

**SHAMROCK TOWNSHIP
REGULAR BOARD MEETING
Thursday, July 10, 2025**

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

Motion made by Bruce Johnson, seconded by Brock Hayes to approve June 12, 2025 Regular Board Meeting Minutes; motion passed unanimously.

The treasurer reported the following fund balances for the period ending, June 30, 2025: General Revenue Fund, -\$38,014.63; Road & Bridge Fund \$233,375.68; Sewer Fund \$28,491.93; Road Repair (blacktop) Fund, \$250,103.17; Fire Fund, \$20,029.83; Building Repair Fund, \$583,534.87; Parks & Rec Fund, -\$141,923.59; Escrow/Road Vacation \$1,979.10; and the Lease/purchase \$166,860.05 Salt Shed loan -\$25,899.13 – a total in the checking accounts of \$1,104,436.41. The Blacktop Repair CD' total \$173,853.36; Equipment CD's total \$55,082.99 and the Sewer Fund CDs' total \$123,626.08. Money market interest received in May 2025 was \$215.14. Receipts for the month were \$638,234.32 May disbursements were \$44,953.78.

The Board discussed transferring approximately half of the Lease/Purchase Fund balance—enough to carry the General Fund through the next levy period—into the General Fund. The Lease/Purchase Fund currently contains excess dollars, while the General Fund has fallen into a negative balance. It was noted that the General Fund should not operate in the negative. The shift from a three-member to a five-member board, along with the hiring of a deputy clerk a couple of years ago, contributed to the increased expenses. At the time, the levy did not account for these personnel changes. Motion made by Tom Meyer, seconded by Brock Hayes. To transfer \$83,500.00 from the Lease/Purchase Fund to the General Fund; Motion passed unanimously.

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

Motion made by Tom Meyer, seconded by Brock Hayes, to approve the May 2025 claims and payroll totaling \$54,322.82; motion passed unanimously. Claims list attached.

Correspondence: Lake Country Power June 2025 Newslines, Shannon Wiebusch email regarding Aitkin County invite to "Committee of the Whole meeting; Pipeline Emergency Response Information pamphlet; Aitkin County Care, Inc, donation request email

Concerns from residents not on the agenda:

Jamie Bowden, representing Savannah Ridge Estates, addressed the Board regarding concerns about the use by the original developer of the private, asphalted roads/driveways located within the Savannah Townhomes complex. These roads are situated on easements and are privately maintained by the property owners within the complex. Ms.

Bowden explained that an adjacent property owner has been using the private roadway system to access his construction site, despite having direct access to the highway from his own property. She asked whether the Township could assist or provide guidance. The Board clarified that the matter involves non-township maintained roads off a county road and is therefore does not have any enforcement authority regarding this issue. It was also noted that the Township has not granted any permissions related to the use of the easement roads or driveways, despite claims made. The Board recommended that Savannah Ridge Estates seek legal counsel. Additionally, Ms. Bowden noted that all private easement roads within the complex now have designated names.

Dan Westberg, representing the Lake Minnewawa Association, addressed the Board to request that the Association's Annual Fundraising Barbecue be advertised on the Township's large digital sign. He spoke about the value the Association provides to the community through its efforts to promote a cleaner and healthier lake environment. While the Board expressed support for the Association and its mission, they explained that, based on legal precedent, the Township cannot allow individual or group advertisements on the digital sign without offering equal access to all. Selectively approving signage could expose the Township to legal challenges. Therefore, the Board declined the request to post the event on the digital sign. However, they did grant permission for signage to be placed in the public road right-of-way near the Township sign.

OLD BUSINESS:

Road Report – Tim Turner reported that cleanup efforts are ongoing following recent storms, including the removal of fallen trees. To assist residents conducting their own storm cleanup, the leaf sites have been left open during the day for the past couple of weeks. He will go back to regular hours after this week. He also informed the Board that the township grader was delivered to Caterpillar in Brainerd on June 19 for transmission repairs and is expected to be out of service for at least 2 more weeks. Due to the heavy rains and storm damage, many township roads are in rough condition and are being repaired as best as possible with available equipment. Tim recommended that the Township reach out to Turner Township to explore the possibility of borrowing, renting, or coordinating use of their grader in the interim.

After meeting with Sam, Aitkin County Soil and Water, Tim Turner and the Clerk turned in the labor and equipment costs to the township for the 218th Place- 505th Lane Drainage Project as directed for the cost share with Soil and Water.

Bridge Road Project – Ron Flatten reported that he has been providing project updates to the community through various channels. It was noted that, due to recent heavy rainfalls, the project start date has been postponed to July 28th.

On June 19, 2025, the Shamrock Township Board of Supervisors conducted two scheduled road views. The first, at 4:00 p.m. on 210th Place, was to assess a potential drainage project intended to redirect water flow away from a private driveway. The second road view, held at approximately 4:30 p.m. at 19754 472nd Lane, was to evaluate a possible partial vacation of the cul-de-sac to accommodate a variance request related to new garage construction. During the visit, it was observed that approximately one-third of the area used as the property's front yard lies within the cul-de-sac right-of-way. Both matters were reviewed and discussed further during the July Regular Board Meeting.

The Board reviewed and discussed the findings from the June 19th road view. The Clerk provided an email from Township Attorney Troy Gilchrist, which was read aloud by Chairman Ron Flatten. The attorney explained that the roads in the recorded plat were dedicated to the public, and while the Township has the authority to vacate a portion of a cul-de-sac through a proper petition, it is not obligated to do so. He cautioned that approving such requests based on assumed, rather than platted, property boundaries could lead to long-term complications. Additionally, he noted that the existing home may extend onto a neighboring lot, which could raise further legal concerns. Should the Township receive a formal vacation petition, the Board would need to consider whether sufficient space would remain for snow storage and equipment turnaround. While the current owners may accept the reduced space, future property owners could challenge the Township's continued use or maintenance, potentially resulting in legal claims. Mr. Flatten informed Mr. Murphy that he may submit a petition for vacation, and the Clerk noted she would confirm with the attorney whether any changes have been made to the petition process before providing the form to the Murphys.

The Board reviewed the summary from the road view conducted on 210th Place to evaluate ongoing water drainage issues and how runoff is affecting the area. Supervisor Tom Meyer reported that he had spoken with the affected property owner, who is in agreement with the Township's proposed solution to add ditching along the side of the road. The property owner also plans to install a culvert under his driveway to redirect the majority of the runoff into a natural drainage area, rather than allowing it to continue down his driveway.

The clerk informed the Gravel Crush Permit Application hearing is July 21, 2025 at 4:00 pm in Aitkin County Courthouse. Ron Flatten stated he will attend.

Ron Flatten received an email from Jim Levitt, Shore Fishing Coordinator, expressing concerns about the suitability of the previously discussed property for the installation of a public, handicapped-accessible fishing pier. Mr. Levitt indicated that achieving the required 5% grade for an accessible path would likely require cutting into the land. However, there is reason to believe that he may not be fully aware of the property's width and length, and that the location may still be viable. Board members plan to continue discussions with Mr. Levitt and may pursue a survey to determine the actual grade elevation to the lake, in order to assess whether the 5% slope requirement can be met.

The Board discussed the quote received by Bluum Technology for upgraded technology in the meeting room. Supervisor Tom Meyer reported that he had spoken with a few contractors and believes the Township can obtain the desired upgrades at a lower cost. One concern raised during the discussion was contractor requirements, particularly insurance coverage. The Clerk will verify with the Township Attorney what qualifications and documentation a contractor must have in order to be hired by the Township.

The clerk informed the board that she has mailed out the logging tax letters to all Vacation Home Rental owners within Shamrock Township. She stated that she has been getting some responses.

Supervisor Brock Hayes has been working on a Shamrock Township Facebook Page. The page is live. The social media page is for informational purposes only not for conducting any sort of government business. The page clearly states "This page is for informational purposes only. Please direct any concerns, comments or questions directly to the township..."

It was noted that stakes have been placed outlining a possible location for a new basketball court between the tennis courts and the playground. The Board stated that they will obtain quotes for both blacktop and concrete options. Supervisor Tom Meyer reported that he has spoken with a

concrete contractor who is willing to reduce the cost as a partial donation to the Township, in support of the town park. It was also restated that \$14,000 toward the cost of the basketball court is being donated by the Odens through the Sam Oden Memorial Fund.

The Board was provided with an email from a resident who recently visited the park with her children and complimented the Township on the cleanliness of the restrooms. She expressed appreciation for the care and maintenance of the park facilities. Another email suggested the installation of a rebound wall within the tennis court area to allow individual players the opportunity to practice on their own. The sender felt it would be a valuable and well-received addition to the park.

The Clerk also shared an email from Dave Utoft, which included information about upcoming pickleball events and the group's fundraising goals.

The Clerk informed the Board of a request from property owner Robin Coverdale, representing Fred Wells Tennis & Education, to reserve the tennis courts for a few hours each day during an upcoming weekend to host a tennis retreat and training workshops. The Board approved the request, expressing no objections or concerns. The Clerk stated that she will contact the Pickleball Association to have the reservation added to the PlayTime Scheduler app and will post signage at the courts the Thursday prior to the event.

NEW BUSINESS

It was brought to the Board's attention that Aitkin County Soil and Water Conservation District currently has funds available for qualifying projects. Tim Turner discussed this with Supervisor Ron Flatten, and they agreed to revisit several previously considered projects in light of this funding. The Board plans to conduct road views with Sam from Soil and Water to evaluate potential future road projects that may be eligible for this financial support.

The Board received an email from Patricia Kleven regarding a leaning tree she had removed from what she believed to be Township-maintained property. Ms. Kleven stated that, due to a lack of response, she hired a company to remove the tree, which she felt was becoming a safety concern. She requested reimbursement for the expense and also inquired about repairs to damaged shoreline. The Township responded that it would not reimburse the cost of the tree removal, as the tree was not deemed to be in immediate danger, and by the time Township staff investigated, the tree had already been taken down. Additionally, it was clarified that the Township does not perform or fund shoreline repairs. Supervisor Tom Meyer will respond to Ms. Kleven's email to communicate the Board's position.

This year's Fall Cleanup Day has been scheduled for Saturday, September 13, 2025. The Board discussed the large number of couches brought in during last year's cleanup and decided to implement a \$20 charge per couch or recliner for this year's event.

Meeting adjourned at 7:25 pm.

Candace Kral
Clerk

Ron Flatten
Board Chairman

MINUTES WERE APPROVED AT THE AUGUST 14, 2025, REGULAR BOARD MEETING