

**SHAMROCK TOWNSHIP  
REGULAR BOARD MEETING  
Thursday July 9, 2020**

Board Chairman Allen Eld called the video meeting to order at 1:00 p.m. and led the Pledge of Allegiance. Present were Supervisors Ron Smith (arrived 1:13 pm) and Charles Quale; Treasurer John Brula (started mtg via Zoom, finished in person); Clerk Candace Kral; maintenance Tim Turner, Chad DeMenge (in person) & Chris Sonmor (via Zoom), WSB.

Motion by Charles Quale, seconded by Allen Eld, to approve the July 9, 2020 agenda; motion passed unanimously.

Motion by Charles Quale, seconded by Allen Eld, to approve the June 9, 2020 Regular Board Meeting minutes; motion passed unanimously.

The treasurer reported the following fund balances for the period ending, June 30, 2020: General Revenue Fund, \$121,204.95; Road & Bridge Fund \$239,582.26; Sewer Fund, 27,813.03; Road Repair (blacktop) Fund, \$133,088.07; Fire Fund, -\$16,927.79; Building Repair Fund, \$323,123.85; Parks & Rec Fund, \$84,118.66; Road Bond \$3,942.83 and the Lease/purchase \$43,100.02; bond principal -\$244,000.00 – for a total in the checking accounts of \$969,045.88. The Blacktop Repair CDs' total \$156,175.46; Equipment CD's total 50,187.16 and the Sewer Fund CDs' total \$92,225.20. Money market interest received in June 2020 was \$149.73. Receipts for the month were \$397,958.88. June disbursements were \$30,527.73. Motion by Charles Quale, seconded by Allen Eld, to approve the treasurer's report; motion passed unanimously.

Motion made by Charles Quale, seconded by Allen Eld, to approve the July 2020 claims and payroll totaling \$60,631.88; motion passed unanimously. Claims list attached.

**Correspondence:**

the Mercury; Lake Country Power June 2022 Newline; U of M Minnesota LTAP Technology Exchange June 2020; WSB Annual Golf Tournament information; email from Beneficial Benefits team regarding the introduction of Health Reimbursement Arrangements; Talon Metals Corp Tamarack mining project update; email from Jessica Johnson, Talons Metal Corp, regarding holding an informational meeting at a township meeting; National Prescription Opiate Litigation info

**OLD BUSINESS:**

Salt Shed – WSB put the salt shed specs out for quotes, to three contractors. The quotes are due by July 10<sup>th</sup>. The board was informed two of the contractors stated that the completion date would not be possible. Due to that fact, WSB pushed the completion date out one month. making the final completion day mid-October. The other option was to construction the shed next year. The board will continue the meeting to review the quotes. WSB will get the building site properly staked for the purpose of the township maintenance to provide dirt and grading work as time allows.

**Roads:**

Road Report – Tim reported that they have used approximately 600 yards gravel; have been grading; performed routine leaf site maintenance; equipment maintenance; shoulder mowing, having completed one pass of all roads; on 170<sup>th</sup> Place they have performed a culvert replacement and reshape road; made stand for portable speed sign; trimmed trees on 478<sup>th</sup> Lane and 202<sup>nd</sup> Place by yield sign (near 202 Tavern); called in once for downed tree; started blading some of the calcium chloride areas as needed

Regular Board Meeting will be continued until Thursday July 16<sup>th</sup>, 1:00 pm

Carole Dahl presented the board a drawing (diagram) of their lot on 188<sup>th</sup> Avenue with the desired structures and locations within the property informing them that the home going onto the lot is a mobile park model trailer. The township stated concerns of the future use, interpretation and understanding of this variance if approval. The nature of this parcel is considered a camping lot and needs specific requirements stated within the variance. Following discussion by the township board with Mrs. Dahl, motion made by Ron Smith, seconded by Charles Quale, to approve the variance request from the road right-of-way setback of 30 feet to a setback of 20 feet for the placement of a Park Model Camper (and approval of the 12 x 12 shed) as presented by Carole Dahl with the conditions for the Dahls and all future property owners of this parcel stating that this parcel shall be labeled as a camping lot. There will be no permanent structure built with the currently approved road right-of-way setback. Due to the nature of this parcel, this variance request pertains to campers or Park Model Campers only. The township is not responsible for damage to any campers due to regular road maintenance and snow plowing. The Board Chairman has no other objections or concerns to the requested permit and recommends that the county rules and regulations be followed.

Motion made by Charles Quale, seconded by Ron Smith, to approve Resolution No. 2020-14 Accepting a Platted Road for Maintenance by the Town (197<sup>th</sup> Avenue as described in the resolution); motion passed unanimously.

202<sup>nd</sup> Intersection – Ron Smith was contacted by a concerned citizen regarding the speed and carelessness of the driver on 202<sup>nd</sup> Place and at the intersection of 202<sup>nd</sup> place and 202<sup>nd</sup> Avenue. She inquired the possibility of new signage in said areas. Maintenance will work to make the yield sign currently there more visible.

2176<sup>th</sup> Place – Jason Kadelbach informed the board of the construction progress of the road. Tim Turner has viewed the road, giving Jason Kadelbach any adjustments that are needed. Jason will make any necessary corrections. Part of the road is within the recorded plat and part is easement with dedicated public right-of-way for the maintenance purposes to Shamrock Township by Wayne Floe. Jason will ensure that all road/easement and dedications are recorded with Aitkin County prior to the township approving the resolution of maintenance of the road by the township. At the continued meeting set for July 16<sup>th</sup>, Jason will provide the township with a petition for acceptance of maintenance of township road, together with recorded road documents.

The board discussed the Sheshebee Lots talked about in previous meeting in regards to road maintenance and a possible parking area. The clerk provided the board with an email from Steve Fenske, MAT attorney, stating his recommendations regarding a property swap for these purposes. The board stated concerns of being allowed to move the material from that location due its proximity to the lake. These road improvements were deemed not necessary at this time and the board has decided the purchase/trading of lots for said improvements are not in the best interest of the Township.

Shamrock Recreation Area Project – It was explained to the board that Candace, Chuck and Tim attended a Zoom meeting with Eva Kelly and Jason Amberg regarding the final plans for the park project area's not contained in the DRN Grant Application. Items of discussion were a retaining wall

along the road behind courts was quite expensive, we acquired the possibility of replacing the wall with a slope – Eva stated that they were able to grade this out at a 2:1 slope without encroaching outside the property line of the park. We will then sow a native seed mix that does not need to be mowed. The small ballfield may need to be moved a bit. They were also able to confirm that we can use wood chip and/or topsoil berms for erosion/sediment control in place of silt fencing. In the location of the new courts the soil is a sandy silt, we will need to haul sandy in and do a 3-4 foot sand base for the stability of the courts.

DNR Grant Application – The Township received a letter stating that at this time we did not receive the grant. The clerk contacted Mai Neng Moua, DNR, she stated that we are on a list – there a couple of sources of funding they receive for the purpose of the outdoor grant. It is taking longer than normal to get these funds due to COVID. Once they receive the funds then we will get official acceptance of the grant. She stated they are on the top of the list of proposals for presentations, which is very promising. We should hear something in a couple of months or so

DNR Lease Extension is complete. It is a 30 year lease, full amount of the lease payment in this month's claims. The amount is about \$100 less per year. Once we have a copy signed by the DNR, we can start the work for the park improvements.

The township has received four applications for the positions of a new full-time employee – the clerk will set up interviews for July 16<sup>th</sup> starting at 7:00 pm. Brian Zimpel will be available to moderate the interview on behalf of the town board. The board will be present as observers and to answer any relevant questions. The hiring decision will be that of the town board supervisors.

Port-a-Potty – the board agreed to have a portable toilet by the tennis courts

## **NEW BUSINESS**

Motion made by Ron Smith, seconded by Charles Quale, to approve election judges for the Primary Election on August 11<sup>th</sup> as recommended by the clerk; motion passed unanimously.

Phone Service – the board was informed that although the clerk was informed that the cost of having phone service only through Frontier the cost would be 39.95. However the clerk has recently learn that the fee and taxes associated with the bill can be anywhere from \$15.00 - \$35.00. We will not know for sure until the next billing cycle.

Due to COVID-19, Shamrock Township will not be hosting a Fall Township Clean-up Day

Coronavirus Relief Fund – CARES Act – The Township will be receiving funds to cover expenses that the township has acquired due to COVID. The county has also received funds from the State Auditor to be expended to the townships to cover extra expenses for election purposes. She explained that the plexi-glass, extra pens, gloves, fact masks, sanitizer and dispensers that have already been purchased. The clerk also informed the board that she has been looking at the election-day setup and equipment. The township cannot use the current voting booths as they cannot accommodate the 6 foot social distancing requirements. Also do to the size of the meeting hall, the fire department side will needed to be utilized to encourage a safe flow of traffic for the voters. Charles Quale and the clerk explained to the board a previous discussion of installing a second door between the meeting room and garage side of the building to provide that safe flow and encourage the social distancing for the safety of the voters as well as the election judges.

The purchase of new individual voting booths and queue poles were suggested. It was stated that due to the voting size of the township, 10 regular booths and 2 ADA booths were recommended to enable the possible voting volume the township could see especially for the general election. Motion made by Ron Smith, seconded by Charles Quale, that the purchase of 12 voting booths as recommended, 4 queue poles to help give direction and installation of the new door between the two rooms as discussed is deemed necessary due to COVID-19. Motion passed unanimously.

The board also discussed the continued safety of the board and the residents in relation to Board Meetings. It was discovered that trying to combine Zoom meeting with in-person meetings using a laptop is not feasible for visual or audio purposes, very poor quality. The board stated they would like to continue to hold meeting in person, however, wish to encourage attendees to join via video to assist in the safety of the board members as well as the individuals wishing to attend. The board requested research be done to obtain the cost of a video or streaming system that can greatly enhanced the meeting experience for those attending via Zoom. Said system is necessary due to COVID-19. John Brula will research and inform the board of his findings at the continued meeting on July 16<sup>th</sup>.

Matt Walczak – Interim Use Permit –Vacation Home Rental – the town board reviewed the requested Interim use permit and has no objections or concerns to the requested permit and recommends that the county rules and regulations be followed.

Brad Busbey/State of MN – Interim Use Permit – Mine, Gravel Crush & Temporary Asphalt Plant – the town board reviewed the requested Interim use permit and has no objections or concerns to the requested permit and recommends that the county rules and regulations be followed.

The board supervisors were provided with information regarding the Board of Appeal and Equalization online training.

Meeting Adjourned 8:19 pm

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Candace Kral  
Clerk

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Allen Eld  
Board Chairman

**MINUTES WERE APPROVED AT THE AUGUST 13, 2020, REGULAR BOARD MEETING**