



Little Falls Township

Little Falls Township Minutes Reorganizational Meeting March 15, 2021 @ 6:30 pm

1. Chairman Parins called the meeting to order at 6:30pm.
Present: Charles Parins, John Theis, George Sandy III, Joann Sowada, Bonnie Bieniek
2. The meeting began with the Pledge of Allegiance.
3. Approval of Agenda:
John Theis made a motion to approve the agenda. George Sandy III seconded the motion.
Motion carried.
4. New Business:
 - a. New Board members sworn in:
Clerk Bieniek gave new Board members the Oath of Office. Charles Parins, incumbent Supervisor and Joann Sowada, incumbent Treasurer.
5. Township Board Chairman & Vice Chair Selection:
 - a. Township Board Chair:
John Theis nominated Charles Parins to be the Board Chair. George Sandy III seconded the nomination. Motion carried.
 - b. Township Board Vice Chair
George Sandy III nominated John Theis as Vice Chair. Charles Parins seconded the motion.
The motion carried.
6. Adopt a schedule of Boards regular monthly meeting:
Charles Parins made a motion to begin all meetings at 6pm. George Sandy III seconded the motion. The motion carried.
John Theis made a motion to approve meeting dates for years 2021 and 2022. April 5, May 3, June 7, July 12, August 2, September 13, October 4, November 1, December 6, 2021, January 3, February 7, March 7, 2022. George Sandy III seconded the motion. The motion carried.
7. Designate an official newspaper:
George Sandy III made a motion to designate the MC Record as the official TWP newspaper. John Theis seconded the motion. The motion carried.

8. Set compensation for Township Officers and Employees:

The following compensations are set according to the years of experience each of the Town Officer and will be renegotiated with new officers at election or at their hire, effective date: April 1.

- a. Salary for Chairman 1 extra meeting per month Est 2021.
- b. Salary for Clerk \$4,800.00 Est 2021.
- c. Salary for Treasurer \$3,960.00 Est 2021.
- d. Compensation of Election Judges \$15.00 per hour Est 2021.
- e. Compensation of Head Election Judge and Deputy \$20.00 & \$18.00 per hour Est 2021.
- f. Compensation of Township Board for meetings \$100.00 Est. 2021.
- g. Compensation to open and close the Town Hall Town Hall: rental fee \$75.00, damage deposit \$200.00. 2 hours of time will be allocated for opening and closing for rentals @ base level rate with no mileage to be paid.
- h. Compensation of Township Officers, Board, & Employee's labor: \$22.00 per hour, Est. 2021, effective April 1 of each year, based on Morrison Counties established yearly starting pay for Morrison County Shop laborers.
- i. Compensation for Mileage/Idle Time compensation for Township Officers, Board and Employees: \$0.33 miles per hour (at Fed mileage rate) for idle time while personal vehicle is in use, idling, for township purposes. Vehicles must have an hour meter and claimant cannot claim gas if claiming the hourly compensation. The intent is to use the Township truck for the majority of TWP work.
- j. Travel expense, meals, motels, incidentals.

For travel, LF TWP will use the Governmental Services Administration (GSA) tables by area. Per diems claimed over a course of days should be claimed at 75% of rate for first day, full rate for interim days, and 75% rate for last day. John Theis made a motion to approve the setting of compensation for Township Officers and Employees for year 2021-2022. George Sandy III seconded the motion. The motion carried.

9. Designate one or more posting places:

George Sandy III made a motion to name the Display Box in front of the Town Hall and the TWP website as posting places. John Theis seconded the motion. The motion carried.

10. Designate supervisor to fill duties/positions created by the Town Board:

- | | |
|---|------------------|
| a. Road Supervisor | George Sandy III |
| b. Road Supervisors (Emergency) | All Supervisors |
| c. Safety Chairman | Charles Parins |
| d. AWAIR | Charles Parins |
| e. Town Hall and Community Center Officers | John Theis |
| f. Asset Manager | John Theis |
| g. Animal Control/Dangerous Animal Control Officers | All |

John Theis made a motion to approve designated supervisors for positions name. George Sandy III seconded the motion. The motion carried.

11. Designate a bank as the town depository.

George Sandy III made a motion to name Pine Country Bank as the Township depository. John Theis seconded the motion. The motion carried.

12. Consideration of potential conflict of interest issues:

George Sandy III	Federated Gas Company
John Theis	Republic Services
Charles Parins	County Employees

John Theis made a motion to approve the Conflicts of Interest named. George Sandy III seconded the motion. The motion carried.

13. Review and amend Board Policies as needed and Permits:

Table for now.

Charles Parins made a motion to move the review and amendment of policies and permits to a work meeting on April 19, 2021. John Theis seconded the motion. The motion carried.

14. Review Township's AWAIR plan:

George Sandy III made a motion to move the review the AWAIR Plan to April 19, 2021 also. John Theis seconded the motion. The motion carried.

15. Inventory training and reference materials:

John Theis made a motion that training, and reference materials are stored on the Clerk computer. George Sandy III seconded the motion. Motion carried.

16. Confirm the Township's Financial Reporting Form:

The Clerk shared the financial form that was sent to the State Auditor in January.

17. Identify upcoming training opportunities:

In lieu of actual training opportunities listed, have \$8,000 in budget & review later if there is a need to increase.

John Theis made a motion to approve \$8000 for Officer training. George Sandy III seconded the motion. The motion carried.

18. Confirm List of Officer's Form 2021:

John Theis made a motion to approve list of officers and signed forms to be sent to the MC Auditor and MAT Association. George Sandy III seconded the motion. The motion carried.

19. Other Business:

a. Appointment of deputies

Joann Sowada, Treasurer appointed Carol Doucette as her Deputy Treasurer.

Bonnie Bieniek, Clerk appointed Jennifer Smude as her Deputy Clerk.

George Sandy III made a motion to approve the clerks named. John Theis seconded the motion. The motion carried.

b. Compensation of deputy in absence policy:

In the absence of an elected official, the deputy will receive per meeting pay plus base pay per hour for required duties until the elected official returns.

Charles Parins made a motion to approve the above statement as stated. John Theis seconded the motion. The motion carried.

c. Invite List for June meeting

Tabled for now.

20. Abstract of Actions for 2021:

- | | |
|--|-------------------------------------|
| 1. Civil Defense Coordination | Charles Parins |
| 2. Road Supervisor | George Sandy III |
| 3. Road Supervisors (Emergency) | All the Board |
| 4. R5DC Township Rep | Charles Parins |
| 5. Weed Inspector | George Sandy III |
| 6. Safety Chairman | chuck |
| 7. AWAIR | chuck |
| 8. Town Hall and community Center Officer | John Theis |
| 9. Asset Manager | John Theis |
| 10. Animal Control/Dangerous Animal Control Officers | All the Board |
| 11. Fire Protection | City of Little Falls |
| 12. Meeting Dates | 1 st Monday of the Month |
| 13. Meeting Dates if First Monday is a holiday | 2 nd Monday of Month |
| 14. Road Contractor | DLL – backup County |
| 15. Training Budget | \$8,000.00 |
| 16. Town Depository | Pine Country Bank |
| 17. CD's (<i>FDIC Insured, EST 2014</i>) | CMDU/PC |
| 18. Morrison County Technology Service | All the Board |
| 19. R5DC TAC Township Rep | George Sandy III |
- George Sandy III made a motion to approve the Abstracts of Actions. John Theis seconded the motion. The motion carried.

21. Adjournment:

John Theis made a motion to adjourn the meeting at 9:02pm. George Sandy III seconded the motion. The motion carried.