

LeSauk Township Qualifications/Reorganization Meeting

January 5, 2026

The LeSauk Township Qualifications/Reorganization Meeting was called to order by 2025 Chairman Dan Heim at 6:00 p.m. at the LeSauk Town Hall.

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

APPROVAL OF AGENDA – SUPV WESTERLUND MOTIONED TO APPROVE THE AGENDA AS PRESENTED, SECOND BY SUPV WAGNER, MOTION CARRIED 3-0.

CHAIRMAN & VICE-CHAIRMAN - SUPV WAGNER NOMINATED DAN HEIM AS CHAIRMAN FOR 2026, SECOND BY SUPV WESTERLUND, MOTION CARRIED 3-0.

SUPV WAGNER NOMINATED SUPV WESTERLUND AS VICE-CHAIRMAN FOR 2026, SECOND BY SUPV HEIM, MOTION CARRIED 3-0. Discussion was held regarding the rotation of the chairman and vice-chairman in order to have all supervisors experience the position.

PUBLICATIONS & POSTINGS – SUPV HEIM MOTIONED TO USE THE ST. CLOUD LIVE AS THE OFFICIAL PUBLICATION NEWSPAPER AND THE FRONT DOOR WINDOW OF THE TOWN HALL AS THE OFFICIAL POSTING PLACE FOR ALL NOTICES, SECOND BY SUPV WESTERLUND MOTION CARRIED 3-0. All notices regarding meetings & cancellations will also be posted on the website.

ATTORNEY – SUPV HEIM 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 DAVID BLOMMEL OF S.E.H. ENGINEERING, AS THE TOWNSHIPS ENGINEER & ENGINEERING FIRM AND USE JOEL ASP & DAVID BLOMMEL OF S.E.H. ENGINEERING FOR COMPLETION OF SHORELAND ALTERATION APPLICATIONS AND IF NECESSARY, OR NEEDED, THE USE OF ANOTHER ENGINEERING FIRM AT THE DISCRETION OF THE TOWN BOARD, SECOND BY SUPV WESTERLUND, MOTION CARRIED 3-0.

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

BUILDING INSPECTOR CONTRACT – Clerk Plante spoke with David Barsody who will attend the January 13th regular meeting to discuss his yearly contract.

DEPOSITORY OF TOWNSHIP FUNDS – 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 WESTERLUND, MOTION CARRIED 3-0.

Treasurer Bentley discussed the new Minnesota Law regarding Paid Leave. Since the township qualifies as a small employer, we receive a 25% reduction in the percentage the township pays to the state for all salaries to board members etc. Treasurer Bentley noted the percentage was reduced to .66% and suggests it be split 50/50 with board members and the township paying each .33%. He also discussed how the CTAS (City & Township Accounting System) program is working with this new percentage change.

MS4 – MCM (Minimum Control Measures) – Supv Heim reviewed the 6 MCM's with the town board

and IDDE (Illicit Discharge Detection and Elimination) and other topics of concern with the MS4 regulations and the following motions were discussed and made.

16.8 As part of LeSauk Township's Public Education and Outreach Program, LeSauk Township annually informs all property owners within LeSauk Township with a combined newsletter and flyer about the Township's Annual Meeting, and Township cleanup day on April 26th. Included with the mailing is information regarding salt usage in the Township, pet waste disposal and IDDE information.

16.9 The LeSauk Town Board reviewed the public education and outreach program and decided that no change was needed. SUPV WAGNER MOTIONED TO HAVE THE PUBLIC EDUCATION AND OUTREACH PROGRAM REMAIN AS PLANNED, SECOND BY SUPV HEIM, MOTION CARRIED 3-0.

17.8 The LeSauk Town Board reviewed the public participation and involvement program and decided that no change was needed. SUPV HEIM MOTIONED STATING NO FURTHER CHANGES NEED TO BE MADE FOR THE SWPPP (STORMWATER POLLUTION PREVENTION PLAN), SECOND BY SUPV WESTERLUND, MOTION CARRIED 3-0.

18.18 As part of LeSauk Township's IDDE (Illicit Discharge Detection and Elimination) Program, we must conduct an annual assessment of the IDDE program. Township Supervisors will inspect for any illicit discharges during their monthly road inspections using the Illicit Discharge and Inspection Procedures document and IDDE Inspection form. All outfalls and ponds will be inspected during the Township's annual road inspection, as well as any priority areas that have been identified as part of LeSauk Township's Stormwater Illicit Discharge Inspection Procedures. A spill kit has been purchased and is readily available for use in the event of any type of spill.

The LeSauk Town Board reviewed the IDDE (Illicit Discharge Detection and Elimination) program and decided that no change was needed. SUPV HEIM MOTIONED THAT NO CHANGE IS NEEDED AFTER REVIEWAL OF THE IDDE (ILLICIT DISCHARGE DETECTION AND ELIMINATION) PROGRAM, SECOND BY SUPV WAGNER, MOTION CARRIED 3-0.

19.16 As part of LeSauk Township's Construction Site Stormwater Runoff Control Program, we must conduct an annual assessment of the program.

Since LeSauk Township has not had any new construction sites, it was decided that no change is needed. SUPV HEIM MOTIONED TO MAKE NO CHANGES TO THE CONSTRUCTION SITE STORMWATER RUNOFF CONTROL PROGRAM, SECOND BY SUPV WAGNER, MOTION CARRIED 3-0.

20.23 As part of LeSauk Township's Post-Construction Stormwater Management Program, we must conduct an annual assessment of the program. The LeSauk Town Board will continue to inspect all ponds and outfalls annually.

The LeSauk Township Board decided that no changes are needed. SUPV HEIM MOTIONED FOR NO CHANGES TO THE POST-CONSTRUCTION STORMWATER MANAGEMENT PROGRAM, SECOND BY SUPV WESTERLUND, MOTION CARRIED 3-0.

21.15 As part of LeSauk Township's Pollution Prevention and Good Housekeeping for Municipal Operations, we must conduct an annual assessment of the operations and maintenance program.

LeSauk Township has recently purchased a new Town Hall building. Therefore, we will make sure that whoever is in charge of maintenance, such as mowing the lawn or applying deicing salt, must be trained in BMP's. SUPV HEIM MOTIONED TO HAVE THE SUPV WHO IS HANDLING MAINTENANCE AT THE NEW TOWN HALL TRAINED IN BMP'S (BEST MANAGEMENT PRACTICES), SECOND BY SUPV WAGNER, MOTION CARRIED 3-0.

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 2026 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 WAGNER, 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 WESTERLUND, MOTION CARRIED 3-0.

Tri-County Humane Society Contract – Clerk Plante printed the contract received from the Tri-County Humane Society. Prices saw a minimal increase and 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 2026, SECOND BY SUPV WESTERLUND, MOTION CARRIED 3-0.

Clerk Appointment – SUPV WESTERLUND 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 WESTERLUND 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 has spoken to Mary Barron-Traut who will continue as deputy clerk for 2026.

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 WAGNER, MOTION CARRIED 3-0.

TREASURER – Discussion was held with Treasurer Bentley regarding the increased amount of reporting that is now required for the township, record keeping for the new paid sick family leave. SUPV WAGNER MOTIONED TO SET THE TREASURER'S SALARY AT \$600 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 MOTIONED TO SET THE SUPERVISOR'S SALARY AT \$450 PER MONTH, THE CHAIRMAN'S SALARY AT \$600 PER MONTH (A \$25 PER MONTH INCREASE), MILEAGE AT THE FEDERAL REGULATIONS AND A \$25 PER DAY MEAL REIMBURSEMENT, SECOND BY SUPV WAGNER, MOTION CARRIED 3-0.

TOWNSHIP MEETINGS & HOURLY RATE FOR ALL BOARD MEMBERS INCLUDING THE DEPUTY CLERK & DEPUTY TREASURER – Supv Heim researched past records showing the meeting rate was last changed in 2018 from \$55 to \$60 per meeting. Supv Westerlund also suggested an hourly rate increase due to the increased cost of living etc. SUPV WESTERLUND MOTIONED TO SET THE MEETING & HOURLY RATE FOR ALL TOWNSHIP BOARD MEMBERS, JOINT PLANNING BOARD MEMBERS, DEPUTY CLERK & DEPUTY TREASURER AS FOLLOWS: \$65 (\$5 PER MEETING INCREASE) FEE PER MEETING, AND RECEIVE AN HOURLY RATE OF \$23 (A \$1.00 PER HOUR INCREASE) 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 HEIM, MOTION CARRIED 3-0. The federal reimbursement rate has been set at .725 cents per mile.

ELECTION JUDGES – Treasurer Bentley suggested raising the head judge per hour rate to align with other compensation. SUPV HEIM MOTIONED TO SET THE SALARY FOR ELECTION JUDGES AT \$17.00 PER HOUR, \$23.00 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 2026 ROAD INSPECTIONS:

Dan Heim – January, April, July & October

Jeff Westerlund – February, May, August & November

Paul Wagner – 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. The monthly road inspection may or may not be held in December. If any supervisor is unable to do their monthly road inspection, they should exchange with another supervisor.

Other Township Expenses – Clerk Plante suggested the purchase of a large chair mat for the office area. She has looked at both Uline (\$180) and Amazon (145). The upside to ordering from Uline is that it comes flat whereas the mats usually come “rolled-up” from Amazon and take time to unroll. SUPV HEIM MOTIONED TO ALLOW CLERK PLANTE TO ORDER A CHAIR MAT FOR THE OFFICE AREA OF THE TOWN HALL AT HER DESCRETION, SECOND BY SUPV WESTERLUND, MOTION CARRIED 3-0.

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

Respectfully submitted,



Marlyce L. Plante
LeSauk Township Clerk