April 13, 2023

**Shafer Township**

**Monthly Board Meeting**

The Board of Shafer Township met at the Shafer Town Hall on Thursday, April 13, 2023. Board members present included Chairman Mark Stovern, Supervisor John Schmalz, Supervisor John Hoffman, Treasurer, Dominique Haller, and Clerk, Faith Lichtscheidl.

Residents present include Joe Mattson, Becky Strand, Diane Rothe, Brad Johnson, Tommy Waldemar.

The meeting was called to order at 7:00 pm and the pledge of allegiance was recited.

A motion was made to approve the agenda by Supervisor Schmalz, 2nd by Supervisor Hoffman; all in favor, motion carried.

Supervisor Schmalz made a motion to approve the minutes of the March 9, 2023 regularly scheduled board meeting, Supervisor Hoffman 2nd motion, all in favor, motion carried.

**Treasurer’s Report**

Treasurer Haller presented the March, 2023 Treasurer’s report. The disbursement register shows a balance of $19,813.03. The receipts register shows a balance of $172.16 and the cash control statement shows a balance of $294,914.93.

Outstanding checks show a total balance of $1,319.62.

A motion was made to approve the Treasurer’s report by Supervisor Schmalz, 2nd by Supervisor Hoffman; all in favor, motion carried.

The claims were reviewed, motion made by Supervisor Schmalz to approve the claims, 2nd by Supervisor Hoffman; all in favor, motion carried.

**NEW BUSINESS**

**Gambling License, Almelund Lutheran:**

Diane Rothe presented the Gambling License for Almelund Immanual Lutheran Church. A motion was made by Supervisor Hoffman to approve the license, 2nd by Supervisor Schmalz; all in favor, motion carried.

This license will be to host the annual church Turkey Bingo at the Shafer Town Hall on Saturday, November 11, 2023

**Dry Creek Gultch**

A request was received from attorney Kevin M. Urbik, Heywood, Cari and Anderson, S.C. who represent Preferred Builders looking for a copy of the Developer’s Agreement between Shafer Township and Preferred Builders from 2005 or 2006.

Supervisor Schmalz was able to get this information from Warren White and we will get a copy of this agreement to Kevin Urbik. It was discussed that we will charge $25 for the copy and $5 for mailing.

**Approval of Driveway Culvert Policy**

The driveway policy was discussed and it was stated that it should read Shafer Township will cover the cost of the replacement for a culvert of existing size. The policy should state that the culvert should be a minimum of 15 inches. It should also state that the homeowner should be responsible for the fees of installation and the fees for any culverts larger than the existing culvert being replaced.

A motion was made to approve the policy with the above noted changes by Supervisor Schmalz, 2nd by Supervisor Hoffman; all in favor, motion carried.

**Service Contract Payments**

Four service contracts were presented this year for donations. It was approved at the annual meeting to give each contract $250. A motion was made by Supervisor Schmalz to pay each service contract $250, 2nd by Supervisor Hoffman; all in favor, motion carried.

**2024 Levy**

Clerk Lichtscheidl reviewed the dollar amount for the 2024 levy increase. The amount is $54,195 and a motion was made by Supervisor Schmalz, 2nd by Supervisor Hoffman; all in favor, motion carried to distribute the funds as follows:

General Fund - $20,000

Road and Bridge Fund - $22,195

Fire Fund - $10,000

Park Fund - $2,000

There was some discussion around starting an emergency fund but this is how the funds will be divided for the 2024 levy.

**2023 Mowing Season**

Butch Nick has officially given his resignation regarding mowing grass for Shafer Township at the Town Hall. We will need to hire someone else to mow or consider purchasing equipment and having the township maintenance person mow. Both of these options will be researched and this will be discussed again at the May meeting.

**Newsletter**

A Spring newsletter will go out again this year and the information to include Recycle dates, chloride date and pricing, town hall rental and information about the Garbage Can, Snow Plow and Mailbox policies.

**Public Comment (3 Minutes)**

No comment

**OLD BUSINESS**

**Taylors Falls Fire Contract**

The new valuations that Troy from the City of Taylors Falls provided are getting closer to what the Shafer Townboard members feel is accurate. Chairman Stovern will reach out to Troy and discuss some questions he has and let Troy know he can come to the May meeting if he would like.

**Upland Road**

Chairman Stovern received a call from a concerned resident on Upland Road reporting that the State of Minnesota has overturned the denial of the winery. Shafer Township has not received any formal notice that this has happened.

The board will review the options of maintaining this road regarding blacktop, chip seal or gravel after the 2023 Spring Road Tour has been completed.

**Teal Avenue Update**

There has been no response from LARA at this point with any kind of resolution regarding previous discussions about chloride. Shafer Township will reach out one more time and welcome LARA to come to the May meeting for further discussion.

**Addition/Cold Storage Update**

No new updates, Supervisor Hoffman would like to continue looking into this.

**Maintenance Update**

The septic system was having issues during a wedding party at the hall recently. Part of the issue was rapid runoff of water and alarms that need to be fixed to alert staff of septic concerns. The issues have since been resolved.

If a decision is made to do any updates in the furnace room, it would be beneficial to have a standard alarm that goes off to alert us of any septic concerns. This would go along with a red beacon that Brad would like to put on the septic system as another alert.

Brad has graded all roads at least once this Spring. He will give them time to set before going back out.

The road tour is tentatively set for Friday, April 21st starting at 8:00 am.

**Miscellaneous Items**

Chairman Stovern reported that Chisago County has approximately $11,000 available to Shafer Township for our Park Fund. He asked if anyone had any ideas about things we could add to the park and two suggestions were frisbee golf and a half basketball court. Chairman Stovern welcomed those present to think about any other ideas we may have and bring them to the May meeting for further discussion.

Chairman Stovern also stated he was contacted by someone renting the hall in the near future who asked if they could have candles on the tables. The answer is no, only non-burning lighting can be on the tables.

**Public Comment (3 Minutes)**

No comment

**RE-ORGANIZATION MEETING**

**Select Town Chair**

A motion was made by Supervisor Schmalz to re-elect Mark Stovern as the board chair for 2023-2024, motion 2nd by Supervisor Hoffman; all in favor (Mark Stovern obstained from voting), motion carried.

**Adopt Schedule for Regular Meetings**

A motion was made by Supervisor Hoffman to have the regularly scheduled monthly board meetings to continue to be the 2nd Thursday of each month with the start time of 7:00 pm, 2nd by Supervisor Schmalz; all in favor, motion carried. (See the yearly schedule meeting dates on the last page).

**News Paper**

A motion was made to continue using the Chisago County Press as our local paper to post township information by Supervisor Hoffman, Supervisor Schmalz 2nd the motion; all in favor, motion carried.

**Designate Posting Places**

Supervisor Schmalz made a motion that our designated posting places continue to be the board in front of the building, the Township website and the paper as noted above, Supervisor Hoffman 2nd the motion; all in favor, motion carried.

**Set Compensation for Offices and Employees**

**Supervisors**

A motion was made to keep meetings at $75 per meeting, raise Supervisor pay from $250 to $350 annually and raise the Chairman’s Salary from $250 to $400 annually by Supervisor Schmalz, Supervisor Hoffman 2nd; all in favor, motion carried.

Clerk

Motion made to keep Clerk salary at $75 per meeting and monthly salary at $750 by Supervisor Schmalz, 2nd by Supervisor Hoffman 2nd the motion; all in favor, motion carried.

**Treasurer**

Motion made by Supervisor Schmalz to keep meetings for the Treasurer at $75 and monthly salary at $650, Supervisor Hoffman 2nd the motion; all in favor, motion carried.

**Maintenance**

A motion was made to raise the maintenance position from $28 per hour to $30 per hour by Supervisor Hoffman, 2nd by Supervisor Schmalz; all in favor, motion carried.

**Township Website Contractor**

A motion was made to raise the monthly payment to the Website Contract from $150 to $175 per month by Supervisor Schmalz, 2nd by Supervisor Hoffman, Chairman Stovern obstained from voting; Supervisors in favor, motion carried.

**Supervisor Duties**

Motion made to keep Supervisor Schmalz as the Road Supervisor by Chairman Stovern, 2nd by Supervisor Hoffman; all in favor, motion carried.

Motion made to make Chairman Stovern the Park Supervisor by Supervisor Schmalz, 2nd by Supervisor Hoffman; all in favor, motion carried.

Motion made to keep Supervisor Hoffman as the building Supervisor by Chairman Stovern, Supervisor Schmalz 2nd the motion; all in favor, motion carried.

**Designate a Bank Depository for the Township**

Motion made to keep MidwestOne as our Bank Depository by Supervisor Hoffman, 2nd by Chairman Stovern; all in favor, motion carried.

**Review Town Ordinances and Resolution Book**

Clerk Lichtscheidl stated the ordinances and resolutions that we have, what needs to be added to the book and there is no new information or information that needs to be changed.

**State Auditor’s Office/Town Forms**

Treasurer Haller confirm that the Town Forms have been completed and returned to the State Auditor’s Office.

**Review Insurance Policies**

The insurance policy was reviewed at the January and February meetings when changes had been made by MATIT. No need for further review during this time, all is in order.

A motion was made to adjourn the meeting at 8:55 pm by Chairman Stovern, 2nd by Supervisor Hoffman; all in favor, motion carried and meeting adjourned.

Respectfully Submitted,

Clerk Faith Lichtscheidl

Chairman, Mark Stovern