

**SHAMROCK TOWNSHIP
REGULAR BOARD MEETING
Thursday May 8, 2014**

Board Chairman Jerry Pawlak called the meeting to order at 6 p.m. and led the Pledge of Allegiance. Present were Supervisors Ron Smith and Charles Quale; Treasurer John Brula; Clerk Candace Kral; road maintenance employee Tim Turner; Greg Kimman and Bob Beaver, Short Elliott Hendrickson, Inc.(SEH); Katie Nelson, Riverwood Foundation; and residents John Clasen, Lloyd Gath, Dorothea Brightman, Candace Bartel, Nancy Karjalahti, Steve Houland.

The minutes from the April 8, 2014, regular board meeting were approved on a motion by Ron Smith, seconded by Charles Quale; motion carried unanimously.

The minutes from the April 28, 2014, Board of Appeal and Equalization meeting were approved on a motion by Ron Smith, seconded by Charles Quale; motion carried unanimously.

The treasurer reported the following fund balances for the period ending April 30, 2014: General Revenue Fund, \$95,172.59; Road & Bridge Fund 197,135.05; Fire Fund, \$-9,794.31; Building Repair Fund, \$99,579.33; Sewer Fund, 4,831.95; FEMA, \$-2,161.17; Road Repair (black topping), \$199,723.66; Parks & Rec Fund, \$48,154.11; and the Lease/purchase Fund, -\$10,680.13; for a total in the checking accounts of \$621,961.08. 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 April 2014 was \$185.37. Receipts for the month were \$0. April disbursements were \$77,801.70. Motion made by Ron Smith, seconded by Charles Quale, to approve the treasurer's report; motion carried unanimously.

Motion made by Charles Quale, seconded by Ron Smith, to approve the May 2014 claims and payroll totaling \$18,840.16, motion carried unanimously.

Correspondence: Rep. Joe Radinovich Legislative Updates; Lakes and Pines News Letter; Cemstone Aggregates group products list and pricing; Historical Society Depot Highlights News Letter; Riverwood Foundation honoree request; Douglas Sports Equipment catalogue; Aitkin county Community Health Summit invitation: Notice of Offices to be voted at the State General Election

OLD BUSINESS:

Road Report – Tim Turner reported that the all the road signs have been replaced throughout the township; had one culver that was froze that had to be steamed; Tim Turner, Marvin Turner and Tom Besch all attended the Aitkin County Safety Training; took care of some tree damage caused by the high winds in the past week; a reminder to the community that the road restrictions are still in effect; has had Tom Besch start working doing yard work and worked clean-up day; has several culverts that heaved this year and may need to be replaced, looked at a culvert on 472nd Lane and needs one of the supervisors to road view it too; the oil light is coming on in the grader which could mean the engine barring, will contact Caterpillar to do oil sample to be sure, if major work is needed we will need a rental, also wants permission to have a full work maintenance done on the grader if it needs to go in for major service, it has 11,000 miles; both leaf sites have been rolled and tended by Kern Excavating; the tire and exhaust has been replaced on the Sterling; the coming month will be mostly spent doing calcium chloride and sweeping of blacktops and getting roads graded and shaped back up

MAC Truck Warranty – the clerk informed that board that due to the number of miles and hours that have been figured that the truck will be used, she determined the most economical package for the township would be the 60 month – 150,000 miles – 7,500 hours package for \$1,100.

Greg Kimman -

202nd Project – presented the board with the advertisement for bids they will run in the newspaper for the 202nd Place project, it will have a June 10th bid date and SEH would have their recommendation letter and ready to award the bids after the next meeting of June 12. The start date would be September 1 for the contract and the completion of October 31, basically getting to the grading, aggregate base, to go over the winter months, 2015 laying the pavement – engineers estimate of the project start to completion (paving included) of \$389,000. The advertisement is stated to get bid that show a price obtaining their own aggregate supplies or obtaining the aggregate supplies from the township gravel pit in an effort to save the township money on the project. Motion was made by Charles Quale to authorize SEH to advertise for bids, seconded by Ron Smith, motion passed unanimously.

Maintenance Building/Townhall Addition – SEH put together a price for the options that the board looked at in January that includes everything from the architectural, mechanical and electrical to get a set of plans to get the township to the bidding phase. The board asked for a price quote to have the townhall built in block to match the rest of the maintenance building instead of stick. The board is collecting information for the next annual meeting in March 2015.

Gravel Pit – Charles Quale will contact Marv Kottes to find out when he will get the survey of the gravel pit property. After the survey is complete, the township will contact the forestry for a professional opinion on the area to be logged and then run an ad to obtain quotes from loggers on the area the township needs logged for gravel crushing in the gravel pit property

Brent Hutchens – Retaining Wall – the board was informed that the attorney sent a letter to Mr. Hutchens and received a response. The attorney recommends that a supervisor meet with him on site to discuss the issue and to identify the point at which he needs to not cross with things like retaining walls or other obstructions so as not to interfere with maintenance of the road. The clerk will contact Mr. Hutchens providing him with Ron Smith's number to set a time to meet on site.

Clean-up Day – the clerk reported: The townhall site only - \$496.00 was collected in fees. Supervisors Ron Smith, Jerry Pawlak and Charles Quale and road maintenance Tim Turner and Tom Besch were assisted by members of Sandy Lake Association. 5 dumpsters were delivered, Tim requested a 6th to clean up what is on the ground; estimated number of loads was 186; It was a nice sunny day (raining during the week before); there were a lot of building material, and over 50 mattresses; the board will review procedures and specifications for the clean-up days

Ball Field – Jerry Pawlak met with Wayne Floe on the ball field, Wayne Floe measured for the benches in the dugout that he will provide and will make a cap for the block wall of the dugout; Charles Quale has contacted Stephanie Johnson of the Twins Community Fund getting information for the setting of the field dedication ceremony, July will probably be the best time to have the ceremony; Jeremy Paquette stated that the process to have a little league team for Shamrock Township has been started, there appears to be enough kids signed up to have a team, he will know more after the parent meeting next week, practices could start anytime; the roof of one of the dugouts needs to be repaired, holes were miss drilled. Jeremy Paquette volunteered his time to repair the roof.

John Clasen road vacation (Maskeonzha Rd) – the board attended a road view on Monday May 5 to view the road in question and the surrounding roads and alternate routes for other property owners; after discussion of the roads involved, other property owners in the area, and future concerns, the board stated that they are not going to sign the resolution provided by Christine Bright, John Clasen's attorney, stating the board has no objections to the proposed road vacation.

Central MN Jobs & Training – the board does not feel that the township would be a good fit for the program, the township could not guarantee the 20 hours per week year around, or the level supervision that the program requires; the board will keep the program information on file for future reference

A motion was made by Charles Quale, to cost share with property owners on application of calcium chloride to town roads at a cost of \$180n (\$90 each resident and township) for 400 feet, \$45.00 (\$22.50 each resident and township) for each additional 100 feet; the township will apply calcium chloride as needed in areas for road stabilization purposes as in previous years; motion carried.

NEW BUSINESS:

Kirk Properties CD – the CD will be cashed in and place into the township bank account so that upon viewing that portion of 197th Avenue to ensure that the road is not in need of repairs will be returned to Kirk Properties

Jeremy Paquette stated that he will be applying for a variance request for Kevin Bock that will affect the township road right-of-way on 214th Place. They are asking for a 14 ft. right-of-way variance from the regulated 30 ft requirements for a residential addition. A supervisor will view the property for approval once it has been staked.

Jeremy Paquette had completed some tree trimming on his father's property that the township requested last year and would like the township to view the work completed to confirm that it is done to the townships expectations. The location will be view during the annual road view.

Jeremy Paquette also stated that the residents/property owners would like to discuss putting the Long Point Place (Bridge Road) road improvements back on the agenda in the future, there was misunderstanding of the project previously and lack of support that would now be present for the project to be considered in the future. The board informed him that the project would now be a number of years before it could be put back in the planning.

Lloyd Gath enclosed a deck several years ago and now has been informed that he needs to obtain a permit with a variance request. The board viewed the diagram he presented and discussed the request. The deck enclosure does not affect maintenance of a township road. Motion was made by Ron Smith, seconded by Charles Quale, that the board has no objections to the variance request; motion carried. The clerk will construct a letter to the Aitkin County Planning and Zoning for Mr. Gath to present with his application information.

Steve Houland stated issues he is having with water drainage on the road by his house, it is believed that the culvert may need to be lowered and the ditch cleaned out some to solve the probable. The board will view the issue during the annual road view.

Katie Nelson stated for the boards' information that the road by her house is very close to being up to standards for township acceptance but may not be completely ready for acceptance until next year.

Katie Nelson explained to the board the basis of the Riverwood Healthcare Center and Foundation and how the organization benefits Shamrock Township and its residents. She explained what an automated external defibrillator (AED) machine is and why they are so important to have and why a new one is needed. The organization is requesting \$1500 donation from the township for the purchase a new AED for the McGregor Clinic.

The organizations' requests for funding lists presented at the annual meeting and referred to the board for consideration were reviewed. Ron Smith moved to donate \$2000 to ANGELS, \$2500 to Big Sandy Water Institute, and \$1500 to Riverwood Healthcare Center and Foundation, seconded by Charles Quale; motion carried.

Greg Kimman informed the board that he has accepted a new position and introduced Bob Beaver as the SEH representative that will be working with Shamrock Township.

Annual Road View has been scheduled for Thursday, May 29 at 9:00 am starting at the townhall.

Severance – Sick/Vacation Pay Fund – the board discussed the accumulation of the unused vacation and sick time. It was stated that there should be an account formed to save for the severance payment of the unused time when the employees retire in accordance with the maintenance contract.

The board discussed that the tennis courts are in need of repair, the concrete is cracked and the poles for the nets are leaning, unstable.

Ron Smith informed the board that he received a call from a deputy regarding complaints of the road being tore up by a resident sthat lives in the area. The deputy asked Ron Smith if the township wanted to press charges for the damage to the road. The board decided that the road was an easy repair for maintenance to do and would not press charges.

Summer Short Course – the dates and locations of the summer short courses were discussed, the board will check their calendars and inform the clerk which dates they will be attending for preregistration.

Jack informed the board that he received, for the board, an invitation from Commission Napstad to attend the Aitkin County Community Health Summit to be held on June 9th. The summit is designed to help Aitkin County to improve the overall health of the citizens of the County. Any board member that intends on going will need to RSVP. Candace Bartel stated that she will attend.

Motion made by Charles Quale, seconded by Ron Smith, to hire the company with lowest price to furnish the port-a-potty to be place by the tennis courts this year; motion carried.

The meeting adjourned at 4:04 p.m.

Candace Kral
Shamrock Township Clerk

Jerry Pawlak
Board Chairman

MINUTES WERE APPROVED AT THE JUNE 12, 2014 REGULAR BOARD MEETING