

**SHAMROCK TOWNSHIP  
REGULAR BOARD MEETING  
Thursday September 12, 2024**

Board Chairman Ron Flatten called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance. Present were: Supervisor Ernie Darlow; Supervisor Tom Meyer; Supervisor Brock Hayes; Supervisor Bruce Johnson; Treasurer Jack Brula; Clerk Candace Kral; maintenance Tim Turner; 9 property owners in person and 3 on Zoom.

Motion made by Tom Meyer, seconded by Ernie Darlow, to approve August 8, 2024 Regular Board Meeting minutes; motion passed unanimously.

Motion made by Tom Meyer, seconded by Ernie Darlow, to approve August 27, 2024 Special Board Meeting minutes; motion passed unanimously.

The treasurer reported the following fund balances for the period ending, August 31, 2024: General Revenue Fund, -\$22,210.34; Road & Bridge Fund \$-39,922.79; Sewer Fund \$23,338.24; Road Repair (blacktop) Fund, \$200,374.41; Fire Fund, \$17,163.28; Building Repair Fund, \$531,049.57; Parks & Rec Fund, -\$252,361.16; Escrow/Road Vacation \$1,979.10; and the Lease/purchase \$166,325.64 Salt Shed loan -\$45,438.40 – a total in the checking accounts of \$625,735.95. The Blacktop Repair CD' total \$169,369.21; Equipment CD's total \$53,682.26 and the Sewer Fund CDs' total \$121,856.87. Money market interest received in August 2024 was \$211.48. Receipts for the month were \$13,151.84. August disbursements were \$105,328.04.

Motion made by Tom Meyer, seconded by Ernie Darlow, to approve the treasurer's report; motion passed unanimously.

Motion made by Tom Meyer, seconded by Ernie Darlow, to approve the September 2024 claims and payroll totaling \$71,328.30; motion passed unanimously. Claims list attached.

**Correspondence:** Lake Country Power Newslines August 2024; Pavement Resources; MAT update on Board of Directors President and District 4 Director; Lakes and Pines Newsletter; SCSF Echoes July/August 2024; BJA FY 24 Edward Byrne Memorial Justice Assistance Grant (JAG) Program – Local Solicitation; Elan City sales flyer; Minnesota Exchange September 2024; Pipeline Association for Public Awareness Newsletter Summer 2024; WSB July/August 2024

**OLD BUSINESS:**

Road Report – Tim Turner reported they have been grading, graveling and brushing along with equipment maintenance; organizing dumpsters and scrap metal after Clean-Up Day; put fill on Floe Road; Cut the waterway edge of road by Hillcrest; DMC sign arrived and will be put up next week; Bridge Road has a culvert that is covered and Tim will talk to homeowner; Long Point Place has sand berm that will need to be removed, there is also an over flow pipe to lake that has been covered with rock which will need to be fixed; 211<sup>th</sup> Place contractor asked how close concrete drive can be to the edge of road; have been mowing shoulders; and park and ball fields; there is a bad spot in the paint surface on the tennis courts that is not under warranty so court paint has been ordered and will be repaired.

The board discussed and gave permission to add rip rap to shoreline on 209<sup>th</sup>.

The board discussed the sale of the Grader and Trailer. The state statute does not require advertisement or getting bids or quotes if under \$25,000. It was agreed that the items will be placed on MinnBid.

The board discussed rocks on 490<sup>th</sup> Street (Floer Road) that were placed along the driveway within the road right-of-way. A letter from the township was mailed to the homeowners on July 18<sup>th</sup>, 2024 stating that they are a hazard for road maintenance and plowing, requesting the rocks be moved back. There has not been any response to the letter. The board gave the maintenance department permission to move the rocks back far enough so the ROW is accessible and the safety of drivers and equipment can be ensured during snowplowing operations.

The board discussed residents using the townships gravel and was informed the township is not allowed to sell gravel to private parties per the original permit requirements when opening the gravel pit.

Motion made by Ron Flatten, seconded by Brock Hayes, to have the clerk pursue the permit for a Gravel Crush; motion passed unanimously.

The board discussed the request to grade the parking lot of Floer International. The township does not grade or maintain private property with township funds so will not be able to accommodate the request to grade.

The board viewed and discussed the quotes from Elan City to repair or replace the speed sign. The clerk will check with insurance company about the coverage on both repairing and replacing the speed sign. The board suggested to repair the old sign even if it is replaced so there would be an additional speed sign for use in the township.

The board discussed Road Acceptance Policy which contains the road specs that the township requires to take over the maintenance of a road. Currently the policy states the road to be 22 feet surface of current road with a turnaround if a dead end. There was a discussion about possibly changing the road specifications, which included consideration of the pros and cons of altering the standard requirements for the township to take over road maintenance. The discussion also touched on the possibility of making adjustments based on individual situations or requests. It was noted that the township currently maintains several roads that do not meet the current specifications. However, these roads were accepted before the policy was established. The road specification policy, enacted in 2008, was designed to prevent the township from accepting and maintaining substandard roads in the future. A motion was made by Ernie Darlow; seconded by Bruce Johnson to keep the current Road Acceptance Policy and specs in place; motion passed on a vote as follows: Ron Flatten – Y, Ernie Darlow – Y, Bruce Johnson – Y, Brock Hayes – Y, Tom Meyer – N.

Ron Flatten provided the board with an update on the DNR public access next to Hillcrest. Andrew, from the DNR, is moving forward with the necessary document and taking actions to acquire the land for use as a public access.

The board discussed the lodging tax and the lack of rentals paying the taxes. There are currently 3-4 rentals submitting tax out of the 19 that are in the township. The clerk will contact the county attorney to see if there is a way to enforce the payment of rental tax to the township.

The board discussed the Subordinate Service District Agreement which is the policy that assess property owners for road improvements. The township attorney was advised on the process and he informed the board that the town board decides the method for dividing the costs of the service among the properties. In most cases the board chooses to divide the costs equally among the properties, not by front footage. Also, the resolution can state the township performs the regular maintenance, however any re-asphalting will be assessed to the property owners adjacent to the road to help cover some of the costs. The SSD will need to be in place for the property owners to be assessed. The clerk will check with the attorney to see how to move forward with assessing property owners for road improvements on roads that were previously black topped.

The board discussed the CYC property and the lack of response regarding the certified letter that was sent. The letter was signed as being received but there has not been any follow up from the letter. There needs to be a survey of the land done by the township then a letter can be sent by the attorney. A resident suggested going forth with a Quiet Title through the courts. Tom Meyers will inquire with the County to see if there is a survey on file. Big Sandy Lake Association will also send a letter to the CYC property owners.

Update on the AED Unit – the company will be putting a Shamrock logo on the front, which is included in the cost of the unit.

Clean-up day was Saturday, September 7, 2024 was given by the Clerk. The town hall site had 134 sign-ins. \$1,700.00 were collected in fees along with \$71.00 in donations. Supervisors Ernie Darlow, Tom Meyer, Ron Flatten, Bruce Johnson and road maintenance men Tim Turner, Marvin Turner and Luke Hausser were assisted by volunteer Chuck Quale. 4 dumpsters were delivered. The maintenance men brought mattress to Countryside directly which saved the township \$200. Received 21 TVs and 34 mattresses. It was a warm, beautiful sunny day.

An update on the Shamrock Shindig event was given by the Clerk. The 1<sup>st</sup> annual Shamrock Shindig was very successful. There were 12 booths from the community and 4 vendors, 2 food trucks, 8 kid's games, bouncy house and dunk tank. The DNR, McGregor fire department and Shamrock township had trucks for the kids to explore. Tamarack Sportsman's club built 30 bluebird houses with the children and their families. Shamrock employees and board members were assisted by 11 volunteers that helped the event run smoothly. Many thanks to the local business for their generous donations to make this event a success. Next year date August 16, 2025. (LMA BBQ 8/9/25) **Income:** Raffle tickets \$140; Game tickets \$884; Vendor booths \$100; **Total \$1,124. Expenses:** Band \$550; Rentals \$539.72; Misc. prizes 188.59; Supplies 481.12 Volunteer lunch tickets \$120.50; **Total \$1,879.93 - total Cost to township \$755.93**

## **NEW BUSINESS**

Motion made by Ernie Darlow, seconded by Tom Meyer to approve 4% raise for the employees 2024/25 Salary.

The board was addressed by Dave and Lorri Utoft who represent the Pickle ball group. They thanked the board for the wonderful courts and shared how much they are used. Dave expressed the concern on the low spots on the courts which have the paint peeling. The group

requested a paved path from the bathrooms to the courts which would minimize the amount of sand and gravel that is brought into the courts. The second request was wind nets on the courts. The group has raised some money and would help with the costs of the wind nets. The board will consider the requests.

Motion made by Bruce Johnson, seconded by Ernie Darlow, to appoint the election judges as recommended by the clerk; Motion passed unanimously

The Board reviewed and signed the Township Road Mileage Certification which states that the township has 52.933 miles of roads that have been maintained and open to the traveling public for at least eight months for the Year of 2024.

The board reviewed the variance request presented by Derrick and Sandi Cooper. The Coopers are requesting approval to reduce the right-of-way setback from 30 feet to 10 feet along Beach Road to accommodate an addition to their residence and the construction of a new garage. The submitted survey shows that a current structure encroaches approximately two-thirds into the road. Given the pie-shaped nature of the parcel, the available construction space is significantly limited. Additionally, some of the supervisors visited the property prior to the meeting to gain a better understanding of the situation. The board was informed that the structure currently encroaching on the road is an old garage in poor condition. The Coopers expressed their willingness to remove the existing garage, provided they are granted approval to construct a new garage closer to the residence. After a thorough discussion, Ernie Darlow made a motion, seconded by Tom Meyer, to approve the variance request, permitting a 10-foot setback from Beach Road for the addition to the residence and the construction of a new garage, contingent upon the complete removal of the old garage; Motion passed unanimously.

The Board reviewed the variance request by Susan Blake for the property located at 51506 206<sup>th</sup> place. The Board has no objections to the requested variance and recommends that all county rules and regulations be followed.

Anthony Peterson Interim Use Permit –Vacation Home Rental – the town board reviewed the requested Interim use permit to operate a vacation home rental. Shamrock Town Board has no objections or concerns to the requested permit and recommends that the county rules and regulations be followed.

The board discussed the upcoming Cannabis Ordinance and Public Hearing on September 16 – limiting to 2 retailers in County.

ACAT Meeting on October 17, 2024 at the Government Center in Aitkin will have a speaker on the Cannabis Resolution.

The board discussed ways to minimize paper at the meetings and possibly move to using tablets to get information sent electronically. There would still be need for some paper copies to be made. More discussion will follow upon looking into options for technology.

The board discussed a concern from the resident regarding the public access being marked for the public to see from the road. The road is a township road and they will add a public water access sign to mark the access.

Tom Meyer brought information on purchasing a truck through North Country in Hibbing. They are a Chevy dealer for purchasing a truck for city use. More information will be brought to future meetings.

Meeting adjourned 7:23 p.m.

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Candace Kral  
Clerk

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Ron Flatten  
Board Chairman

**MINUTES WERE APPROVED AT THE OCTOBER 10, 2024, REGULAR BOARD MEETING**