

**LeSauk Township Qualifications/Reorganization Meeting**  
**January 6, 2025**

The LeSauk Township Qualifications/Reorganization Meeting was called to order by 2024 Chairman Dan Heim at 6:00 p.m. at the Sartell Community Center, Liberty Room.

**PRESENT: Supervisors Dan Heim, Jeff Westerlund & Supervisor Paul Wagner, Treasurer Josh Bentley and Clerk Marlyce Plante.**

**APPROVAL OF AGENDA** – SUPV HEIM MOTIONED TO APPROVE THE AGENDA ADDING MS4 REQUIREMENTS AFTER DEPOSITORIES OF TOWNSHIP FUNDS, SECOND BY SUPV WESTERLUND, MOTION CARRIED 3-0.

**OATH OF OFFICE** – Dan Heim took the oath of office as supervisor for a 6-year term and was issued his certificate of election.

**CHAIRMAN & VICE-CHAIRMAN** - SUPV WESTERLUND NOMINATED DAN HEIM AS CHAIRMAN FOR 2025, SECOND BY SUPV WAGNER, MOTION CARRIED 3-0. During discussion, Supv Heim stated that in prior years the chairman position was rotated between the supervisors, but will accept the chairman position.

SUPV WAGNER NOMINATED SUPV WESTERLUND AS VICE-CHAIRMAN FOR 2025, SECOND BY SUPV HEIM, MOTION CARRIED 3-0.

**PUBLICATIONS & POSTINGS** – SUPV HEIM MOTIONED TO USE THE ST. CLOUD TIMES AS THE OFFICIAL PUBLICATION NEWSPAPER AND THE FRONT DOOR WINDOW OF THE COMMUNITY CENTER AND THE WINDOW AT THE NEW TOWN HALL WHEN THE BOARD WILL OFFICIALLY HOLD THEIR MEETINGS THERE, AS THE OFFICIAL POSTING PLACE FOR ALL NOTICES, SECOND BY SUPV WAGNER, MOTION CARRIED 3-0.

**ATTORNEY** – SUPV WAGNER MOTIONED TO RETAIN ATTORNEY TROY GILCHRIST OF TOWN LAW CENTER AS THE TOWNSHIP'S ATTORNEY, SECOND BY SUPV WESTERLUND, MOTION CARRIED 3-0.

**ENGINEER** – SUPV HEIM MOTIONED TO RETAIN S.E.H. ENGINEERING, DAVID BLOMMEL, AS THE TOWNSHIPS ENGINEERING FIRM AND IF NECESSARY, OR IF NEEDED, THE USE OF ANOTHER ENGINEERING FIRM AT THE DISCRETION OF THE TOWN BOARD, SECOND BY SUPV WAGNER, MOTION CARRIED 3-0.

SUPV HEIM MOTIONED TO RETAIN STANTEC ENGINEERING FOR TOWNSHIP G.I.S. MAPPING, SECOND BY SUPV WESTERLUND, MOTION CARRIED 3-0.

**BUILDING INSPECTOR CONTRACT** – Clerk Plante will email Building Inspector David Barsody whether he could attend an upcoming meeting to discuss any changes to the building inspector contract.

**DEPOSITORY OF TOWNSHIP FUNDS** – Treasurer Bentley noted the township accounts are at Falcon National Bank and Bank Vista. He stated he is kept informed of our accounts and interest rates from Falcon and would like to retain Bank Vista for the township's checking account since he has checks yet and checks are very expensive.

SUPV HEIM MOTIONED TO RETAIN THE EXISTING ACCOUNTS (BANK VISTA & FALCON

NATIONAL BANK) USED BY THE TREASURER WITH THE ASSURANCE THEY ARE FDIC INSURED OR AN EQUIVALENT (WHICH IS NOW \$250,000) AND IF CHANGES ARE NEEDED DURING THE YEAR, THE TREASURER MUST DISCUSS WITH THE TOWN BOARD FOR APPROVAL, SECOND BY SUPV WAGNER, MOTION CARRIED 3-0.

**MS4 REQUIREMENTS** – The Town Board discussed the requirements for the township's annual assessment for public education outreach and public involvement, which have both been met. Information has been posted on the township's website. Educational materials will be sent to all township residents along with the annual meeting information.

#### **OTHER APPOINTMENTS**

**Sartell Summer Recreation/Community Ed Advisory Council**– SUPV HEIM MOTIONED TO APPOINT SUPV WESTERLUND AS THE REPRESENTATIVE OF THE TOWNSHIP FOR THE COMMUNITY EDUCATION ADVISORY COUNCIL/SUMMER REC PROGRAM WITH JOSH BENTLEY BEING NAMED AS ALTERNATE, SECOND BY SUPV WAGNER, MOTION CARRIED 3-0.

**APO (Area Planning Organization) Policy Board Member** – SUPV HEIM MOTIONED TO APPOINT SUPV WESTERLUND AS THE TOWNSHIPS REPRESENTATIVE ON THE APO POLICY BOARD, WITH JOSH BENTLEY LISTED AS AN ALTERNATE, SECOND BY SUPV WAGNER, MOTION CARRIED 3-0.

**CMWEA (Central Minnesota Water Education Alliance) Representative** – SUPV HEIM MOTIONED TO HAVE SUPV WESTERLUND BE THE TOWNSHIP'S REPRESENTATIVE AT ALL 2025 CMWEA MEETINGS, SECOND BY SUPV WESTERLUND, MOTION CARRIED 3-0.

**Joint Planning Board Members** – SUPV HEIM MOTIONED TO HAVE THE THREE EXISTING MEMBERS, SUPV WAGNER, SUPV WESTERLUND AND SUPV HEIM REPRESENT THE TOWNSHIP ON THE JOINT PLANNING BOARD, ALSO NAMING TREASURER JOSH BENTLEY AND DEPUTY CLERK MARY BARRON-TRAUT AS ALTERNATES, SECOND BY SUPV WAGNER, MOTION CARRIED 3-0.

**Weed Inspector** – SUPV HEIM MOTIONED TO APPOINT CLERK PLANTE AS THE TOWNSHIPS WEED INSPECTOR, SECOND BY SUPV WESTERLUND, MOTION CARRIED 3-0.

**Site Plan Approval** – SUPV HEIM MOTIONED TO HAVE TOWNSHIP RESIDENTS ATTEND A TOWNSHIP MEETING FOR APPROVAL OF SITE PLANS BY A CONSENSUS OF THE TOWN BOARD, SECOND BY SUPV WAGNER, MOTION CARRIED 3-0.

**Tri-County Humane Society Contract** – Clerk Plante printed the revised contract received from the Tri-County Humane Society. There are increases in prices and several updates to their services which relate to the reporting and approval of stray animals. The society has implemented a \$500 additional fee for all bite quarantines and birthing of animals brought to the shelter, which will be added to the intake fee and billed accordingly. They will inform designated authorities via email of an animal's impoundment with the location it was found at as well as the animal information. Any disputes of an animal impoundment, must be done within the 7-day holding period of the animal. Supv Heim and Clerk Plante will be listed as email contacts.

SUPV HEIM MOTIONED TO ENTER INTO A CONTRACT WITH TRI-COUNTY HUMANE SOCIETY FOR 2025, SECOND BY SUPV WESTERLUND, MOTION CARRIED 3-0.

**Clerk Appointment** – SUPV HEIM MOTIONED TO APPOINT MARLYCE PLANTE AS THE



TOWNSHIPS CLERK FOR A PERIOD OF ONE YEAR, SECOND BY SUPV WAGNER, MOTION CARRIED 3-0.

**Treasurer Appointment** - SUPV HEIM MOTIONED TO APPOINT JOSH BENTLEY AS THE TOWNSHIP TREASURER FOR A PERIOD OF ONE YEAR, SECOND BY SUPV WAGNER, MOTION CARRIED 3-0.

**Deputy Clerk & Deputy Treasurer** – The Deputy Clerk & Deputy Treasurer are appointed by the Clerk & Treasurer. Treasurer Bentley will continue to find a deputy treasurer and Clerk Plante will check with Mary Barron-Traut whether she would continue to be appointed as deputy clerk.

#### **TOWNSHIP OFFICERS COMPENSATION –**

**CLERK** - SUPV HEIM MOTIONED TO SET THE CLERK'S SALARY AT \$840 PER MONTH, MILEAGE AT THE FEDERAL REGULATION AND A \$25 PER DAY MEAL REIMBURSEMENT, SECOND BY SUPV WESTERLUND, MOTION CARRIED 3-0.

**TREASURER** – Discussion was held with Treasurer Bentley regarding the increased amount of reporting that is now required for the township, as well as the new record keeping for the new paid sick family leave. Also discussed was the option of not attending the 2<sup>nd</sup> meeting of the month to free up an evening. If there were invoices to be paid, they could be given to either the clerk or a supervisor for payment. SUPV WAGNER MOTIONED TO SET THE TREASURER'S SALARY AT \$520 PER MONTH, MILEAGE AT THE FEDERAL REGULATIONS AND A \$25 PER DAY MEAL REIMBURSEMENT, SECOND BY SUPV HEIM, MOTION CARRIED 3-0.

**SUPERVISORS** – Supv Westerlund questioned the last raise town board members received which was in 2021. He also stated that most employees are given a cost of living increase each year and the board has now gone three years without an increase. SUPV WESTERLUND MOTIONED TO SET THE SUPERVISOR'S SALARY AT \$450 PER MONTH (A \$30 PER MONTH INCREASE), THE CHAIRMAN'S SALARY AT \$575 PER MONTH (A \$50 PER MONTH INCREASE), MILEAGE AT THE FEDERAL REGULATIONS AND A \$25 PER DAY MEAL REIMBURSEMENT, SECOND BY SUPV WAGNER, MOTION CARRIED 3-0. The Town Board questioned Clerk Plante about an increase in her salary, but she stated she was fine with the monthly fee but will review it next year.

**TOWNSHIP MEETINGS & HOURLY RATE FOR ALL BOARD MEMBERS INCLUDING THE DEPUTY CLERK & DEPUTY TREASURER** – SUPV HEIM MOTIONED TO SET THE MEETING & HOURLY RATE FOR ALL TOWNSHIP BOARD MEMBERS, JOINT PLANNING BOARD MEMBERS, DEPUTY CLERK & DEPUTY TREASURER AS FOLLOWS: \$60 FEE PER MEETING, AND RECEIVE AN HOURLY RATE OF \$22 PER HOUR AFTER A 4 HOUR OR MORE MEETING AND OTHER AUTHORIZED WORK BY THE TOWN BOARD, REIMBURSEMENT OF MILEAGE AT THE FEDERAL REGULATION RATE, SECOND BY SUPV WESTERLUND, MOTION CARRIED 3-0. Clarification of how to charge for a meeting, conference etc. that goes over 4 hours was again discussed.

**ELECTION JUDGES** – SUPV HEIM MOTIONED TO SET THE SALARY FOR ELECTION JUDGES AT \$17.00 PER HOUR, \$22.00 PER HOUR FOR THE HEAD JUDGE OR ACTING HEAD JUDGE AS APPOINTED BY THE TOWN BOARD, MILEAGE REIMBURSEMENT FOR THE HEAD JUDGE AT FEDERAL REGULATIONS AND A \$25 PER DAY MEAL REIMBURSEMENT, SECOND BY SUPV WAGNER, MOTION CARRIED 3-0.

**FEE SCHEDULE** – The fee schedule will be placed on the regular meeting agenda to review for possible changes and updates.

**ROAD REVIEW SCHEDULE – SUPV HEIM MOTIONED TO SET THE FOLLOWING AS THE SCHEDULE OF THE 2025 ROAD INSPECTIONS:**

Paul Wagner – January, April, July & October

Dan Heim – February, May, August & November

Jeff Westerlund – March, June, September, December

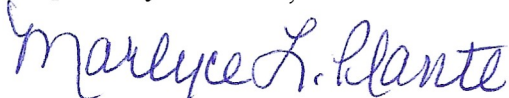
MOTION WAS SECOND BY SUPV WESTERLUND, MOTION CARRIED 3-0.

The annual road inspection with all town board members attending, will be scheduled in March or April depending on weather conditions. If any supervisor is unable to do their monthly road inspection, they should exchange with another supervisor.

**Other Township Expenses** – Discussion was held on the possible purchase of new meeting tables and chairs for the new town hall. Supv Westerlund will research cost of the type of table used at the community center and also visit the Office Solutions store located in St. Cloud.

There being no further business, SUPV WESTERLUND MOTIONED TO ADJOURN, SECOND BY SUPV HEIM, MOTION CARRIED 3-0.

Respectfully submitted,



Marlyce L. Plante  
LeSauk Township Clerk