



Fish Lake Township

2170 Brunswick Road
Harris, MN 55032
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www.fishlaketownship.com

Town Board Meeting Minutes December 14, 2020

Board Members Present: Chair Bruce Fitzwater, Vice-Chair Corey Johnson (remotely via Teams), Supervisor Jim Thill, Treasurer Sharon McAndrew, Clerk Andrea Nekowitsch

Board Members Absent: None

Others Present: Gary Guse, Road Maintenance, Joe Charles and

Call to Order and Approval of the Agenda: Chairman Fitzwater called the Regular Monthly Fish Lake Town Board meeting to order at 6:00 pm in the Town Hall at 2170 Brunswick Road, Harris, MN. The pledge of allegiance was recited by all. Motion made by Thill and seconded by Fitzwater to approve the agenda as presented. All ayes; motion passed.

Road Report: Gary Guse presented the road report. In the month of November, most of the time was spent on general road maintenance.

Treasurers Report: The Board reviewed the treasurer's report.

Bank Balances as of: November 30, 2020

Broadband Debt. Service	\$51,711.23	Checking	\$412.87
Savings (Camb. State)	\$146,024.80	Anchor Ave. Debt Service	\$41,491.87

Motion made by Thill and seconded by Fitzwater to accept the Treasurer's Report, approve payment of check #13589 to #13613, for the amount of \$36,798.74, authorize up to \$4000.00 in operating disbursements for the upcoming month, approve the claims list as presented and transfer \$48,277.88 from checking to broadband and the transfer of \$9164.30 from checking to Anchor Ave. Account, \$3278.59 and \$272,000 from checking to savings. All ayes; motion passed

Minutes: *Motion made by Fitzwater and seconded by Johnson to approve the minutes of the previous month's meeting. All ayes; motion passed.*

Appointments:

1. JC Homes, preliminary plat for a two-lot split on Goose Lake Narrows Road, each lot will be approximately 11 acres each. The Fish Lake Township Board reviewed the preliminary plat. Motion made by Fitzwater and seconded by Thill to approve Goose Creek Estates preliminary plat as submitted. All in favor, motion carries.

Clerk Report:

Board of Appeal and Equalization training will remain open until 2/1/2021.

The Board reviewed the 2021-2025 North Branch Fire Department Contract. Motion made by Thill and seconded by Johnson to approve the 2021-2025 North Branch Fire Department Contract. All in favor,

motion carries.

Board Member Reports:

None.

Old Business:

None.

New Business:

The new round of funding for the Local Road Improvement Program has been announced. Fish Lake will apply for grant funding to improve the following roads, Andee Ave, North Pine Lake Road and Anchor Ave.

Citizen Comment:

None.

Motion made by Fitzwater and seconded by Johnson to reconvene at 3:00 pm on Monday December 21, 2020 to finish agenda items. All in favor.

Monday, December 21, 2020.

Chair Fitzwater called the meeting to order at 3:00 pm.

The following were in attendance: Chair Fitzwater, Vice-Chair Johnson, Supervisor Thill, Clerk Nekowitsch

The Board reviewed and edited the draft Employee Handbook, discussed individual staff member performances and current pay rates. The following changes are to be implemented:

Hourly Employees:

Use time clock to punch in and out for attending Township meetings, 30 minutes will be automatically deducted at 4 hours for an unpaid lunch break

Full-time employee(s):

Holiday hours will now be included in overtime calculations, vacation and sick time will not.

Working hours are to be 7:00 am to 3:30 pm (board members are to be notified if coming in late or leaving early (unless within 10 minutes of core working hours)

12 Safety Shirts will be provided annually in January

A \$200 allowance towards the purchase of Steel Toe Work Boots will be provided once every 24 months

Town will subsidize the cost of Gary Guse's personal cell phone service at \$80 per month. (Township will not purchase or replace any accessories)

A monthly total spending limit of \$500 without approval with any purchase total over \$250 needing prior approval.

All equipment used in snow plowing is to be rinsed off immediately after each plowing event and thoroughly washed and dried the next working day.

Thoroughly clean the shop office and bathroom on a regular basis.

General

All purchases shall be made online and delivered if possible, to limit unnecessary trips to town. Consumable purchases are to be made in bulk to receive the best price point (ie. shop towels, safety glasses, etc.)

Resolution 2020-8 Adoption of Employee Handbook: Motion made by Fitzwater and seconded by Thill to approve Resolution 2020-8 Adoption of Employee Handbook. All in favor.

Resolution 2020-9 Adopting Benefits for Gary Guse: Motion made by Johnson and seconded by Thill to Adopt Resolution 2020-9 Adopting a Description of Benefits for Gary Guse Highway Maintenance Superintendent. All in favor. (This replaces Resolution 2018-2)

Resolution 2020-10 Establishing a policy for the compensation and reimbursement of Town Officers & Staff: Motion made by Johnson and seconded by Thill to approve Resolution 2020-10 Establishing a policy for the compensation and reimbursement of Town Officers & Staff. All in favor.

Motion made by Fitzwater and seconded by Thill to adjourn at 6:00 p.m. All ayes; motion passed.

Bruce Fitzwater, Chair

Date

Andrea Nekowitsch, Clerk

Date

APPROVED