



Little Falls Township

Little Falls Township Minutes Reorganizational Meeting March 16, 2020 @ 6:30 pm

1. Chairman Parins called the meeting to order at 6:31pm.
2. The meeting began with the Pledge of Allegiance.
3. John Theis made a motion to approve the agenda. George Sandy III seconded the motion. Motion carried.
4. **New Business**
 - a. New Board members Supervisor George Sandy III and Clerk Bonnie Bieniek were sworn into office.
5. Township Board Chairman & Vice Chair Selection:
 - a. *Township Board Chair:*

John Theis nominated Charles Parins as Board Chair. George Sandy III seconded the motion. Motion carried.
 - b. *Township Board Vice Chair:*

George Sandy III nominated John Theis as Board Vice Chair. Charles Parins seconded the motion. Motion carried.
6. Adopt a schedule of Boards regular monthly meeting:

George Sandy III made a motion to make all meetings to start at 6:30pm except the June and December meetings which will began at 5:30pm. The motion also included the approval of the dates for meetings that were approved at the Annual Meeting and are listed in the 2020 Town Update booklet. John Theis seconded the motion. Motion carried.
7. Designate an official newspaper:

George Sandy III made a motion to name the MC Record as the official paper. John Theis seconded the motion. Motion carried.
8. Set compensation for Township Officers and Employees:
 - a. Salary for Chairman 1 extra meeting per month Est 2016.

John Theis made a motion to keep the compensation the same for the Chairman. George Sandy III seconded the motion. Motion carried.
 - b. Salary for Clerk \$4,200.00/yr Est 2016.

George Sandy III made a motion to keep Clerk salary the same and any work on the webpage be paid per hour at the going rate. John Theis seconded the motion. Motion carried.

- c. Salary for Treasurer \$3,504.00/yr Est 2016
John Theis made a motion to keep the Treasurer salary the same. George Sandy III seconded the motion. Motion carried.
- d. Compensation of Election Judges \$12.00 per hour Est 2018
John Theis made a motion to keep the Election Judge salary the same. George Sandy III seconded the motion. Motion carried.
- e. Compensation of Head Election Judge and Deputy \$16.00 per hour Est 2018
Charles Parins made a motion to keep Head Election Judge salary the same. George Sandy III seconded the motion. Motion carried.
- f. Compensation of Township Board for meetings \$85.00 Est. 2016
George Sandy III made a motion to keep compensation the same for Board meetings. John Theis seconded the motion. Motion carried.
- 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.
Charles Parins made a motion to keep the Town Rental and Damage deposit the same and continue to give 2 hours to open and close Town Hall for rental at the base level rate with no mileage to be paid. George Sandy III seconded the motion. Motion carried.
- h. Compensation of Township Officers, Board, & Employees labor: \$18.50 per hr (Est. 2018) Effective January 1 of each year, based on Morrison Counties established yearly starting pay for Morrison County Shop laborers.
* George Sandy III made a motion to rescind the previous motion to leave the compensation the same. John Theis seconded the motion. Motion carried.
*George Sandy III made a new motion to change the compensation hourly pay to be \$20.00/hr effective April 1 of each year, based on Morrison Counties established yearly starting pay for Morrison County Shop laborers. John Theis seconded the motion. Motion carried..
- i. Compensation for Mileage for Township Officers, Board and Employees: get paid (at Fed mileage rate) The intent is to use the Township truck for TWP work.
George Sandy III made a motion that all Officers, Board and Employees get paid (at Fed mileage rate) (est 2020). The intent is to use the TWP truck for TWP work. John Theis seconded the motion. Motion carried.
- 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.
George Sandy III made a motion to keep the travel expense, meals, motels, incidentals the same. John Theis seconded the motion. Motion carried.

9. Designate one or more posting places:

George Sandy III made a motion to name the Bulletin Board in front of the Town Hall and the TWP webpage as places for posting. John Theis seconded the motion. Motion carried.

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

- a. Road Supervisor George Sandy III
- b. Road Supervisors (Emergency) All
- c. Safety Chairman John Theis

d. AWAIR	Charles Parins
e. Town Hall and Community Center Officers	John Theis and supervisor
f. Asset Manager	John Theis
g. Animal Control/Dangerous Animal Control Officers	all Supervisors

George Sandy III made a motion to approve all the assigned duties a-g as named. Charles Parins seconded the motion. Motion carried.

11. Designate a bank as the town depository:

John Theis made a motion to have Pine Country Bank as the TWP's depository. George Sandy III seconded the motion. Motion carried.

12. Consideration of potential conflict of interest issues:

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

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

Charles Parins made a motion to table the review of the Board Policies and Permits at this time. John Theis seconded the motion. Motion carried.

14. Review Township's AWAIR plan:

Charles Parins made a motion to table the review of Township's AWAIR plan at this time. John Theis seconded the motion. Motion carried.

15. Inventory training and reference materials:

Charles Parins made a motion to table the inventory and reference materials at this time. John Theis seconded the motion. Motion carried.

16. Confirm the Township's Financial Reporting Form:

The Supervisors reviewed the Financial Report that was in to the State Auditor as required.

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.

Charles Parins made a motion to keep the training opportunities budget the same. George Sandy III seconded the motion. Motion carried.

18. Confirm List of Officer's Form 2020:

An officer was examined by each of the Board and checked accuracy. Changes were made as needed and sent back to MATS.

19. Other Business:

a. Appointment of deputies:

George Sandy III made a motion to table until April 6 after clerk and treasurer have talked to a replacement. John Theis seconded the motion. 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.

George Sandy III made a motion to keep the compensation the same. John Theis seconded the motion. Motion carried.

c. Invite List for June meeting

Kresha Gazelka, Commissioners, Sheriff, Fire Chief, Auditor, Deb Gruber, Soil & Water, Backowski

John Theis made a motion to approve the invite list. George Sandy III seconded the motion. Motion carried.

20. Abstract of Actions for 2020:

1. Civil Defense Coordination	Charles Parins
2. Road Supervisor	George Sandy III
3. Road Supervisors (Emergency)	All the Board
4. Weed Inspector	Charles Parins
5. Safety Chairman	John Theis
6. AWAIR	Charles Parins
7. Town Hall and community Center Officers	All the Board
8. Asset Manager	John Theis
9. Animal Control/Dangerous Animal Control Officers	All the Board
10. Fire Protection	City of Little Falls
11. Meeting Dates (6:30pm)	1 st Monday of the Month
12. Meeting Dates if First Monday is a holiday	2 nd Monday of Month
13. Road Contractor	DLL – backup County
14. Training Budget	\$8,000.00
15. Town Depository	Pine Country Bank
16. CD's (<i>FDIC Insured, EST 2020</i>)	Edward Jones
17. Morrison County Technology Service	All the Board

Charles Parins made a motion to approve 1-17 with changes. George Sandy III seconded the motion. Motion carried.

21. Adjournment

John Theis made a motion to adjourn the meeting at 8:06pm. George Sandy III seconded the motion. Motion carried.