

APPROVED MINUTES

State of Minnesota

County of Chisago

Town of Franconia

The Franconia Town Board met August 16, 2011 at the Franconia Town Hall with the following present: Supervisors: Verner Greene Jr, Sue Thompson, Jim Birkholz, Susan Peterson, Deputy Clerk; David Johnson, Treasurer; Guests: Melissa Glenna, John Bruno, Elise Hiljus, Ryan Goodman/Bonestroo.

The meeting was called to order by Verner Greene Jr at 7:34 pm and the pledge of allegiance was waived.

The minutes of the August 2, 2011 meeting were read and a motion to approve was made by Sue Thompson; second by Jim Birkholz; motion carried 3-0.

The agenda was set and a motion was made by Jim Birkholz; second by Sue Thompson to approve the agenda. The motion was carried 3-0.

Supervisors Report:

Verner Greene Jr stated a survey print-out to locate Township boundaries will be secured in regards to the Wolfe property.

Sue Thompson requested remittance advice on paychecks and concern regarding deferred compensation. A form will be given to Stan Anderson to make changes.

Jim Birkholz stated a hole on 280th has been repaired.

Citizen Comments:

Elise Hiljus approached the board regarding the use of the Township Hall building for other uses, ie; political caucus and Town Hall meetings with the District Representatives. Discussion followed.

Clerk Report:

5 Zoning Permits were submitted.

Stan Anderson requested minutes of the Township Meeting regarding his employee package; John Jackson was not able to locate minutes in question.

M & R Sign catalog presented.

Treasurer Report:

- Final report for July 2011 was submitted. Ending balance: \$349,715.77.
- Claims: \$110,423.48 total submitted. Claim #10xxx held.
- Discussion about CTAS (Small City and Township Accounting System) and it's capabilities to properly record specific accounts such as PERA. Is the program serving our needs?
- Motion was made by Sue Thompson to accept report and second by Jim Birkholz. Motion carried 3-0.

Old Business:

- OLA (Office of Legislative Auditor): Carryover to next meeting.
- Supervisor Sue Thompson left a voice mail for Neil Heinecke about the purchase of an unbuildable lot on 280th street. No additional contacts have been made. Discussion regarding appraisal of the lot; Verner Greene Jr will contact the assessor for additional information and will report back.
- The shouldering project on Bloom Lake Road was discussed. Verner Greene Jr will discuss communications between Dresel, Ryan Goodman & Stan Anderson with Ryan collecting quotes for the project.
- Ryan Goodman will consult with MN DOT about Highway 95 "aprons."
- The Route and Seal project for the township has been completed; final project came in under bid. A motion was made by Sue Thompson to approve Contractor's Request for payment of \$7,811.25 and was second by Jim Birkholz; motion approved 3-0.
- Employee Compensation packages, establishing a review process, creating job descriptions and an employee manual were discussed. The importance of Fair Labor Laws compliance was noted.
- Stan Anderson's hire date: July 29th, 2002.

New Business:

- The clerk position was discussed. Melissa Glenna expressed interest in the position. A job description and compensation were discussed. Melissa Glenna and Susan Peterson were both given opportunity to ask questions regarding the position. It was stated that the job description would possibly be changing due to responsibilities and duties shifted from the Treasurer to the Clerk. A decision will be made at the September 6, 2011 meeting and a new Township Clerk will be appointed.

Upcoming Meetings:

- Fire Joint Powers Board: second Monday last month of each quarter. (Sept)
- Zoning Meeting August 25, 2011.
- Website Board: First Thursday of each month.
- Highway 8 Task Force meeting: August 22, 2011

Motion to adjourn was made at 10:55 pm by Jim Birkholz; second by Sue Thompson motion carried 3-0.

Next Meeting: Tuesday, September 6, 2011 at 7:30 pm.

Respectfully submitted;
Susan J Peterson
Franconia Deputy Town Clerk