

**Arthur Township  
Reorganization Meeting  
Minutes of March 25, 2024**

**APPROVED**

Present were: Chairman Matt Johnson, Supervisor Lisa Holcomb, Supervisor Becky Hadhazy, Treasurer Teri Bentler and Clerk Ashley Martin.

There were no visitors.

The meeting was called to order at 6:37 PM.

**Designation of Township Board Chairman** – Lisa Holcomb

**Designation of Township Board Vice Chairman** – Matt Johnson

**Adopt a Schedule for Regular Board Meetings –**

Regular town board meetings will be on the second and fourth Mondays of each month at 5:00 PM.

The following special meetings were set:

Audit Meeting / Budget Meeting – February 18, 2025 at 5PM

Road Managers Meeting – January 22, 2025 at 7PM

Reorganization Meeting – March 24, 2025 following regular board meeting.

**Designate Date Changes for Regular Board Meetings** – The following meeting dates will be changed as indicated:

May 27, 2024 to May 28, 2024 at 5PM

November 11, 2024 to November 12, 2024 at 5PM

**Adopt a Schedule for Planning Commission Meetings** – as needed.

**Designation of Publishing and Posting Places for Legal Notices** –Kanabec County Times and the Advertiser. The Town Hall and township website are posting places.

**Designation of Banks as Town Depositories** – First Citizens Bank and NeighborhoodNational Bank.

**Designate Supervisors to Fill Duties –**

Road Supervisor – Becky Hadhazy

Staff Issues – Matt Johnson

Recycling – Matt Johnson

Weed Inspector – All Supervisors

Safety – All Supervisors

**Review Safety Inspection Schedule** – Rotation: Teri, Fred, Ashley, Becky, Matt, Lisa, and Micha.

**Appoint Planning Commission Members** – Current PC members Tom Jones, Gene Kramer, Steve VanAlstine, Lauren Gysbers and Angela Tvedt are appointed.

**Review Board Policies** – Add Sick & Safe Leave Policy Review Daily Log Policy 15, and Exemption Policy 16

**Review Minute Book** – No changes at this time

**Review Road Files** – No changes at this time.

**Review Fund Designations of CD's** – No changes at this time

**Review AWAIR Plan** – Safety Training scheduled for October 15, 2024 at 5PM.

**Set Compensation for Town Officers and Employees** - Employee compensation will be set as follows:

Employees:	Recycling	\$23.00
	Road Manager	\$30.00
	Road Worker	\$26.00
	Zoning Base Pay	\$25.00
	with a 6-month Review Pro-Rated Reimbursement	
	Building Official	Paid % of Permit Fees
	Assistant Building Official	\$25.00 out of B.O.
	Supervisors	\$25.00
	Clerk	\$26.00
	Deputy Clerk	\$21.00
	Office Assistant	\$23.00
	Treasurer	\$26.00
	Deputy Treasurer	\$21.00
	Election Judge	\$15.00
	Head Election Judge	\$20.00

The Deputy Clerk and Deputy Treasurer shall receive meeting pay of \$175.00 when serving as the Clerk and Treasurer of the meeting.

Compensation for the Planning Commission is set at \$125.00 per meeting.

Compensation for Town Board & posted meetings is set at \$175.00 per meeting. This includes up to 4 hours Supervisor duties per month.

Mileage: \$0.67 per mile (2024 rate)

Training Per Diem is set at \$175.00.

**PLANNING & ZONING – Confirm compliance with 60 day rule and preparation of State report on fees –**

**Confirm sending Town Financial Report to State Auditor** - required report was sent February 28, 2024.

**Insurance Policies and Other Contracts**

Board agreed to renew the following insurance policies as they stand.

- MATIT Insurance
- Minnesota Benefits Life Insurance
- Minnesota Benefits Disability Insurance

Chairman Johnson moved to approve all changes discussed. Supervisor Holcomb seconded. All were in favor.

Chairman Johnson made a motion to adjourn the meeting at 7:34 PM. Supervisor Holcomb seconded. All were in favor. The meeting was adjourned.

Lisa Holcomb      4-8-24      Ashley Martin  
Matt Johnson, Chair      Date      Submitted by: Ashley Martin, Clerk  
Lisa Holcomb