

Dresbach Township
Re-organization minutes

1/2/2018 @5:00pm

Dresbach Town Hall

ATTENDEES: Pat Burns, Dave McCann, Larry Baeder, Tuan Bute

-Call to order

-Pledge of Allegiance

REGULAR MONTHLY MEETING

Current: First Tuesday of each month at 6:00 p.m.

2018: First Tuesday of each month at 6:00pm

SPECIAL AND MID MONTH MEETINGS

Current: Called when needed.

2018: Called when needed

Annual Township Meeting: Tuesday, March 13th, 2018 at 6:30p.m.

MEETING PROTOCOL

Current: General Rules of Order or subset thereof; Chairperson
The board also determines time limits on each topic

**2018: General rules of order or subset thereof; Chairperson
The Board also determines time limits on each topic**

MEETING REPORTS/UPDATE REPORTS

Current: Road, Treasurer's, ongoing business, any new business, etc.

2018: Road, Treasurer, ongoing business, any new business. Tuan made a motion to include Annual meeting, Reorganizational meeting and Board of Equalization meeting. Dave 2nd, discussion. Vote 3-0 passes

Meeting - BOARD OF AUDIT

Current: Board of Audit included in monthly stipend.

2018: Board of Audit consists of the Town Board supervisors. Meeting must be completed before the Annual meeting in March. Pat made a motion and Tuan 2nd, Discussion. Vote 3-0 passes

WAGES AND EXPENSES

BOARD

Current: Board members: Supervisors - \$300.00/month

Chairman - \$350.00/month

Paid mileage as federally mandated rate (\$0.535)

Minnesota Association of Township Annual meeting in Fall three days;

Each day will be paid for 8 hours at the rate of \$15. Mileage to and from,

During conference each day one meal per day paid.

One short course board members can be paid hourly for time they are present at that training at the rate of \$15 per hour along with being paid mileage. Other trainings or long-distance mileage has to be board approved.

2018: *Board members: Supervisors - \$300.00/month

***Chairman - \$350.00/month**

***Any other Board member sitting in as Chairman - \$350.00/month**

***Paid mileage as Federally mandated rate (\$0.545 per mile)**

***Minnesota Association of Township annual meeting in Fall three days;**

-Each day will be paid for 8 hours at the rate of \$15 per hour

-Mileage to and from

-Paid for hotel accommodations for 3 nights

-During conference each day, one meal will be covered

-Spouses of the Board and other paid positions are invited to attend. No additional expenses are covered for spouses.

***One short course Board members can be paid hourly for time they are present at the rate Of \$15 per hour along with paid mileage.**

***Other trainings or long-distance mileage has to be approved by the Board along with other training for hourly employees will be paid regular wages.**

***Winona County Annual Township meeting, banquet fee and mileage are covered by the Township For board members and other hourly employees. Hourly employees will be paid at \$15/hour**

CLERK/TREASURER

Current: Clerk paid hourly \$16/hr. accounts receivable, accounts payable, year-end, quarterly reporting, emails, Workmen's Compensation, MN unemployment, Public Employees Retirement Association, MN Revenue, Federal Internal Revenue Services, Social Security, upkeep and maintaining township records, election duties, record monthly meeting minutes, etc.

Reimburse Mileage at federal rate (\$0.535)

Minnesota Association of Township Annual meeting in Fall three days;

Each day will be paid for 8 hour at the rate of \$16. Mileage to and from,

During conference each day one meal paid for.

2018: *Clerk paid hourly \$16/hour – accounts receivable, accounts payable, year-end, quarterly reporting, emails, Workmen's Compensation, MN unemployment, Public Employees Retirement Association, MN Revenue, Federal Internal Revenue Services, Social Security, upkeep and maintaining township records, election duties, record monthly meeting minutes, upkeep website, payroll, etc.

*Reimburse mileage at Federal rate (\$0.545) for approved travels

*Minnesota Association of Township Annual meeting in Fall three days;

-Each day will be paid for 8 hours at the rate of \$15 per hour

-Mileage to and from

-Paid for hotel accommodations for 3 nights

-During conference each day, one meal will be covered

-Spouses of the Board and other paid positions are invited to attend. No additional expenses are covered for spouses.

*Board will conduct a performance evaluation annually

MAINTENANCE

Current: Maintenance and back-up maintenance paid hourly \$20/hr. mowing, snow removal, up keep of Township where it needs to be addressed, etc.

2018: *Maintenance and back-up maintenance paid hourly \$20/hr – mowing, snow removal, upkeep of Township where it needs to be address, etc.

*Board will conduct a performance evaluation annually

ELECTION JUDGES

Current: \$12.00/hour, ~ paid mileage and training

2018: \$12.00/hour – paid mileage and training

MILEAGE

2018 (Mileage calculated as federally mandated). ** As of January 1, 2018 it is \$0.545.

TIME SHEETS

2018: Board and Clerk/Treasurer time sheets must be turned in prior to Monthly meetings.

Maintenance time sheets must be turned in weekly

Pat made a motion to make this addition, Tuan 2nd, Discussion. Vote 3-0 passes

VENDORS INSURANCE (CERTIFICATE OF INSURANCE NEEDED FROM ANY VENDOR WORKING IN TOWNSHIP).

Please be sure anyone hired to assist Dresbach Township with road repair, i.e., contractors, tree trimmers, roadway plowing, cutting grass, ditching, etc., hired for township work, please get a Certificate of Insurance; this is for everyone hired to work for the township to comply with Worker's Compensation/MATO.

The Clerk/Treasurer will audit Certificates in January of each year, which is required by MATIT. Letters/emails will go out requesting updated certificates for those vendors not current. Certificates must be present before services start.

REVIEW Township Insurance: Review must be done annually when the policy is renewed.

Pat makes a motion to add the above, Tuan 2nd, Discussion. Vote 3-0 passes

Meeting adjourned at 6:05pm

Minutes prepared by Kim Low 1/16/18