

MINUTES

State of Minnesota

County of Chisago

Town of Franconia

The Franconia Town Board met on December 4, 2012, at the Franconia Town Hall with the following present: Supervisors: Vern Greene, Sue Thompson, Jim Birkholz, Missy Glenna, Clerk, and Barb Kienberger, Treasurer. Guests were: Brian Johnson and Sean Alden.

The meeting was called to order by Vern Greene at 7:10 p.m. The pledge of allegiance was said.

Jim motioned to approve the agenda for this meeting. Sue seconded the agenda; motion carried 3-0.

Sue motioned to accept the minutes of the November 20, 2012, meeting as presented. Jim seconded the motion; motion carried 3-0.

Citizen/Public Comment:

Brian L. Johnson requested approval of a driveway access permit on his family's property located on 280th Street. Mr. Johnson is requesting two extra-wide driveway access points on 280th Street. The Board has not received the driveway permit from the County at the time of the meeting. The Board advised Mr. Johnson they would have the Township Engineer, Ryan Goodman, review this request. They anticipate a decision on this permit will be made at the December 18, Board meeting.

Sean Alden, Scenic Valley Solutions, presented an estimate for restoring the basement in our Town Hall. The Board is seeking quotes to strip the basement back to the concrete walls, removing carpeting, paneling, etc. and painting the walls. The Board directed maintenance supervisor, Stan Anderson to seek two more estimates in order to compare pricing.

Treasurer's Report:

- The Treasurer provided a Cash Control Statement with a ending balance of \$171,310.83, a Current Investments with a balance of \$378,694.15, and a Schedule 1 Financial Statement with total of \$550,004.98.
- Sue motioned to accept the Treasurer's Financial Reports. Jim seconded the motion; motion carried 3-0.
- Vern motioned to approve PERA #18 for \$450.94. Jim seconded the motion; motion carried 3-0.
- Vern motioned to approve payroll with checks #11032 and 11033. Jims seconded the motion; motion carried 3-0.
- The Employee Contact Information form for Stan's deferred comp. request was signed at the last meeting, but not sent due to the pending resignation of the Treasurer.
- The Shafer/Franconia Fire fund has a current negative balance of (\$3,143.23) in the checking account. The Board previously directed the Treasurer to research and recommend at this meeting a solution to fund the negative balance and (\$18,000.00) that will be needed in the coming months for building improvements to the Shafer/Franconia Fire Station for a total of (\$21,143.23.)
- Barb recommended two Certificate of Deposits that are designated as the Shafer/Franconia Fire Fund, be cashed out and deposited into the checking account under the Shafer/Franconia Fire Fund. After the \$18,000.00 payment, the checking account balance for the Shafer/Franconia Fire Fund will be \$686.19.
- Jim motioned to approve cashing CD # 14518 and CD#15616 Vern seconded the motion; motion carried 3-0.

Clerk's Report:

- The Clerk received the signed Records Retention Schedule form from the Minnesota Historical Society. Receipt of the RRS allows the Board to destroy records following the schedule passed at a recent meeting.
- An application was received from Lee Cartier for a Maintenance position. At this time, the township does not have a Maintenance position open. The application will be kept on file.
- A Driveway Access Permit was received for Chase Peloquin.
- The Clerk presented a Cash Control Statement, a Current Investment Statement, and a Schedule 1 Financial Statement.
- Sue motioned to accept the Clerk's Financial Statements. Jim seconded the motion; motion carried 3-0.
- The Clerk announced that the Treasurer and Clerk records balance as of November 30, 2012.
- The Clerk contacted Anderson's Sewer and Olson's Sewer Services for costs of pumping holding tanks. Anderson's charges \$230 and Olson's charges \$398. Vern directed Stan to call on the two lowest cost providers before having the tanks pumped in the future and to select the cheapest provider.
- Vern motioned to accept payment of claims #11038, 11046, 11048-11050. Sue seconded the motion; motion carried 3-0. Claims #11034-11037 and 11047 were rescinded because of billing questions.

Karen Anderson entered the meeting at 8:20p.m.

Old Business:

- The Library maintenance contract was not signed because the Chisago Lake Area Library Commission is concerned about the contract wording. City Administrator Jon Pechman will make recommendation back to the Franconia Town Board for consideration.
- Jim stated that 285th Street and Franconia Trail roads are in very good condition.
- Stan stated that gravel is needed on the south end of Quinlan Avenue and also on Bloom Lake Road.
- There was discussion about the condition of the radios used in the equipment by the maintenance staff.
- There was discussion about employee health insurance premiums and recent billings.

New Business:

- Treasurer, Barb Kienberger had sent a letter of resignation dated November 21, 2012, effective December 5, 2012.
- Jim motioned to accept Barb's letter of resignation with regret. Vern seconded the motion; motion carried 2-1.
- Vern motioned to appoint Karen Anderson to fill the Treasurer position. Jim seconded the motion. Discussion ensued as to whether the position should be filled on a temporary or permanent basis. The motion was clarified to be a permanent appointment. Motion carried 2-1.
- Vern motioned to compensate the Treasurer (at the same rate of pay) \$450 per month. Jim seconded the motion. There was discussion as to whether the position should be paid at an hourly rate instead of a monthly rate. Motion carried 2-1.

Jim motioned to adjourn the meeting at 9:35p.m. Vern seconded the motion; motion carried 3-0.

Respectfully Submitted,

Melissa (Missy) Glenna

Franconia Township Clerk