

Town of Gnesen

CERTIFICATION/REORGANIZATIONAL MEETING-MARCH 26, 2018 AT 7:00 P.M.

Vice Chair, Jon Nelson opened the meeting at 7:13 p.m.

Clerk Lottie Haller, swore in Jon Nelson as Town Board Supervisor for a three-year term ending in 2021. Jon took the Oath of Office, signed the Oath of Office Certificate and received his Certificate of Election. Jon has turned in his signed Financial Disclosure Sheets stating that zero dollars were spent on his campaign (other than the \$2.00 filing fee). There were no Town records to transfer, as Jon had held the office of Supervisor already.

A motion was made by Dave Opack and second by Jon Nelson, Board approved to select Jon Nelson as Town Board Chair. David Opack made a motion, second by Jon Nelson, Board approved to appoint Ed Franckowiak as Town Board Vice Chair. Ed will contact Lottie when he can go to the Bank and sign the paperwork to be able to sign checks when needed.

The schedule of Regular Town Board Meetings was adopted with the date for them being the second and fourth Monday of each month, except when that Monday falls on a Holiday, which will be November 13, 2018 because of Veteran's Day this year. There is a copy posted on the front door bulletin board at the Town Hall. Motion by Jon Nelson, second by Dave Opack and Board approved to accept the schedule-copy attached.

We designated Supervisors/employees to fill duties/positions created by the Town Board:
Road Supervisor-Dave Opack (Tom Haller, grader operator will also work with Dave).
Town Hall Supervisor-Jon Nelson and Ed Franckowiak (Lottie Haller, clerk, will work with Jon and Ed).

Planning & Zoning Supervisor-Dave Opack (Robert Aho, P&Z Inspector will work with Dave.)
Gnesen Community Center Supervisor-Jon Nelson and Ed Franckowiak (Toni Blomdahl-GCC Manager will work with Jon and Ed).
Fire Hall Supervisor-Ed Franckowiak.

Motion by Dave Opack, second by Ed Franckowiak, Board approved to accept the designated positions and to compensate these positions at the regular pay rates for meetings or hourly labor pay rates set by the Town Board for each Supervisor/employee.

We considered potential conflicts of interest issues and we had Dave Opack sign Resolution #18-11 Authorizing Contract with interested Officer. We have the forms that our lawyer drew up on this matter, where he advised us to sign them now and if anyone does any work, other than their regular duties, they will have these forms submitted to avoid conflicts of interest.

Set compensation for town offices and employees-we did this with Resolution #18-06 on February 12, 2018 at a regularly scheduled meeting.

At the Annual Meeting held on March 14, 2017 we designated the Duluth News Tribune as our Official newspaper; designated the Town Hall, Sportsmen's Inn, Island Lake Inn, Gnesen Convenience Store and Boondock's as the posting places for Town Notices; and designated Wells Fargo as the bank for Town Depository. Motion by Supervisor Opack and second by Supervisor Franckowiak all in favor to accept these designations. The Town Clerk mentioned that the agenda for this meeting comes from the Minnesota Association of Townships so she gets the impression that we do not need to have the compensation, newspaper, posting places, or attorney voted on at the Annual Meeting. Supervisor Opack mentioned last year that he feels that sharing this information with the members of the community is what we should do. Supervisor Opack stated that then if the residents have a problem, they can bring it up at that time.

We did not amend any Board policies because nothing has changed in the policies. We will pay the Moderator the same pay as Town Supervisors are paid for meetings. Clerk Haller will look over the Administrative Policy to see if we need to update that for charges like copies of minutes, etc.

We did not set a date for an AWAIR Safety Meeting as all have attended them before and nothing has changed. We will hold an AWAIR Meeting for any new workers, Mary Bjorklund, Ed Franckowiak and Robert Aho and if there are any changes that come up.

Clerk told the Supervisors where reference materials and records are kept. We did not review the Town Ordinance or Resolution Book. The P&Z Commission is working on updating our P&Z Ordinance and will hold a Public Hearing on April 18, 2018 so updates will come as a draft to the Town Board from the P&Z Commission when completed.

Clerk reminded the Supervisors of the upcoming Officer's Short Course at the DECC on April 6, 2018 and the Town Law Review (formerly Legal Short Course) in Burnsville, MN on April 19, 2018. Summer Short Course information was not available at the time of this meeting. The dates of DAT Meeting and District 10 Meetings are listed on the posted schedule.

Towns with Planning & Zoning must confirm compliance with the 60-day rule compliance and preparation of the state report fee. We comply with the 60-day rule and but did not send in the state report fee because we did not collect from all construction and development-related fees over \$5,000.00.

Confirm the Town's Financial Reporting form has been completed and returned to the State Auditor's Office-Clerk Haller will check with Mary. (Clerk Haller confirmed that Mary Bjorklund, Town Treasurer, is having trouble submitted the report as she keeps getting an error message and she has a call into the State Auditor for help.)

Clerk had everyone in attendance check the list of officer's form that is to be sent to MAT in St. Michael's. MAT uses the list to mail everyone the Township Insider Magazine.

Clerk reminded everyone of the upcoming Board of Appeals Meeting on May 3, 2018 at 10:00 a.m.

W-4 forms-Town Clerk had those in attendance sign them and she will get the others not in attendance to sign them at our April 9th meeting.

Ed Franckowiak made a motion to adjourn, seconded by Supervisor Opack. No objections. Meeting adjourned at 7:39 p.m.

Members present: Ed Franckowiak, Lottie Haller, Dave Opack and Jon Nelson.

Jon Nelson, Town Board Chair

Date

Attest: _____
Lottie L. Haller, Clerk

Date

Minutes taken by Lottie Haller, Clerk