Turner, Aitkin county Sherriff Department, to see if the township can get the radios through the county and what the cost will be. She will present this information to the board at the next regular board meeting.

## **NEW BUSINESS:**

Motion was made by Ron Smith to pass Resolution (2013-3) to approve issuance of 3.2 percent malt liquor licenses to Cajun Queen, Minnewawa Sportsmen’s Club, seconded by Jerry Pawlak; the resolution was approved on the following vote: Ron Smith, aye; Charles Quale, aye; Jerry Pawlak, aye.

Motion was made by Ron Smith to allow the clerk to approve issuance of a 3/2 percent malt liquor license to any existing or newly created business upon request, seconded by Jerry Pawlak; the motion passed unanimously.

Grand Timber Bank – Road Restriction Permission – Sharon Lake of Grand Timber Bank contacted the township asking for permission to have a well drilling truck travel on a township road to install a well in order for the bank to sell the property during the road restriction that is in effect at the present time. The board decided

to deny permission for the one trip down the road due to the fact that it is not a health welfare or emergency situation.

Aitkin County Highway Department – Culver price list – the township received the price list for culverts from the county containing ordering information and requirements

The meeting will be continued until the week of April 22<sup>nd</sup> for the purpose of meeting with a new dump truck representative. Tim will contact the representative to set a day and time to coordinate with the continuation of the road projects and Greg Kimman, SEH.

Motion made by Ron Smith to approve the Sub-Station Agreement, seconded by Jerry Pawlak; motion passed unanimously.

Donation Requests – postponed to next regular board meeting.

Charles Quale requested the boards thoughts on the little league dugouts for the ball field, reusing the old ones, or having Sentence to Serve build the township new dugouts. Charles Quale will contact Pat Scollard, Sentence to Serve, regarding building new dugouts.

The Kirt Properties CD and maintenance of the corresponding road was discussed.

At 4:10 p.m. the meeting was continued to the week of April 22<sup>nd</sup>.

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Candace Kral  
Shamrock Township Clerk

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Charles Quale  
Board Chairman

**MINUTES WERE APPROVED AT THE May 9, 2013 REGULAR BOARD MEETING**