

## Carpenter Regular Board Meeting Minutes –October 11, 2022

Call to order and Pledge of Allegiance at **7:00 p.m.** by **Larry Salmela**

**Attendance: Board: Salmela, Presley, Nelson; Treasurer Hill, Clerk Sagedahl, Deputy Clerk: absent, Guests: Bruce Scofield**

Comments from the public\_\_\_\_\_

1. Approve minutes of the September 13, 2022, board meeting.

**Donald Nelson moved to approve the minutes, Alan Presley supported. Decision: Carried**

2. Treasurer's report. See Treasurer Vicki Hill's monthly report.

**Alan Presley moved to accept the Treasurer's report. Donald Nelson supported. Decision: Carried**

**Donald Nelson moved to transfer \$5,000.00 from the General fund to the Town Hall fund, Alan Presley supported. Decision: Carried**

**After discussion and approval of the website designer and electrical work, Alan Presley moved to increase the transfer to \$15,000.00 from the General fund to the Town Hall Fund, Donald Nelson supported. Decision: Carried**

3. Review Claims and Pay Bills.

**a. Alan Presley moved to review the Claims numbers 7115 through 7127 inclusive, and pay these bills. Donald Nelson supported. Decision: Carried**

**b. Claims 7128 through 7132 are payroll and do not appear on the Claims list for approval. Donald Nelson moved to pay these claims Alan Presley supported. Decision: Carried**

4. Old Business

- a. Website design – 1. Art Unlimited proposal

2. RD Designs

**Discussion on both proposals and Don Nelson would like to get more proposals and Larry Salmela would like to get the website up and running by February 2023 so it can be viewed/shown at the annual meeting.**

**Larry Salmela moved to have Carpenter Township establish a website and hire a website designer /consultant and authorize to have the Township officers and staff be paid to upstart and maintain the website, Alan Presley supported. Donald Nelson opposed. Decision: Carried**

**Alan Presley moved to hire RD Designs as the website designer/consultant, Larry Salmela supported, Donald Nelson abstained from voting. Decision: Carried**

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**b. Superintendent Reports**i. Roads – east.

a. *Approaches all have new gravel and/or paved by MN DOT.*

b. *Powell Excavating is still planning on delivering gravel to the roads.*

ii. Roads – west –

a. *Larry talked with Powell in September and told Powell to fix the turnaround and haul gravel, but Powell has not started yet.*

## iii. Buildings and Grounds

a. Lighting upgrade AND outlets for internet modem and phone –

- Hubbard Electric quote – *was reviewed and will be to install new lights in the small board room and hallway between the two rooms and install plug in under the stair for the internet box/modem, estimate is \$3,076.00.*

*Alan Presley moved to approve Hubbard Electric quote, Donald Nelson supported. Decision: Carried.*

- Bill Hill quote – *was reviewed and will be to install new lights in the large conference room.*  
*Alan Presley moved to approve Bill Hill's quote and authorize him to start ASAP, Donald Nelson supported. Decision: Carried.*

*Alan Presley moved to approve payment of \$1,997.00 to Bill Hill to cover the estimated supplies for the job, Donald Nelson supported. Decision: Carried.*

*Larry Salmela will contact both contractors.*

d. **John Skalko –**

i. *Cemetery had black dirt delivered, spread, seeded and fertilized. John will try to install a military footstone per a request.*

ii. *John will work on getting “dead end” sign on Nelson Road and will coordinate with Don Nelson.*

iii. *replaced furnace filters, mowed for the last time this year.*

iv. *After 4<sup>th</sup> of July, 2023, John will work on cemetery and will need more dirt.*

e. Cemetery:

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- i. Cemetery repair of footstones and headstones. *See John's notes above.*

**5. New business**

- a. Town Hall Rental Applications – Kathy Cressy wants to rent the town hall on October 29, 2022.  
*Alan Presley moved to authorize Kathy Cressy to rent the town hall on October 29, 2022, Donald Nelson supported. Decision: Carried.*
- b. Environmental permits – *None*
- c. Local government officials should be aware that Minnesota's Open Meeting Law requires most closed meetings to be electronically recorded. The law states "[a]ll closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the public body. Unless otherwise provided by law, the recordings must be preserved for at least three years after the date of the meeting."
- d. MAT trainings – Treasurer Vicki Hill would like to attend the November 3 training in Grand Rapids and if that is full then she will try another training. Training fee \$40.00  
*Alan Presley moved to authorize Vicki Hill to attend the Nov 3 training and be paid wages, mileage reimbursement and training fee of \$40.00, Donald Nelson supported. Decision: Carried .*
- e. *Alan Presley moved to hire Vicki Hill as Treasurer, Donald Nelson supported. Decision: Carried.*  
*Clerk Deb will draft Treasurer's employment contract.*
- f. *Larry's items – US Government "GIS" box is actually on county land. County wants it moved due to logging. Larry talked to US Rep and authorized the move of the box to the township property. They will contact John Skalko to install the box, and we should have them wait to install it after the township trees are removed.*
- g. *Don's items ... Cemetery looks good. John is doing a good job.*
- h. *Alan's items ... Al will be gone for a week, won't be available to talk with Powell about gravel placement.*

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- j. ***Deb's items-*** road length certification form signed and will send to county. Deb will be stepping down as clerk in January after she completes tax reporting documents.

***Larry will talk with Martina about the clerk job, and if she is not interested, Larry has another Carpenter resident he will ask.***

6. **Adjourn:** ***Alan Presley moved to adjourn at 8:20 p.m. Donald Nelson supported.***  
**Decision:** ***Carried.***

**7. Supporting documents:**

- a. This agenda (3)
- b. Sept. 13, 2022, board meeting minutes (3 )
- c. Treasurer's report (1)
- d. CTAS list of claims for payment this month from vendors and individuals. ( 3 )
- e. Art Unlimited proposal (14) – 1 copy available for anyone to view
- f. RD Designs quote (3)
- g. Hibbard Electric Quote
- h. Bill Hill Quote (1)
- i. Road length certification (2)