

Township of Breitung Agenda – Regular Board Meeting

Township of Breitung Regular Board Meeting 06/17/2025 Breitung Community Center 6:00 PM

- Call the meeting to order/Roll Call
- Pledge of Allegiance
- Moment of Silence in honor of Charles Tekautz
- Acceptance of Agenda
- Approval of Minutes
 - 05/20/2025 Special Board Meeting
 - 05/20/2025 Regular Board Meeting
- Approval of May 2025 Treasurer’s Report
 - Checks Written: 49879 - 49987
 - Total Disbursements: \$189,239.66
 - Fund Balance: \$437,660.72
 - Voided Checks: 49968, 49943 – 49956, 49972 – 49979 (printing error)
- Correspondence
 - State of Minnesota Demographer
 - St. Louis County Association of Townships (minutes/agenda)
 - BEST Youth Baseball Club
 - Vermilion Housing Corporation
- Public Input

Reports:

- Police – Attached
- Fire & Rescue – March & April, attached
- Road and Bridge – Attached
- Wastewater Board
- Ambulance Commission
- Housing – None
- Recreation

Old Business

- Current Infrastructure Projects
 - 2025 Infrastructure
 - 2023 Infrastructure
 - 2022 Infrastructure
 - McKinley Park Trail Loop
 - Thompson Farm Road
 - Stuntz Bay Access Rd - punch list

- Flood/FEMA process – Attached
- Police Local 346 Union Contract
- Broadband Project
- Resolution 2025-14: Supporting the Vermilion Housing Corporation

New Business

- Pay Bills as presented
- Water Department Manager
- Fire Department Beverage Tent
- Fireproof Recordkeeping
- Stuntz Bay Association Website Page

Next Board Meetings

Regular Board Meeting: Tuesday, July 15, 2025 at 6:00 PM

Adjourn

Breitung Township
Special Town Meeting 05-20-2025, 6:00 PM
In Person Meeting at the Breitung Community Center
33 First Avenue, Soudan MN 55782

Present In Person:

Residents: Matthew Tuchel, Stephen Tekautz, Teresa Dolinar, Amber Zak, Stephanie Ukkola (The Timberjay), Tim Tomsich

Public: John Jamnick (JPJ Engineering, arrived at 5:35 PM)

Call to Order at 5:30 PM by Clerk Amber Zak

Moderator:

Motion by Matthew Tuchel to name Stephen Tekautz Moderator

2nd by Amber Zak

Motion passed unanimously

Acceptance of Agenda

Motion by Stephanie Ukkola to accept the agenda as presented

2nd by Teresa Dolinar

Motion passed unanimously

New Business:

Elector Authority for Animal Ordinance 91-04A

Stephen Tekautz conferred with Clerk Zak to understand changes being made to the ordinance

Motion by Matthew Tuchel to authorize the town board to adopt ordinance 91-04A

2nd by Tim Tomsich

No further discussion

Motion passed unanimously

Elector Authority for Sewer ordinance 90-03A

Motion by Teresa Dolinar to authorize the town board to adopt ordinance 90-03A

2nd by Stephanie Ukkola

No further discussion

Motion passed unanimously

Next Board Meetings

Regular Board Meeting on 05/20/2025 at 6:00 PM

Adjourn

Motion by Amber Zak to adjourn the meeting at 5:37 PM

2nd by Matthew Tuchel

Motion passed unanimously

Respectfully Submitted

Amber Zak, Breitung Township Clerk

Breitung Township
Regular Board Meeting 05-20-2025, 6:00 PM
In Person Meeting at the Breitung Community Center
33 First Avenue, Soudan MN 55782

Present In Person:

Board Members: Chairman Matthew Tuchel, Supervisor Stephen Tekautz, Treasurer Teresa Dolinar, Clerk Amber Zak

Public: Tom Gorsma (left at 6:50 PM), Chief Daniel Reing (arrived 6:10 PM), Stephanie Ukkola (The Timberjay Newspaper), John Jamnick (JPJ Engineering), Amanda Meyer (arrived at 7:08 PM)

Absent: Supervisor Erin Peitso

Call to Order at 6:00 PM by Chairman Tuchel

Pledge of Allegiance

Acceptance of Agenda

Motion by Supervisor Tekautz to accept the agenda as presented

2nd by Chairman Tuchel

Motion Passed 2-0

Approval of Minutes and Treasurer's Report

Motion by Chairman Tuchel to approve the minutes of the 04-15-2025 Regular Board Meeting and the 05-06-2025 Local Board of Appeal & Equalization Meeting as presented

2nd by Supervisor Tekautz

Motion passed 2-0

Motion by Supervisor Tekautz to accept the April 2025 Treasurers Report as presented

2nd by Chairman Tuchel

Motion passed 2-0

Correspondence

- Jorgine Gornick
- St. Louis County Association of Townships (minutes/agenda)
- St. Louis County Association of Townships (invitation)
- Highway 169 Task Force
- Tower Soudan Historical Society
- US Treasury
- St. Louis County – Planning & Zoning Department
- St. Louis County – Public Works Department

Correspondence so noted.

Public Input

Supervisor Tekautz took a moment to voice his frustration regarding the speed of motorcycles and four-wheelers through town, especially seen on Jasper Street and in the Alley behind the ball field. Chairman Tuchel recommended a discussion with Chief Reing on the matter.

Reports

- Police – Attached. Questions for Chief Reing regarding speed limit signs were discussed, he would look into making sure signs were visible, checking on portable speed sign.
- Fire – March & April reports attached
- Road and Bridge – Attached, Maintenance Supervisor Tom Gorsma noted that the youth workers were getting a lot done lately
- Wastewater Board – Chairman Tuchel noted that the board does not meet until next week, the plant construction is at about 70% completion, force main easements are expected in the next month and an application has been submitted for the DNR easements, expected to take several months.
- Ambulance Commission – No meeting/report
- Housing – No meeting/report
- Recreation – Supervisor Tekautz noted that the Joint Powers Recreation Board had met and they were adjusting the way they pay out for recreation opportunities. It was noted that Greenwood Township had not been paying their share in recent years but that the issue would be researched and potentially resolved with the new Greenwood board member on the Rec board; he further mentioned that the City of Tower was considering placing a shed near the football field for equipment storage (soccer, ect).
- Lake Vermilion Lodging Tax Board – Chairman Tuchel noted that the board had turned over collection of taxes from Beatty Township to the MN Department of Revenue, making it a much less cumbersome process for the board; also noted that short-term rentals were not all paying in to the lodging tax and it was the expectation that if there were known short term rentals, those should be submitted to the county for licensing and taxing. The board would be having another meeting next month.

Old Business:

Current Infrastructure Projects

- 2025 Infrastructure Project – Planning to submit application in June for \$500k from IRRRB to pave Echo Point Road
- 2023 Infrastructure Project
 - Partial Payment Estimate #2Motion by Chairman Tuchel to approve and pay Partial Payment Estimate #2 for project #22-126 in the amount of \$74,976.85 to Mesabi Bituminous, Inc.
2nd by Supervisor Tekautz
Motion passed 2-0
- 2022 Infrastructure Project
 - Change Order #2
 - Final Payment Estimate #4Motion by Chairman Tuchel to approve change order #2 and approve and pay the Final Payment Estimate #4 in the amount of \$31,003.03 to Mesabi Bituminous, Inc. for project 22-003.
2nd by Supervisor Tekautz
Motion passed 2-0

- McKinley Loop Trail – The loop trail has been approved for full funding the MN DNR Active Transportation Grant. John Jamnack of JPJ Engineering discussed a meeting to be had between JPJ, State of MN, St. Louis County, City of Tower, and Breitung Township. Noted they planned to apply to IRRRB for approximately \$120k in costs not covered by the AT Grant – the \$120k *does not* include costs that will be incurred due to airport changes.
- Thompson Farm Road Project – John Jamnack noted that the county had requested some changes and then it would be submitted for State Aid, the county would be going to bid for the project. LRIP had extra money for the bypass lane, waiting to hear for sure whether it would be covered.
- Stuntz Bay Access Road – punch list so noted.

Flood/FEMA process – See Attached report

Sewer Ordinance

Motion by Chairman Tuchel to adopt ordinance 90-03A (An ordinance establishing sewer use regulations) per the previous Special Town Meeting and approve the summary language for publication
2nd by Supervisor Tekautz
Motion Passed 2-0

New Business:

Pay Bills as Presented

Motion by Chairman Tuchel to Pay Bills as Presented
2nd by Supervisor Tekautz
Motion Passed 2-0

Part-time Police Applicant

Motion by Supervisor Tekautz to hire Matthew Hatfield as a part-time police officer to the Breitung Township Police, pending necessary background checks and fit tests
Discussion: It was questioned whether adding an additional officer was necessary; Chief Reing explained that they had lost multiple part-time officers over the last couple years and it was good to have a mix of available employees, especially for the summer months
2nd by Chairman Tuchel
Motion passed 2-0

Animal Ordinance – Adoption & Approval of Summary Language

Motion by Chairman Tuchel to adopt ordinance 91-04A (An ordinance regulating animal control in the Township of Breitung) per the previous Special Town Meeting and approve the summary language for publication
2nd by Supervisor Tekautz
Motion passed 2-0

Local Board of Appeal & Equalization motions

It was noted that during the LBAE meeting, motions for in-person appellants were generally dealt with once everyone in the audience had a chance to speak. In changing over to mail-in appellants, the board had accidentally neglected to make motions for those in-person appellants. The minutes of this meeting shall be added to that of the Local Board of Appeal & Equalization for proof of motion pertaining to these appellants.

Motion by Chairman Tichel to lower the building valuation for property ID #270-0084-00170 for Patty & Todd Christopherson by \$25,100.00 due to the amenities being inaccurate listed with county assessor per LBAE meeting minutes

2nd by Supervisor Tekautz

Motion passed 2-0

Motion by Chairman Tichel to keep the valuation for property ID #270-0083-00140 for Colin Rohrenbach the same

2nd by Supervisor Tekautz

Motion passed 2-0

Motion by Chairman Tichel to keep the valuation for property ID #270-0020-00487 for Jennifer Willner the same

2nd by Supervisor Tekautz

Motion passed 2-0

Motion by Chairman Tichel to keep the valuation for property ID #270-0095-00330 for Cade and Andrea Gornick the same

2nd by Supervisor Tekautz

Motion passed 2-0

Motion by Chairman Tichel to keep the valuation for property ID #270-0083-00190 for Karen Frazee the same

2nd by Supervisor Tekautz

Motion passed 2-0

Motion by Chairman Tichel to lower the land valuation for property ID #270-0074-00070 for James Mayer by \$24,700.00 due to the type of land he owns, per LBAE meeting minutes.

2nd by Supervisor Tekautz

Motion passed 2-0

Vermilion Housing Corporation

A request was received from the Vermilion Housing Corporation for a local match of \$10k in 2027 in order to qualify for a grant for improvements to the housing complexes in Soudan and Tower.

Motion by Supervisor Tekautz to approve \$10k commitment as a local match to the Vermilion Housing Corporation contingent on additional funding being received

2nd by Chairman Tichel

Motion passed 2-0

Eagles Nest Township Request

A request was received from Eagles Nest Township to utilize the Breitung Community Center as a host site in the event of evacuation due to wildfires in the area

Motion by Supervisor Tekautz to open the Breitung Community Center and potentially the MINOS building as host sites for evacuated Eagles Nest Township residents for the 2025 wild fires if needed
2nd by Chairman Tichel

Motion passed 2-0

Resolution 2025-12: Accepting Donations

Motion by Chairman Tichel approve resolution 2025-12: Accepting Donations

2nd by Supervisor Tekautz

Motion passed 2-0

Resolution 2025-13: Authorizing Issuance & Sale of Revenue Note

Chairman Tichel summarized the need for the resolution: for legal purposes, if the wastewater board should go defunct (not expected, then Breitung Township would be on the hook for 45% of the wastewater treatment plant

Motion by Supervisor Tekautz approve resolution 2025-13: Resolution Authorizing the Issuance and Sale of the Town of Breitung, Minnesota General Obligation Revenue Note to the City of Tower, Minnesota

2nd by Chairman Tichel

Motion passed 2-0

Joint Powers Recreation Board Agreement

Supervisor Tekautz explained the updates to the agreement, noting that everything gets voted on by members, sending thank you's, etc.

Motion by Chairman Tichel to accept the proposed agreement and sign it

2nd by Supervisor Tekautz

Motion passed 2-0

Police Local 346 Union Contract

Motion by Chairman Tichel to table commitment to contract negotiations until all board members are present and able to vote on the best approach to contract negotiations.

Discussion: Clerk directed to inform Local 346 representative of intent to set appointment after next month's board meeting

2nd by Supervisor Tekautz

Motion passed 2-0

Broadband Project

Chairman Tichel updated the board that a broadband project was finally in the works for Puncher Point and Mallard Drive; Echo Point and McKinley Park Acres Road were also potential recipients of broadband installation. It would be necessary for CTC to get the word out to sign up for broadband as it would only make the project worthwhile if enough people were willing to sign up.

CTC Permit Request

Motion by Chairman Tichel to allow CTC to do the work requested within the permit and for the permit to be signed by Chairman Tichel on behalf of Breitung Township

2nd by Supervisor Tekautz

Motion passed 2-0

Dog Obedience Class

A request was received to hold dog obedience classes during inclement weather in the Breitung Community Center.

Motion by Chairman Tuchel approve the request made by Mandy Meyer, in attendance and waive the rental fee

Discussion: Expectation that the room would be fully cleaned up, fee for cleaning deposit would be held until classes were over

2nd by Supervisor Tekautz

Motion passed 2-0

Next Board Meetings

Regular Board Meeting on 06/17/2025 @ 6:00pm

Adjourn

Motion by Chairman Tuchel to adjourn the meeting at 7:26 PM

2nd by Supervisor Tekautz

Motion passed 3-0

Respectfully Submitted

Amber Zak
Clerk, Breitung Township

TOWNSHIP OF BREITUNG

May-25

GENERAL	261,186.90
ROAD & BRIDGE	73,019.06
FIRE	16,372.16
PARK	56,630.28
RECREATION	13,616.22
POLICE	50,063.18
PROJECTS	(33,227.08)
TOTALS	437,660.72

Disbursements for May 2025

General	\$9,841.66
Road & Bridge	\$19,342.10
Park	\$20,470.72
Recreation	\$1,535.55
Fire	\$11,277.41
Police	\$12,793.34
Special Projects	\$113,978.88
Total	\$189,239.66

Checks 49879 - 49987

Voided Check 49968

Wasted Checks 49943 -49956

Wasted Checks 49972 - 49979

**Township of Breitung
Deposit Detail**

May 1 - 29, 2025

Date	Account	Department	Amount
5/13/25	Rent	General	50.00
5/6/25	Water Dept Reimb	General	10,000.00
5/21/25	Water Dept Reimb Payroll	General	750.00
5/3/25	Donations Fire	Fire	550.06
5/3/25	Donations Fire	Fire	25.00
5/3/25	Donations Fire	Fire	100.00
5/3/25	Donations Fire	Fire	50.00
5/6/25	Police Contract	Police	21,491.79
5/27/25	Police Miscellaneous	Police	2,339.89
5/13/25	Road & Bridge Miscellaneous	R&B	2,000.00
5/15/25	FEMA R&B	R&B	33,631.45
5/27/25	Road & Bridge Miscellaneous	R&B	16,962.50
5/27/25	FEMA R&B	R&B	157.83
5/5/2025	McKinley Park Campground	Park	10,900.00
5/13/25	McKinley Park Campground	Park	14,884.00
5/20/25	McKinley Park Campground	Park	8,878.00
5/27/25	McKinley Park Campground	Park	6,382.00
5/31/25	McKinley Park Campground	Park	58.39
5/27/25	FEMA Indian Point Road	Special Projects	1,351.49
5/29/25	Rent USPS	Special Projects	465.50
			131,027.90
	Interest Now Account		52.34
	Interest Now Account		41.73
	Interest 3438		20.1
	4M Fund		1335.52
			1449.69
	McKinley Park Credit Card Receipts		3204.06
	May		135,681.65

BREITUNG TOWNSHIP

2025

	General	R & B	Fire	Park	Rec	Police	Projects
Balance Forward	218,259.23	(4,667.27)	53,193.27	45,208.36	20,222.42	104,675.82	(79,846.59)
January Receipts	4,544.65	131,700.68	2,217.68	28,500.00	1,083.33	5,500.19	111,638.50
January Disbursement	135,627.85	30,454.00	5,261.07	48,505.18	1,505.30	41,415.51	28,183.79
2025 January	87,176.03	96,579.41	50,149.88	25,203.18	19,800.45	68,760.50	3,608.12
February Receipts	15,056.02	12,977.30	0.00	11,148.00	0.00	0.00	1,215.50
February Disbursement	12,685.26	31,516.79	4,440.29	7,076.43	2,096.04	11,338.59	15,034.16
2025 February	89,546.79	78,039.92	45,709.59	29,274.75	17,704.41	57,421.91	(10,210.54)
March Receipts	202,290.55	0.00	150.00	15,733.00	140.00	22,530.75	102,010.50
March Disbursements	27,093.85	32,561.88	9,183.09	12,621.13	1,972.97	27,176.10	13,796.15
2025 March	264,743.49	45,478.04	36,676.50	32,386.62	15,871.44	52,776.56	78,003.81
April Receipts	7,539.83	14,894.98	600.00	3,500.00	0.00	1,483.47	53,639.07
April Disbursements	13,504.45	20,763.64	10,351.99	3,092.07	719.67	15,235.19	52,708.07
2025 April	258,778.87	39,609.38	26,924.51	32,794.55	15,151.77	39,024.84	78,934.81
May Receipts	12,249.69	52,751.78	725.06	44,306.45	0.00	23,831.68	1,816.99
May Disbursements	9,841.66	19,342.10	11,277.41	20,470.72	1,535.55	12,793.34	113,978.88
2025 May	261,186.90	73,019.06	16,372.16	56,630.28	13,616.22	50,063.18	(33,227.08)
June Receipts	0.00	0.00	0.00	0.00	0.00	0.00	0.00
June Disbursements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2025 June	261,186.90	73,019.06	16,372.16	56,630.28	13,616.22	50,063.18	(33,227.08)

Township of Breitung
Profit & Loss
 May 2025

	May 25
Ordinary Income/Expense	
Income	
Donations	725.06
Interest	1,449.69
McKinley Park Campground	44,306.45
Police Contract	21,491.79
Police Miscellaneous	2,339.89
Rents	515.50
Road & Bridge Miscellaneous	18,962.50
State of Minnesota	
FEMA	35,140.77
Total State of Minnesota	35,140.77
Water Dept Reimb	10,750.00
Total Income	135,681.65
Gross Profit	135,681.65
Expense	
Assistance	
Recreation	300.00
Total Assistance	300.00
Electricity & Water	
Fire	287.65
General	287.65
Park	389.94
Police	266.95
Recreation	189.76
Road & Bridge	1,092.92
Total Electricity & Water	2,514.87
Equipment Purchases	
Fire	999.19
Total Equipment Purchases	999.19
Fuel - Fuel Oil	
Fire	350.97
General	337.22
Park	112.40
Police	590.13
Road & Bridge	753.02
Total Fuel - Fuel Oil	2,143.74
Insurance	
General	0.00
Police	16.00
Road & Bridge	32.00
Total Insurance	48.00
Payroll Expenses	
General	475.51
Park	87.75
Police	3,206.38
Road & Bridge	5,099.05
Payroll Expenses - Other	28,832.13
Total Payroll Expenses	37,700.82

Township of Breitung
Profit & Loss
May 2025

	<u>May 25</u>
Services Rendered	
1099-NEC	17,331.00
Fire	1,431.18
General	381.94
Park	55.40
Police	1,002.78
Recreation	310.00
Road & Bridge	2,158.44
Special Projects	113,978.88
Total Services Rendered	<u>136,649.62</u>
Supplies	
Fire	3,187.19
General	1,125.05
Park	0.00
Police	719.46
Road & Bridge	1,144.30
Total Supplies	<u>6,176.00</u>
Telephone	
General	120.33
Park	1,116.72
Police	333.95
Road & Bridge	36.24
Total Telephone	<u>1,607.24</u>
Total Expense	<u>188,139.48</u>
Net Ordinary Income	<u>-52,457.83</u>
Net Income	<u><u>-52,457.83</u></u>

200 Administration Building
50 Sherburne Avenue
St. Paul, MN 55155
Telephone: 651-201-2473
TTY: 651-297-4357



Dianna Sundahl, Clerk
Breitung Township
PO Box 56
Soudan, MN 55782

Dear Clerk:

The State Demographer is required by law to produce annual population and household estimates for each of Minnesota's cities and townships. Enclosed you will find a sheet containing the April 1, 2024, population and household estimates for your jurisdiction.

These estimates are being sent to you now for review and comment. It's important that our estimates are accurate, as they are used to distribute state aid to cities and townships. If you have questions about how our estimates impact a specific program, please contact the state agency responsible for that program.

The enclosed figures represent estimated population and household changes since the 2020 Census. The number of households corresponds to the number of occupied housing units. A household may be a single family, one person living alone, or any group of people who share the same living area. While we believe that our estimates are usually accurate, we realize there may be occasional problems. For this reason, we value your comments. We may not be aware of such changes as housing demolitions, the gain or loss of group quarters (like college dormitories, nursing homes, etc.), construction of public housing and the gain or loss of mobile homes.

Please note that our estimates:

- pertain to one year ago, not the present;
- have also been sent to your county auditor for review;
- are subject to change and are not considered final until they are released to the Minnesota Department of Revenue in July.

If you are satisfied with our estimates, it is not necessary to contact us or provide any further information. If you wish to challenge our estimates, please send us the appropriate data described in the enclosed challenge guide by **June 24, 2025**. Questions or comments should be directed to Eric Guthrie by email or at the address listed on the letterhead. **The best way to reach us is by e-mail at local.estimated@state.mn.us**. You may also try to reach us by phone at (651) 201-2473.

Thank you for taking time to review these estimates.

Sincerely,

A handwritten signature in black ink, appearing to read 'Susan Brower', with a long horizontal flourish extending to the right.

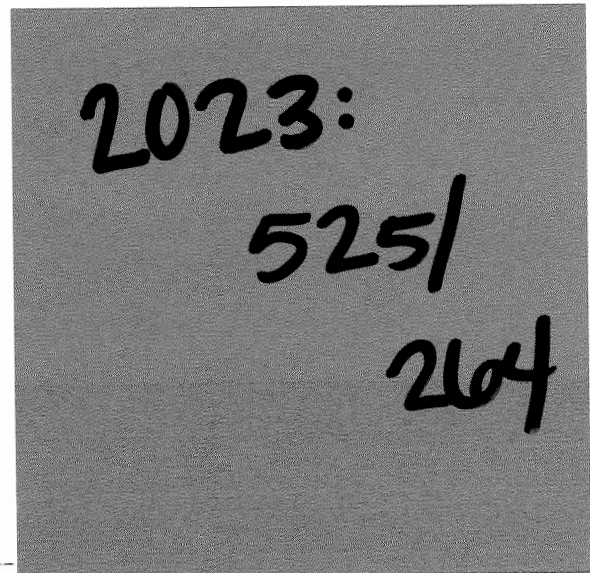
Susan Brower
State Demographer

Enclosures

DATE: June 1, 2025
TO: Dianna Sunsdahl, Clerk
Breitung Township
FROM: **Susan Brower**
Minnesota State Demographer
SUBJECT: 2024 Population and Household Estimates

Your April 1, 2024 population estimate is 492.

Your April 1, 2024 household estimate is 248.



2023:
525/
264

If you have any questions or comments about these estimates, please contact the State Demographic Center, 200 Administration Building, 50 Sherburne Avenue, St. Paul, MN 55155, phone (651) 201-2473 or send an e-mail to local.estimate@state.mn.us. All challenges must be submitted in writing. Please refer to the enclosed sheet for details.

ST. LOUIS COUNTY ASSOCIATION OF TOWNSHIPS
APRIL 23, 2025 MONTHLY MEETING MINUTES
NEXT MEETING: May 28, 2025 6:00 PM
SPEAKER: ST. LOUIS COUNTY UNDERSHERIFF
<https://meet.goto.com/504088293>

Phone: 1-408-650-3123 Access Code: 504-088-293

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Following Meeting: September 24, 2025 6:30 pm Cotton

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Call Meeting to Order: President Jim Aird called the April 23, 2025 meeting to order at approximately 6:30 pm, Cotton Town Hall. There were 37 township officers present and five officers virtually present. The Pledge of Allegiance was recited by all in attendance.

St. Louis County Commissioner Keith Nelson: He has been working for quite some time on establishing a repository for all the old dumps. He discussed the MN Department of Health fish consumption guidance updates. Updates are due to per and polyfluoroalkyl substances (PFAS) including per-fluorooctane sulfonate (PFOS) found in fish from some waterbodies in ten Minnesota counties. St. Louis County water bodies with fish consumption guidelines includes Fish Lake, Rice Lake, and Miller Creek which are all located near the old Duluth landfill and the Duluth Airport. The Duluth landfill is under the control of and responsibility of the Minnesota Pollution Control Agency. Both of these things are influencing these water bodies. He will be seeking 6 million dollars this year in the bonding bill to build a repository in Canyon. Half of the Duluth landfill would be dug out and moved to Canyon in a lined facility. The facility would be built behind the existing demolition dump. Waste water will be treated on site. There would be approximately 6 million yards of gravel removed from the Canyon facility that could be used on county roads. **St. Louis County and WLSSD are working on an agreement. If approved, WLSSD will dispose of municipal solid waste at the Regional Landfill in Virginia starting in July 2026. Everyone in St. Louis County outside of WLLSSD will see their garbage rates go down, WLSSD will stay the same.**

District 10 MAT Director Kevin Cornick: The District 10 Meeting will be held on August 28, 2025 at the Grand Lake Town Hall. The new design for the MAT logo will be voted on there. There were 196 attendees at the MAT Short Course in Duluth. The 2025 MAT Annual Conference will be going back to three days. An increase to MAT dues will be voted on at the next short course.

Speaker: The association heard from Dana Grozdanich and Aimee Bannwarth, Youth in Action. Youth in Action (or YIA) is a St. Louis County program that promotes students getting involved in school and community projects that make a positive impact. Youth in Action opportunities are available on the Iron Range for students in grades 7-12 and in the Duluth area schools for students in grades 9-12. It is free to join and everybody is welcome. Nearly 100 students are currently participating across all schools. Please visit their website for more information www.yiamn.org.

Speaker: Taryn Burnett gave a brief presentation on the North St. Louis County Juvenile Diversion Program. Juvenile diversion provides benefits not only to the juvenile, but also to the court and the community. Purposes of juvenile diversion include providing eligible defendants with an alternative to adjudication and a criminal conviction, reducing costs and caseload burdens on district courts in the criminal justice system, and to develop responsible alternatives to the criminal justice system for eligible defendants. Diversion is an opportunity to avoid being charged and having a juvenile court record. The court process can be lengthy. Diversion cases can offer more time sensitivity and provide appropriate responses to behavior. If you have questions about the program please contact Taryn Burnett at 218-966-9061

Secretary's Report: March 26, 2025, minutes were sent by email to all township clerks, interested officers, St. Louis County commissioners, and state representatives. A motion was made by Kevin Cornick, seconded by Jon Upton to approve the March 26, 2025 minutes as presented.

Treasurer's Report: Megan read the following cash flow statement: Beginning Balance 2/7/25 \$7,477.81; Deposits none; Expenses: secretary/treasurer \$300.00, Microsoft \$13.07. Ending Balance 3/07/2025 \$7,164.73. A motion was made by Gene Kacer, seconded by Kevin Cornick and carried to approve the treasurer's report as submitted. Ron Gajewski mentioned the treasurer's 2024 books were audited by himself, Tami McGregor, and Scott Welsh prior to the meeting and everything was in good order.

Old Business: There was no old business to discuss.

New Business: *Slate of officers* Township officers broke up into districts to canvass for officers. Outcome: All township officers Jim Aird, President, Jim Fisher, VP, Megan Julin, Sec/Treas, Dist. 4 Philip Lobb; Dist 5 Scott Welsh; Dist 6 Rory Kick; Dist 7 Megan Deslongchamps; At Large Jim Hofsommer and Cindy Moe. If there are any interested

**ST. LOUIS COUNTY ASSOCIATION OF TOWNSHIP OFFICERS
ANNUAL MEETING AND ELECTION MAY 28, 2025
5:30 P.M. COTTON COMMUNITY CENTER**

Call Meeting to Order – President Jim Aird - Pledge of Allegiance – Any new officers in attendance?

1. May 22, 2024 Annual Meeting Minutes, April 23, 2025 Regular Meeting Minutes (both emailed)
2. Treasurer’s Report – Fiscal Year 2024 Financial Cash Flow Statement (sent by email)

Beginning Balance 1/01/2024	\$24,199.48
Deposits (1)	+\$ 117.52
CASH ON HAND	\$24,317.00
Expenses #2062, 2063, 2065-2105, & ACH	\$(16,521.01)
Ending Balance 01/08/2025	\$ 7,795.99

The ledgers were audited by Ron Gajewski, Scott Welsh, and Tammy McGregor on April 23, 2025. The books and bank statements were found to be in good order.

3. Resolutions
4. Old Business
 - a. Election – Slate of Officers (This was the suggested/agreed upon slate of people willing to serve as SLCAT Officers: President Jim Aird; Vice-President Jim Fisher, Secretary/Treasurer Megan Julin; Dist. 4 Philip Lobb; Dist. 5 Scott Welsh; Dist. 6 Rory Kick; Dist. 7 Megan Deslongchamps; North at Large Director Jim Hofsommer; South at Large Director Cindy Moe; there will be opportunity for additional candidates to be added to the slate of officers through nomination at the May 28, 2025 election.
 - b. Review By-laws of SLCAT
5. New Business
 - a. Set a Fee Schedule – currently Dues are \$0.00 base per township and 0.00 cents per capita. Effective Date 1/1/2024. Proposing \$150.00 base per township and \$0.10 per capita, Effective Date 1/1/2026.
 - b. Review monthly meetings -Currently set for Sept., Oct., Dec., Jan., Feb., March, April, May – Annual Election and Meeting.
6. Next SLCAT Annual Meeting – May 27, 2026 5:30 P.M. Site: Cotton Community Center
7. RECESS – dinner served at 6:30 pm
8. Resume Meeting
9. Guest Speaker 7pm – St. Louis County Undersheriff
10. Prizes – Registration (12) MAT Annual Meeting (IF THE TOWNSHIP OFFICER THAT WINS THE

REGISTRATION IS NOT ATTENDING, YOU MAY FORWARD IT TO ANOTHER TOWNSHIP OFFICER.) PLEASE NOTIFY THE SECRETARY/TREASURER OF ANY CHANGES. Other prizes from Townships

Thank you all for your interest in township government.

Keep up the great work!

Megan Julin, Sec/Treas
PO Box 126
Cotton, MN 55724
218-348-5959
slctownshipofficers@gmail.com

**ST. LOUIS COUNTY ASSOCIATION OF TOWNSHIP OFFICERS
BY-LAWS**

Mission

The mission of this Association shall be to organize the officers of St. Louis County Townships into a county educational association.

1. To provide a forum for disseminating information and ideas pertaining to the duties and responsibilities of township officers.
2. To act as a liaison between township officers and persons associated with other levels of government.
3. To promote the image that the government which governs best is the government closest to the people.

Section I – Membership

Any township in St. Louis County, may become a member of this association by paying its dues to the county association, as stated on the fee schedule (this is set at the annual meeting).

Any township in the county may become a member of the Minnesota Association of Townships by paying dues as set by MAT at their annual meeting and by membership in the St. Louis County Association of Township Officers.

Any township not submitting their dues by the required annual due date shall be notified by June 1st that they will be removed from membership effective July 1st.

Section II - Annual Meeting and Regular Meeting

The annual meeting of this association shall be held on the fourth Wednesday in May. The Secretary/Treasurer shall give ten days written notice to the Town Clerk in each Township of such meeting. Regular meetings will be held the fourth Wednesday in October, January, February, March, April, May and the first Wednesday in December. **All meetings will start at 6:30 p.m. unless noted otherwise.**

Section III – Directors and Officers

The Association shall consist of the following Officers and Directors: President, Vice President, Secretary/Treasurer, and four district directors and two at large directors. All officers will be elected for a one-year term at the annual meeting. Elections shall be conducted at the annual meeting held in May of each year. The election procedure shall be as follows:

First – Election of President, Vice President and Secretary/Treasurer by those township officers present at the meeting by nomination.

Second – One township officer from each of the following four commissioner districts: 4,5, 6, and 7; shall serve as a District Director on the Board. Each district shall caucus to recommend their nomination for district director. All township officers present at the annual meeting shall elect the four district directors by nomination.

Third – All township officers present shall elect two directors at-large by nomination to represent the south half and the north half of St. Louis County. Nominations shall be conducted and completed at the annual meeting. If any Board member is not able to attend monthly association meetings, he/she must contact the President or Vice President. After missing three consecutive monthly meetings without just cause, the Board member shall be removed and a new Board member shall be appointed by the Board of Directors for the remainder of the term.

Section IV – Officers Duties

President – The President shall be the executive officer of the Association and the Board of Directors, be in charge of the Association and have general supervision of all activities necessary to accomplish the mission of this Association.

Vice President – The Vice President shall act in the absence of the President. When doing so, he/she shall have all the powers of the President.

2024 SLCAT

Deposit					OFFICE		Mtg.
OR Check #	AMOUNT	FROM WHO/for what	GENERAL	Misc.	SUPPLIES	Sec./mtg.	Supplies
1/1/2024	\$24,199.48						
2062	\$425.00	C. Rouleau Sec/Mtg & Mediacom			\$75.00	\$350.00	
JAN							
1/8/2024	\$23,774.48						
ACH	\$76.00	MEDIA COM			\$76.00		
ACH	\$17.52	Superone					\$17.52
2/8/2024	\$23,680.96						
FEB							
2/8/2024	\$23,680.96						
2063	\$200.00	Ault MAT Annual Reimb		\$200.00			
2065	\$268.04	Jim H. Hotel Annual Reimb		\$268.04			
2067	\$350.00	C. Rouleau Sec/Mtg Feb.				\$350.00	
ACH	\$189.49	CHASE - Amazon, Walmart, Superone, Current Catalog					\$189.49
3/8/2024	\$22,673.43						
MAR							
3/8/2024	\$22,673.43						
2066	\$400.00	Solway - 2 MAT Annual Reg.		\$400.00			
2068	\$75.00	Mediacom			\$75.00		
2070	\$300.00	Midway/Reg Lobby Day		\$300.00			
2072	\$192.96	R.Gajewski Lobby Day/Mileage		\$192.96			
2073	\$250.00	Jim Fisher Lobby Day Setup		\$250.00			
2074	\$243.88	Jim Fisher Lobby Day Mileage		\$243.88			
2075	\$350.00	C. Rouleau Sec/Mtg				\$350.00	
4/8/2024	\$20,861.59						
APR							
4/8/2024	\$20,861.59						
2069	\$400.00	Ellburg Lobby Day Registration		\$400.00			
2076	\$40.00	Mediacom			\$40.00		
2077	\$100.00	MAT Lobby Day J.Erickson		\$100.00			
2079	\$40.00	Mediacom			\$40.00		
2080	\$350.00	C. Rouleau Sec/Mtg April				\$350.00	
ACH	\$226.38	CHASE - Webroot, Superone			\$179.99		\$46.39
ACH	\$13.42	CHASE - Microsoft			\$13.42		
5/8/2024	\$19,691.79						
MAY							
5/8/2024	\$19,691.79						
2078	\$239.57	Wuori - MAT Annual Reimb		\$239.57			
2083	\$62.00	Cindy Moe - Dessert/Ann.					\$62.00
2081	VOID	VOID					

ACH	\$41.49	CHASE				
		Microsoft			\$13.42	
		Super One Foods Snacks				\$28.07
11/8/2024	\$11,395.17					
NOV						
11/9/2024	\$11,395.17					
2100	\$202.34	Midway Township L&R Mileage		\$202.34		
2101	\$300.00	Nov. Megan Julin Sec/Treas			\$300.00	
ACH	\$13.42	CHASE - Microsoft			\$13.42	
12/6/2024	\$10,879.41					
DEC						
12/6/2024	\$10,879.41					
2102	\$560.00	Solway Annual Meeting Reimb		\$560.00		
2103	\$355.00	Dec. Sec/Treas & Reimb			\$300.00	\$55.00
2104	\$255.00	Community Center Rent				\$255.00
2105	\$1,900.00	Shubat Bus - Capitol		\$1,900.00		
ACH	\$13.42	CHASE - Microsoft			\$13.42	
1/8/2025	\$7,795.99					

2024 CASH FLOW STATEMENT SUMMARY

BEGINNING BALANCE 1/1/24	\$24,199.48
TOTAL DEPOSITS 2024	+ 117.52
CASH ON HAND	\$ 24,317.00
EXPENSES CK#2062, 2063, 2065-2070, 2072-2105 & ACH	<u>\$(16,521.01)</u>
ENDING BALANCE 01/08/25	\$ 7,795.99
 OUTSTANDING CHECKS	
#2071 COLVIN 3/27/24 (confirmed VOID per C. Rouleau 4/23/25)	\$ (200.00)
	\$ 7,595.99

PREPARED BY CATHY ROULEAU 1/1/24 -9/1/2024
MEGAN JULIN 9/8/24-1/8/25

ST. LOUIS COUNTY ASSOCIATION OF TOWNSHIPS
NEXT MEETING: SEPT. 25, 2024 6:30 PM COTTON COMMUNITY CENTER
SPEAKERS TO DATE: ELECTION CANDIDATES; PAUL BRINKMAN, NORTHEAST SERVICE CO-OP
LORRIE JANATOPOULOS House Dist 7B; CAL WARWAS House Dist 7B
2024 ANNUAL MEETING OF MAY 22, 2024

Call Meeting to Order: President Jim Aird called the meeting to order at 6pm; Cotton Community Center, with 75 Township Officers and guests in attendance. The Pledge of Allegiance was recited by all in attendance.

Speakers – Guests Senator Farnsworth, Rep. Natalie Zelesnikar, and Rep. Roger Skraba. Thank you from SLCAT for being in attendance and sharing the latest from the MN legislative branch including School Resource Officers, first responders bill; Omnibus Gun bill; Transportation Bill; no hearing on a bonding bill. **DON'T FORGET TO VOTE FOR THE PRIMARY AND THE GENERAL ELECTIONS.**

Mark Bakk, Lake Country Power will speak after dinner is served. Keith Nelson – the legislative members need to work and get together on non-partisan issues (as in county or township issues). Regarding the liquor licensing (not including the township approval) – the township does not play a real role in regulating the number of liquor establishments nor resolutions for same. MAT District 10 Director: Kevin announced there will be an L & R Committee meeting in the fall of 2024. Dist. 10 meeting will be on Aug. 29th at 5:30 pm, Grand Lake Town Hall.

Minutes: Cathy emailed the May 24, 2023 Annual Meeting Minutes to all township clerks and interested persons. A motion was made by Cathi Hiveley and seconded by Jim Fisher to approve the minutes as printed. Motion approved.

Treasurer's Report: Cathy read the following cash flow statement for Fiscal Year 2023:

Beginning Balance 1/1/2023	\$20671.61
Deposits (12)	<u>+\$53278.00</u>
Cash on Hand	\$73949.61
Expenses #2013-#2061& ACH	<u>-49750.13</u>
Ending Balance 12/31/2023	\$24199.48

The ledgers were audited by Jim Fisher, Ron Gajewski, Scoot Welsh, and Bob Hirsch on 4/24/24. The books and bank statements were found to be in good order. A motion was made by Cindy Brown and seconded by Sandi Nelson to approve the audit as performed. Motion carried.

Resolutions – None

Old Business: Election of Officers – April 2024 Slate of Officers: President Jim Aird; Vice President Jim Fisher; *Secretary/Treasurer (Cathy Rouleau was nominated in April. Cathy is no longer with Beatty Township and does not qualify as a SLCAT Officer – Cathy withdrew her name from office).* *Open Nominations for Secretary/Treasurer. A motion was made by Jill Clark and seconded by Kevin Cornick to nominate Megan Julin as Secretary/Treasurer. Any other nominations (x2). Nomination of Megan Julin passed. There being no other nominations a motion was made by Cal Warwas and seconded by Jill Clark to close nominations and cast a white ballot for SLCAT Officers as listed above. Motion carried. Cathy Rouleau will make the arrangements to have Megan Julin, Jim Fisher and Cathy Rouleau (Sec/Treas assistant) be included on the bank account and to remove Sandi Nelson's name from same.*

Dist. 4 Philip Lobb – Dist. 5 Scott Welsh, Dist 6. – Megan Julin requested to remove her name as District 6 Director. Approved. Any other nominations for a township officer to be the SLC District 6 Director? A motion was made by Cindy Brown and seconded by Sandi Nelson to nominate Beth Caple. Any other nominations (x2). Motion approved. Dist. 7 Megan Deslongchamps; North at Large Director Jim Hofsommer; South at Large Director Cindy Moe; any other nominations for directors (x2). A motion was made by Earl Grano and seconded by Rory Kirk to close nominations and cast a white ballot for the above listed SLCAT District and at Large Directors. Motion carried.

June 9th, 2025

Breitung Township
33 First Ave. – PO BOX 56
Soudan, MN 55782
218-753-6020
clerk@breitungtownship.com

Dear Breitung Township,

My name is Jeremiah Johnson and I am the program director of the BEST Youth Baseball Club and we are reaching out for financial sponsorship for the 2025 season.

BEST Youth Baseball represents the communities of Babbitt, Embarrass, Soudan, and Tower.

Our program is parent led and funded by our concessions. BEST Baseball is a free program. Bats, helmets, uniforms, and catchers gear are provided by us. This support is critical to help our organization not price out families.

Sponsorships and donations help us budget for many expenses throughout the season, including:

- Purchasing equipment and uniforms
- Field and facility maintenance
- Paying our local umpires

As we build our program and league, we have some much-needed field improvements to make, including:

- Baseball field fence topper – estimate cost \$1,200
- Batting cages
- New signage
- Fencing and portable mound for our north field

There are a few benefits of making a donation to our organization:

- Field signage opportunities at the Josh Mathson and art Lamma Memorial Field
- Recognition on our social media platform
- Building a stronger community

We are a 501(c)(3) organization and your donation is tax deductible.

You can donate by mailing a check to:

BEST Youth Baseball
P.O. BOX 126
Embarrass, MN 55732

Please don't hesitate to contact me directly if you have questions or if I can ever help with anything.

We appreciate your support – GO GOLDEN KNIGHTS!!!

Sincerely,

Jeremiah Johnson

Jeremiah Johnson
BEST Youth Baseball Club
P.O. BOX 126
Embarrass, MN 55732
bestyouthbaseball@gmail.com

Jun 4, 2025

Vermilion Housing Corporation invites you to a community, public and tenant meeting with guest speaker from Minnesota Housing Partnership on **June 19, 2025, at 1:00 pm at the Herb Lamppa Civic Center 404 Pine St Tower, MN 55790.**

The President of the Vermilion Housing Corporation, Tim Tomsich, will present information regarding the grant application process for the renovation of apartment buildings located in Tower and Soudan.

Your active participation is highly valued and considered an integral component of this initiative. We encourage you to note the date and time on your calendar and make plans to attend our upcoming sessions.

A follow-up community/tenant meeting is scheduled for **June 23rd, 2025, at 6:00 PM and will be held virtually.** To receive an invitation with the meeting link, please provide your email address during the first meeting.

The final meeting will be held on **June 26, 2025, at 1:00 pm at the Herb Lamppa Civic Center 404 Pine St Tower, MN 55790.**

Respectfully,

Vermilion Housing Corporation appreciates your time and hopes you'll attend the meetings.



BREITUNG POLICE DEPARTMENT

SERVING BREITUNG TOWNSHIP, THE TOWN OF SOUDAN, AND THE CITY OF TOWER

PHONE: (218) 753-6660
FAX: (218) 753-2407

41 1ST AVE • P.O. BOX 6
SOUDAN MN 55782

DANIEL REING
CHIEF OF POLICE

May 2025 Police Report

Calls for Service (ICRs) 135

Citations 10

- 1 adult male citation for Driving After Revocation (DAR)
- 1 adult male citation for Speed (70/50)
- 1 adult male citation for Driving After Revocation (DAR)
- 1 adult female citation for Expired Tabs
- 1 adult female citation for Speed (77/55)
- 1 adult female citation for Speed (80/60)
- 1 juvenile female citation for No Seat Belt
- 1 adult female citation for No Seat Belt
- 1 adult male citation for No Seat Belt
- 1 adult female citation for No Seat Belt

Arrests 1

- 1 adult female arrested for Probation Violation

Investigation 1

- 1 adult male charged with Gross Misdemeanor Theft from Building



BREITUNG POLICE DEPARTMENT

SERVING BREITUNG TOWNSHIP, THE TOWN OF SOUDAN, AND THE CITY OF TOWER

PHONE: (218) 753-6660

41 1ST AVE • P.O. BOX 6

DANIEL REING

FAX: (218) 753-2407

SOUDAN MN 55782

CHIEF OF POLICE

May was a busy month. We had the most calls for the month of May in several years. The weather warmed and our seasonal residents are coming back. There were several complaints of speed in the area. We have been actively enforcing speeds, especially between Soudan and Tower. Blight is also starting to become a problem on a few properties in Soudan proper.

Our department also assisted with investigating burglaries and thefts in the area. The suspect(s) have been apprehended and charged in both instances.

Our department participated in the annual Kids, Cops, and Cars located in Hibbing this year. The attendees always enjoy looking at police equipment and visiting with different Officers.

I also worked TZD seatbelt enforcement shifts for the month of May. Please wear your seatbelt. It is not only the law; it truly does save your life!

Summer is coming soon; the weather is warming. Get out and enjoy the outdoors. Fall will be here before we know it.

Daniel Reing

Breitung Fire & Rescue
Box 337
33 1st Ave.
Soudan, Mn. 55782

May 2025 Fire Dept Report

Our regular monthly fire department meeting was held on 5/14/2025.

This month's training consisted of Fire Boat Operations which included Cleaning, launching and running all equipment on our boat.

For the month of May we responded to thirteen calls for service which included the following: Brush Pile fire, Fire in Kuglar which was cancelled prior to our arrival, Structure Fire, Vehicle Fire, Medical/Rescue on Lake Vermilion, Smell of smoke in the Vermilion Park, Lift Assist, Three Powerline Fires, Vehicle Extraction, Boat Rescue on Vermilion, and a vehicle accident.

June Road and Bridge report

Preparing baseball field and hosting ball games

Added agri-lime to field and other maintenance on buildings and field

Usual mowing and trimming

Grading and maintenance of roads

Bo Zupetz has sprayed for bugs at McKinley park and ball field

Schweiss lawn service has sprayed for weeds at McKinley park

Tree removal and brushing

Youth workers painting curbs, crosswalks, handicap signs, etc...

Building kiosk at McKinley park with managers assistance

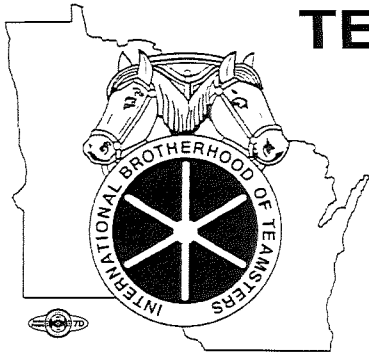
Flood Update

06/17/2025

- Received payments to date: \$48,684.26
- Anticipating additional payments of \$90,167.49 in repair & mitigation costs for the following roads:
 - Puncher Point Road
 - McKinley Park Acres Road
 - Echo Point Road
 - Mallard Drive
 - Junction Road
- I have been in contact on a weekly basis with the Mitigation Representative as well as our Program Administrator for the FEMA Grants; the above roads are currently in Environmental Review, I am hopeful that they will be obligated for payment in the next few weeks as all details have been communicated to FEMA.
- Junction Road had repairs of \$12,100.35 and mitigation cost of \$23,044.97. FEMA will only provide a mitigation cost match of whatever the repair in kind cost was for that particular road, therefore only \$12,100.35 will be received for the mitigation costs.
- Anticipating payment of \$8,963.78 for Stuntz Bay Road repairs is currently obligated, the township has the option to do \$8,963.78 worth of mitigation as well. Repairs & mitigation need to be completed within 18 months of the event (June 18, 2024) so the repairs need to happen this summer in order to be covered.

Respectfully,

Amber Zak, Clerk



TEAMSTERS GENERAL LOCAL UNION NO. 346

Affiliated with the International Brotherhood of Teamsters

2802 West First Street • Duluth, MN 55806
218/628-1034 • Fax 218/628-0246
Email: local@teamsters346.com

Mailing Address
P.O. Box 16208
Duluth, MN 55816-0208

Trustees

JARED HOVI
TONY ROSSI
AARON RESBERG

ZAK RADZAK
Secretary • Treasurer

May 15, 2025

SENT VIA CERTIFIED AND ELECTRONIC MAIL

JEFF OVESON
President
LES KUNDO
Vice President
CHAD WARD
Recording Secretary
PHIL PELISKA
Business Agent

Breitung Township
PO Box 56
Soudan MN 55782
Email Address: clerk@breitungtownship.org

Re: Contract Opening


To Whom It May Concern:

This is to notify you that Teamsters General Local Union No. 346 does hereby open the Working Agreement in effect between said Union and your Company, for the purpose of negotiating modifications in wage rates, pensions, health and welfare, vacations, and so forth.

This notice complies with said Agreement and modifications agreed upon are to be effective January 1, 2026.

Please notify the Union who will be your representative for the purpose of negotiating the modifications.

Very truly yours,
TEAMSTERS GENERAL LOCAL UNION NO. 346


Zak Radzak
Secretary-Treasurer
ZR:jl

Certified Mail R/R/R #7022 1670 0002 0353 3269

Dictated but not read.

Buy American

RESOLUTION 2025-14
BREITUNG TOWNSHIP of St. Louis County, MN
**Resolution Committing to and Supporting The Vermilion Housing
Corporation Housing Rehabilitation**

STATE OF MINNESOTA
COUNTY OF ST. LOUIS
TOWNSHIP OF BREITUNG

A RESOLUTION COMMITTING TO AND SUPPORTING THE VERMILION
HOUSING CORPORATION HOUSING REHABILITATION

WHEREAS, The Vermilion Housing Corporation has requested a one-time payment of \$10,000 for the rehabilitation of affordable housing units located in Tower and Soudan, Minnesota; and

WHEREAS, The Township of Breitung desires to fund and support the affordable housing rehabilitation project with a \$10,000 contribution;

NOW BE IT RESOLVED, that the authorizing authority of the Township of Breitung does adopt this resolution.

Upon vote taken, the following voted:

For:

Against:

Absent:

WHEREUPON, said Resolution NO. 2025-14 was declared duly passed and adopted this 17th day of June, 2025.

Matthew Tichel – Chairman

Amber Zak - Clerk

Jorgine Gornick
PO Box 296
Soudan, MN 55782

June 2025

Breitung Township
PO Box 56
Soudan MN 55782

RE: Water and Sewer Department Water Manager

Board Members:

Please let this letter serve as a request to apply for the position of Water Department Manager as soon as possible.

Thank you.


Jorgine Gornick

Records Retention and Filing System for Townships

<i>Description</i>	<i>Location</i>	<i>Retention</i>	<i>Archive</i>
ADDRESSES			
General	File, Rolodex, pc	Optional	N
911 Address list	File	Until superseded	N
Suppliers	File, Rolodex, pc	Optional	N
ADVERTISEMENT			
General	Storage boxes	Until superseded	N
Info/Correspondence	File	3 year	N
AFFIDAVITS			
Posting	File	6 year	N
Publishing	File	6 year	N
AGENDAS			
	File	6 year	N
ANNEXATION			
	File	3 year/Permanent	N
ANNUAL REPORTS			
(subdivide as needed)	File	Permanent	Y
ANTIRECESSION			
Federal information	File	3 year	N
Federal reports	File	Permanent	N
APPOINTMENTS (Officers, Employees)			
Appointment of Commissions	File	Life of Appoint.	N
Appointment of Deputy Clerk	File	Life of Appoint.	N
Appointment of Deputy Treasurer	File	Life of Appoint.	N
Appointment of Fire Wardens	File	Life of Appoint.	N
Oaths/Bonds of Officers	File	10 year after term	N
Officers Acceptance/Resignations	File	10 year after term	N
Vacancies	File	6 year	N
ASSESSOR (see Board of Review)			
ATTORNEY			
Correspondence	File	Optional	N
Opinions	File	Until superseded	N
AUDIT			
Annual Report	In books	Permanent	Y
Audit Report (Town Reporting Form)	File	Permanent	Y
Audit Lists			
Revenues	File	Permanent	Y
Disbursements	File	Permanent	Y
Journal Entries	File	Permanent	Y
Federal Revenue Sharing Reports	File	Permanent	N
Outstanding Indebtedness	File	Permanent	N

Description	Location	Retention	Archive
AWAIR			
Employees Manual	File	Until superseded, then 6 yr	N
Manual	File	Until superseded, then 6 yr	N
BICENTENNIAL	File	P if historical	N
BOARD OF HEALTH			
Clean Indoor Act	File	Until superseded	N
Complaints, reports	File	10 year	N
Correspondence	File	3/P	N
Emergency Service	File	Permanent	N
Groundwater/wells	File	Until superseded	N
Outdoor Restrooms	File	Until superseded	N
Public Diseases Health Problems	File	Permanent	N
Regulations	File	Until superseded	N
Sewage Water Quality	File	Until superseded	N
BOARD OF REVIEW			
Assessor	File	Life of appointment	N
Board of Review Minutes	File/Book	Permanent	Y
Petitions - Valuations	File	6 year	N
Petition Determination Letters	File	6 year	N
Postings, Notices	File	6 year	N
Project files, Special Assessments	File	Permanent	N
Special Assessment Approvals	File	Permanent	N
Special Benefit Valuations	File	Permanent	N
BONDS			
Clerk/Treasurer Bonds	File (appt)	10 year	N
Performance Bonds	File (contracts)	6 year after completion	N
Permit Bonds	File	6 year after completion	N
CASH CONTROL			
Monthly Cash Control	File, book	6 year	N
CEMETERY			
Book of Internment	Clerk's Office	Permanent	Y
Burial Records	Fireproof File Archive	Permanent	Y
Cemetery deeds	Fireproof File Archive	Permanent	Y
Lots sales journal	File	Permanent	Y
Maps	Internment book	Permanent	Y
Receipts	File	6 year, if duplicated	N
Report of Grave Openings, and Body Transfers	Internment book	Permanent	Y
Sextant book, maps	Sextants home	Permanent	Y
CENSUS			
Local census data	File	Permanent	N
CONTRACTS/QUOTES			
Bids, specifications	File	6 year after completion	N
Bids (services)			
Accepted			
Rejected	File	6 year after completion	N
Bids (supplies)			
Accepted			
Denied	File	6 year after completion	N
Contracts	Fireproof file	6 year after completion	N
(note: labor contracts are permanent)			

<i>Description</i>	<i>Location</i>	<i>Retention</i>	<i>Archive</i>
CORRESPONDENCE			
Historical	File	Permanent	Y
Other subs optional	File	3 year minimum	N
COUNTY			
Correspondence In	File	3 year/optional	N
Correspondence Out	File	3 year/optional	N
DEVELOPMENT			
Business	File	3 year/Permanent	N/Y
Correspondence	File	3 year minimum	N/Y
Economic	File	3 year/Permanent	N/Y
General Information	File	Until superseded	N
Local	File	Permanent	Y
Regional	File	3 year	N
Rural	File	3 year	N
ELECTIONS			
Absentee Ballot Applications	File	22 months	N
Absentee Ballot Materials	Box	Until used	N
Affidavits of Candidacy	File	22 months	N
Affidavits of Publication	File	22 months	N
Accessibility Survey (handicap)	File	Until superseded	N
Certificates of Election	File	22 months	N
Declaration of Candidacy	File	22 months	N
Election Board of Canvass minutes	Book/file	22 months	N
Financial Reporting (campaign)	File	22 months	N
Flag Certificates	File	22 months	N
Instructions/Manuals	Shelves	Until superseded	N
Judges Oath	File	22 months	N
Judges Roster (eligible judges)	File	Until superseded	N
Judges Training Record	File	Until superseded	N
Nominating Petitions	File	22 months	N
Poll Books	Archives	Permanent	Y
Poll Lists	County Auditor	Until superseded	N
Precinct books	County Auditor	22 months	N
Precinct Map/Finder	File	Permanent	Y
Receipts from Clerk	File	22 months	N
Return Reports	File	22 months	N
Special Votes	File	22 months	N
Spoiled Ballots	File	22 months	N
Summary Statements	File	22 months	N
Supplies	Box	Until superseded	N
Tally Ballots	File	22 months	N
Unvoted Ballots	File	22 months	N
Voted Ballots	File	22 months	N
Voting Certificates	File	22 months	N
Voter Registration Cards	File/Box	Until used	N

<i>Description</i>	<i>Location</i>	<i>Retention</i>	<i>Archive</i>
EMPLOYEES			
Affidavit - job	File	3 year	N
Applications - blank	File	Until used	N
Applications - job	File	1 year	N
(note: may wish to put into hired employees individual file after 1 year)			
Applicants List	File	2 year/optional	N
AWAIR - employee accident (200)	File	5 year/Permanent	N
Exposure records	File	30 year after retirement	N
Medical records	File	30 year after retirement	N
Training (safety)	File	5 year minimum	N
Dept. Rules - Policies	File	Until superseded	N
Education, test results	File	2 year/optional	N
Employee Manuals	File/Shelves	Until superseded	N
Employee Suggestion Forms	File	2 year	N
Equal Opportunity Act	File	3 year/until superseded	N
Affirmative Action	File	Permanent	N
First Report of Injury	File	7 year	N
Individual Files	File	5 years in active/then to storage box	N
Information	File	Until superseded	N
Insurance - worker's comp	Fireproof File	Until expiration	N
Job descriptions	File	Until superseded	N
Laws Governing	File	Until superseded	N
Mileage Reimbursement Forms	File	6 year	N
New Hire Forms	File	Until superseded	N
Pay Equity	File	6 year	N
Pension			
DCP	File	Permanent	N
Past service	File	Permanent	N
PERA	File	Permanent	N
Annual Report	File	1 year	N
Benefits	File	Until superseded	N
Correspondence	File	3 year minimum	N
Employer News	File	3 year	N
Enrollment Forms	File	Permanent	N
General News	File	1 year	N
Membership numbers	File	Permanent	N
Payroll List/Abstract	File	Permanent	N
Reports	File	Permanent	N
Report Requirement	File	Until superseded	N
Stipulation Forms	File	Permanent	N
Statutes	File	Until superseded	N
Salaries - Assessor	File	6 year after retirement	N
Salaries - Township Officers	File	6 year after term	N
Time Sheets	File	6 year	N
Unemployment	File	6 year	N
Claims	File	6 year	N
Correspondence	File	6 year	N
Forms	File	6 year	N
Reports	File	6 year	N
Worker's Comp Report	File	6 year	N
Work Programs (grants)	File	6 year following program	N
(note: if no Police file, add Community Service Workers, and STS crews)			

<i>Description</i>	<i>Location</i>	<i>Retention</i>	<i>Archive</i>
FARM			
Cash Rental Forms	File	10 year	N
Correspondence	File	3 year minimum	N
Soil Farming	File	3 year/Permanent	N
FENCE VIEWING			
Court Case Records	File	Permanent	N
Expense of Fence Application Certificate	File	Permanent	N
Fence Viewing Notice	File	Permanent	N
Fence Viewing Determination	File	Permanent	N
Partition Fences Agreement	File	Permanent	N
Complaints Literature	File	Until superseded	N
FILING/RECORDS			
Filing System (list-key)	File	Until superseded	N
Forms	File	6 year	N
Information	File	Until superseded	N
Records Destruction	File	10 year	N
Record Retention	File	Until superseded	N
FINANCIAL/ACCOUNTING			
Account List (key)	File	Until superseded	N
Acct. Receivable Billings	File	6 year	N
Acct. Receivable Journals	File	6 year	N
Acct. Receivable Ledgers	File	6 year	N
Acct. Payable Journals	File	6 year	N
Acct. Payable Ledgers	File	6 year	N
Annual Statements	File	Permanent	Y
Antirecession (federal)	File	10 year following program	N
Audit Report (state)	File	Permanent	Y
Bank Statement - treasurer	Treasurer File	6 year	N
Billing Statements	Box by year	6 year	N
Budget			
Adopted	File	Permanent	Y
Proposed	File	Optional	N
Canceled Checks	Treasurer File	6 year	N
Cash Receipts Analysis	File	6 year	N
Certificate of Indebtedness	File	Permanent	Y
Check Stubs	Treasurer File	6 year	N
Claims/Vouchers	Box by year	6 year	N
Clerk's Receipts	File	6 year	N
Clerk's Register of Disbursement	File	Permanent	Y
Deposit Slips	Treasurer File	6 year	N
Equipment Inventory	File	6 year minimum	N
Federal Blank Forms	File	Until used	N
Federal Correspondence File	File	10 year	N
Federal Employment Forms	File	10 year	N
General Journal	Book/PC	Permanent	N
General Ledgers	Book/PC	Permanent	N
Interim Budget Reports	File/PC	2 year	N
Investment Worksheets	File	6 year	N

Description	Location	Retention	Archive
Levies			
Certified	Book/File	Permanent	Y
Correspondence to Co.	File	3 year	N
Correspondence from Co.	File	3 year	N
Information	File	Until superseded	N
Mill List	File	6 year	N
Proposed	File	10 year	N
Pd. Invoices/Claims Vouchers	Box by year	6 year	N
Purchase Orders	File	6 year	N
Rate Schedule	File	Until superseded	N
Receipts (copy)	Box	6 year	N
Receipts Ledger	File	6 year	N
Receipts Register	Book/PC	6 year	N
Revenue Sharing Records	File	6 year	N
Reports	See Audit		
Sales Tax Reports	File	10 year	N
Savings Account Records	Fireproof File	6 year	N
Tax Capacity Reports	File	10 year	N
Tax Numbers (fed/state)	File	Permanent	N
Time Sheets	Employee File	6 year	N
Treasurer's Annual Report	File	Permanent	Y
Treasurer's Receipts (original)	Box by year	6 year	N
Treasurer's Register of Disbursements	Treasurer File	Permanent	Y
Treasurer's Register of Receipts	Treasurer File	6 year	N
W-2 Forms	File	6 year	N
W-3 Transmittals	File	6 year	N
W-4 Forms (also in employee file)	File	5 year after employment	N
1099's	File	6 year	N
I-9's	File	6 year	N
FINANCIAL RECORD BOOKS			
Clerk's	Shelves/Archives	Permanent	Y
Treasurer's	Shelves/Archives	Permanent	Y
FIRE			
Information	File	Until superseded	N
Wardens	File	6 year after retirement	N
FIRE DEPARTMENT			
Budget	File	Permanent	Y
Contracts	File	6 year	N
Correspondence	File	3 year minimum	N
Fire Hall (historical data)	File	Permanent	Y
Fireman's Relief Association	File	Permanent	N
Maps	File	Until superseded	N
Publicity	File	Optional	Y
FORESTRY			
Land Management Plan	File	Until superseded	N
Synergist (Nat'l Forest Publication)	File	1 year	N
Tree Growth	File	3 year	N
FORMS			
Blank, Assorted	File/Box	Until used	N
Clerk's	File	6 year	N
GENERAL INFORMATION			
Correspondence	File	3 year minimum	N
Information	File	Until superseded	N

<i>Description</i>	<i>Location</i>	<i>Retention</i>	<i>Archive</i>
GRANTS			
Agreements	File	6 year following grant	N
Correspondence			
Housing			
Resource Information			
(note: subdivide by project file as necessary)			
HANDICAP ACCESSIBILITY			
ADA Act	File	Until superseded	N
Local Compliance	File	6 year minimum	N
HISTORY			
Correspondence In	File	3 year/Permanent	N/Y
Correspondence Out	File	3 year/Permanent	N/Y
Exhibits	File	10 year	N
General Information	File	Until superseded	N
Historic Buildings	File	Permanent	Y
History - Local	File	Permanent	Y
History - State	File	3 year minimum	N
History - National	File	3 year minimum	N
Historic Planning	File	Permanent	Y
Preservation Correspondence	File	Until superseded	N
Preservation Commission	File	Permanent	Y
Preservation Notes	File	10 year	N
Preservation Ordinances	Book/File	Permanent	Y
Rehabilitation Standards	File	Until superseded	N
Restoration	File	Permanent	Y
Training - Historic Preservation	File	6 year	N
INDEPENDENT CONTRACTORS			
Individual Files	File	6 year following project	N
Yearly Listings	File	6 year	N
INSURANCE			
Claims Register	File	Permanent	N
Errors & Omissions	Fireproof File	6 year	N
Fire, Wind, etc.	Fireproof File	6 year	N
General Liability	Fireproof File	6 year	N
Health Insurance	Fireproof File	6 year	N
Information	File	6 year	N
Life Insurance	Fireproof File	Permanent	N
Medical Claims	File	30 year after retirement	N
Policy Liability	Fireproof File	6 year	N
Receipts	File	6 year	N
Town Hall	Fireproof File	6 year	N
Worker's Comp	Fireproof File	6 year	N
LAWS			
Correspondence	File	3 year minimum	N
County	File	Until superseded	N
Gambling	File	Until superseded	N
Hazardous Buildings	File	Until superseded	N
Optional Forms of Government	File	Until superseded	N
Parliamentary Procedure	File	Until superseded	N

Description	Location	Retention	Archive
Privacy Data	File	Until superseded	N
Individual	File	Permanent	Y
State	Book/File	Until superseded	N
House	File	3 year minimum	N
Senate	File	3 year minimum	N
Summary	File	3 year minimum	N
Township	File	Until superseded	N
Urban Powers	File	Until superseded	N
US Information	File	Until superseded	N
US Letters	File	3 year minimum	N
US Reports	File	1 year	N
LEADERSHIP			
Information	File	6 year	N
Training Notes	File	Optional	N
LEASES			
Hall Rental Agreements	File	6 year	N
Options	File	6 year	N
Policies - rental	File	Until superseded	N
Lease/purchase agreements	File	6 year after expiration	N
State Contracts	File	6 year following same	N
LIBRARY			
Correspondence	File	3 year minimum	N
System	File	Until superseded	N
MAPS			
Aerial	File	Permanent	N
Geological	File	Until superseded	N
911	File	Permanent	N
Plat Book	File	Permanent	N
Road Names	File	Permanent	Y
Zoning	File	Permanent	Y
MEETING			
Agenda (also see agendas)	File/Book	Permanent	Y
Annual Meeting	File/Book	Permanent	Y
Attendance Sheets	File/Book	Permanent	Y
Notices (also see Postings)	File	6 year	N
Originals	File	6 year	N
MINING			
Subdivide as needed	File	3 year	N
MINUTE BOOK			
	Fireproof file/archives	Permanent	Y
MINUTES			
Subdivide as needed	File	Permanent	Y
OATHS (see appointments)			
ORDINANCES			
	Book/Fireproof File	Permanent	Y

<i>Description</i>	<i>Location</i>	<i>Retention</i>	<i>Archive</i>
PAYROLL WITHHOLDING			
Federal Correspondence	File	10 year	N
Federal Deposit Coupons	File	10 year	N
Federal Qtr. Rpt. 941	File	10 year	N
MN Correspondence	File	10 year	N
MN Deposit Coupons	File	10 year	N
MN Withholding Report	File	10 year	N
Payroll Control	Book/File	6 year	N
Payroll Ledger	File	6 year	N
Payroll Registers	File/Book	Permanent	N
Payroll Summaries	Book/File	6 year	N
Monthly			
Quarterly			
Yearly			
Social Security Information	File	Until superseded	N
FICA	File	6 year	N
Medicare	File	6 year	N
Social Security Reports	File	10 year	N
I-9's, W-2's, W-4's, etc (see FINANCIAL/ACCT) also in individual employee files			
PERMITS AND LICENSES			
Beer License	File	6 year	N
Burning Permits	Fire Warden's Home	1 year	N
Cigarette License	File	6 year	N
Gambling License	File	6 year	N
Garbage Haulers License	File	6 year	N
PETITIONS			
Correspondence	File	6 year/Permanent	N
Road	Fireproof file/archives	Permanent	Y
PHOTOS			
Correspondence	File	3 year/Permanent	N/Y
Subdivide as desired	File/Box	Permanent	Y
PLANNING (Community Vision)			
Abstract Request	File	20 year	N
Affidavits of Publication	File	6 year	N
Amendments	File	Until superseded	N
Appraisals	File	20 year	N
Committee Minutes	File	Permanent	Y
Community Plan (vision)	File	Permanent	Y
Comprehensive Comm. Plan (zoning)	File	Permanent	Y
Easements	File	Permanent	N
Site Plans	File	Permanent	N
POLICE			
Community Service Workers	File	6 year	N
Correspondence	File	3 year minimum	N
Criminal Fines List	File	6 year	N
Equipment and Supplies	File	6 year	N
Incidence Reports	Police File	6 year	N
Laws Governing	File	Until superseded	N

Description	Location	Retention	Archive
Police Log Sheet (time cards)	File	6 year	N
Police Manuals	File	Until superseded	N
POST Board reimbursement	File	6 year	N
Squad Car records	File	6 year	N
STS Crews	File	6 year	N
Training Records	File	6 year	N
POLICY MANUAL			
Township Policy Manual	File	Until superseded	N
PUBLIC RELATIONS			
Correspondence	File	3 year minimum	N
PUBLICATIONS - POSTINGS			
Affidavit of Publication	File	6 year	N
Postings	File	6 year	N
Affidavit of Posting	File	6 year	N
PUBLICITY			
Current	File	3 year/optional	N
Historic	Box by year/scrapbook	Permanent	Y
PUBLIC WORKS			
Construction Blueprints	File	Permanent	N
Correspondence	File	3 year	N
Inspection Reports	File	5 year	N
Project Records	File	6 year	N
Shoreland Management	File	6 year	N
Soil/Water Conservation	File	Until superseded	N
Utilities	File		
Correspondence	File	3 year	N
Electricity	File	1 year	N
FCC Radio	File	6 year	N
Phone	File	6 year	N
Public Service Commission	File	Until superseded	N
Water Analysis	File	10 year	N
Wetland Conservation Act	File	Until superseded	N
RECREATION			
Commission minutes	File	Permanent	Y
Correspondence	File	3 year	N
Information	File	Until superseded	N
Parks	File	6 year/Permanent	N
Policies	File/book	Until superseded	N
Sports	File	3 year	N
Suppliers	File	Until superseded	N
Trails	File	6 year/Permanent	N
REGIONAL DEVELOPMENT COMMISSION			
Correspondence	File	3 year minimum	N
Information	File	Until superseded	N
RESOLUTIONS			
County	File	6 year	N
Local	Manual/File	6 year/Permanent	N

<i>Description</i>	<i>Location</i>	<i>Retention</i>	<i>Archive</i>
RESOURCE LIBRARY			
Scapbooks	Shelves	Permanent	Y
Slides	File/box	Permanent	N
Videos	File	Permanent	Y
ROADS			
Annual Reports	File	Permanent	Y
Applications - private	File	6 year	N
Bridges, information	File	Until superseded	N
Contracts - County	File	6 year	N
Contracts - Private (also see contracts, ind. contractors)	File	6 year	N
Correspondence	File	3 year	N
Culverts	File	3 year minimum	N
Grading Agreements	File	6 year after expiration	N
Gravel Hauled	File	10 year	N
Inspection Reports	File	10 year	N
Notices (see publications)	File	6 year	N
Petitions	File	Permanent	Y
Road Lists	File	Permanent	Y
Sanding	File	10 year	N
Signs			
Entrance	File	Permanent	N
Inventory	File	10 year	N
Suppliers	File	Until superseded	N
Snowplowing	File	6 year	N
Statutes	File/book	Until superseded	N
Supervisor's Reports	File	Permanent	Y
Survey Sheets	File	Permanent	Y
SCHOOL (Subdivide as needed)			
SOLID WASTE			
General Policies	File	Until superseded	N
Hazardous Waste	File	Until superseded	N
Recycling	File	6 year	N
Refuse Handling	File	6 year	N
Tipping fees, etc.	File	Until superseded	N
STATIONARY			
Reorder forms	File	Until superseded	N
SURPLUS			
Newsletter	File	1 year	N
Property	File	Until superseded	N
SURVEYS			
Local (Subdivide as desired)	File/box	6-10 year	N
TAXES			
Correspondence	File	3-6 year	N
County Information	File	Until superseded	N
Information	File	Until superseded	N
Local Government Aid	File	6 year	N
Notices	File	6 year	N
Notices - penalties	File	6 year	N

Description	Location	Retention	Archive
Tax Clearance Certificate	File	6 year	N
Tax Forfeit Lands	File	6 year	N
TOURISM			
(Subdivide as desired)			
TOWN PROPERTY			
Deeds	Fireproof file	Permanent	N
Equipment Inventory	File	10 year	N
Grader	File	Until superseded	N
Mowers	File	Until superseded	N
Office Equipment	File	Until superseded	N
Pickup	File	Until superseded	N
Pole Bard	File	Until superseded	N
Real Estate - Twp owned	Fireproof file	Permanent	N
Vehicle Licenses	File	6 year	N
TOWNSHIP HALL			
Blueprints (see Town Property)			
Correspondence	File	3 year	N
Construction	File	Permanent	Y
Heating Cooling	File	Until superseded	N
Inventory	File	10 year	N
Kitchen monitor	File	Until superseded	N
Land (see Town Property)			
Policies	File	Until superseded	N
Rates	File	Until superseded	N
Rental Agreements (see leases)			
Septic	File	Until superseded	N
Water Analysis (see Brd of Health)			
TOWNSHIP (MAT)			
Continuing Education	File	3 year	N
County Association Minutes	File	5 year	N
Dues and Subscriptions	File	6 year	N
Legislation	File	Until superseded	N
Memberships	File	Until superseded	N
News			
Local	File	3 year/Permanent	N/Y
State	File	3 year	N
National	File	3 year	N
Officer Lists - County	File	1 year	N
Officer Recognition	File	Permanent	N
Officer Training	File	6 year after office	N
State Assn Correspondence	File	3 year minimum	N
State Assn Insurance Information	File	Until superseded	N
State Assn Bylaws	File	Until superseded	N
TOWNSHIP SEAL	Clerk's Desk	Until superseded	N
TRUST FOR PUBLIC LAND	File	Permanent	N
VITAL STATISTICS			
Birth/Death Records	Archives, copy in file	Permanent	Y
Correspondence	File	1 year	N
Marriage	Archives, copy in file	Permanent	Y
Photocopies of above	File	Permanent	N

Description	Location	Retention	Archive
VOLUNTEERS			
Recognition	File	10 year	N
WARRANTIES	Fireproof file	Until void	N
WEEDS			
Inspector's records	File	3 year	N
Meeting minutes	File	Permanent	N
Reports	File	10 year	N
ZONING			
Comprehensive Plan	File	Permanent	Y
Conditional Use Permits	File	6 year	N
Day Care - intent	File	6 year	N
Foster Care - intent	File	6 year	N
Maps - zoning	File	Until superseded	N
Ordinances - County	File	Permanent	N
Ordinances - Local	File	Permanent	N
Plat Books (see Maps)			
Variances	File	Permanent	N
Zoning Books/files	File	Permanent	N

NOTE: This is intended as a guide only. We realize that each township has categories that are unique to itself. Therefore, feel free to customize to your own needs.

clerk@breitungtownship.org

From: Bryce Pruszinske <bpruszinske@metrosales.com>
Sent: Wednesday, May 7, 2025 2:37 PM
To: clerk@breitungtownship.org
Subject: RE: Metro Sales Scanning
Attachments: Breitung Township_Scanning Quote & Agreement Form.pdf

Good afternoon Amber,

Attached is the quote based off of the pictures you sent me. Based on the size of the book and the rates we would charge at I am estimating the books that can be unbound to be roughly \$20. This is assuming there isn't many staples or prep work involved. The books would be charged at an hourly rate for scanning since we cant take them apart. We would scan them on a scanner that allows us to take pictures of the pages and that takes more time as we have to do page by page.

Let me know if you have any questions otherwise I will follow up in a couple of days!

Thank You,

Bryce Pruszinske

Document Services Production Coordinator

Main: 612.659.1303 | Direct: 612.798.1220

250 River Ridge Circle North Suite 100 | Burnsville, MN 55337

MSI METRO
SALES INC

An Employee-Owned Company

Confidentiality Note: This email may contain confidential and/or private information. If you received this email in error please delete

From: clerk@breitungtownship.org <clerk@breitungtownship.org>
Sent: Tuesday, May 6, 2025 11:10 AM
To: Bryce Pruszinske <bpruszinske@metrosales.com>
Subject: RE: Metro Sales Scanning

Good morning Bryce,

Attached are the photos of the minutes I have on hand that we would like to have digitized. Please let me know your quote for services as you are able.

Thank you,

Amber Zak

Clerk | Breitung Township

P.O. Box 56 | Soudan, MN 55782

218.753.6020

From: Bryce Pruszinske <bpruszinske@metrosales.com>

Sent: Friday, April 25, 2025 12:23 PM



Breitung Township

This Proposal and Scope of Work is entered into as of this day May 7, 2025, by and between Metro Sales, Inc., and Breitung Township. This Agreement is governed by the terms and conditions of the Metro Sales, Inc. Master Services Agreement located at MSI-MSA 2025 and you agree to be bound by its terms.

Scope of Project:

Client has approximately 8 Binders/Books containing certain materials of files.

The Files will be scanned in gray scale at 300 dpi. We will create multi-page PDF files. Metro will create a Master Directory that lists all charts in alphabetical order. All Files will be named per client's requirement. Any writing found on a folder itself will be scanned as part of the file contents.

The project will be completed at Metro's production facility located in Burnsville, MN. The facility is a non-retail, business-to-business production center. All staff involved in the project will be Metro Sales employees and they are bonded and insured. Each of us are bound by the confidentiality provisions of the MSA. We routinely handle highly confidential projects such as financial, legal, and medical records. You have the option to inspect and visit the Facility prior to and during the term of this Agreement by appointment. No part of this Agreement will be subcontracted to a third-party, with the exception of confidential shredding services (see shredding on next page).

Scanning services includes the following:

File prep: remove all staples, clips, post-it notes, bindings, copies, etc. to ready the documents for high-speed scanning. Scanning of the documents with blank sides omitted. On-line Quality Control to ensure no feeding issues or skewing issues, monitor image quality. Proper naming of the files per your preferences. Final quality control at the naming stage to ensure quality and no "blank back sides" images or other issues. Transfer results to digital storage appliance (flash drive). Monthly results are provided for inspection and up-load, including "chart requests" processed, if needed, during the project. All originals will be shredded **ONLY upon written approval**; therefore, no re-binding or clipping will be required. Client has the option to have original photographs saved and returned.

Based on the information you have shared with us we will offer the scanning services for:

***\$20 per book that can be unclipped and \$45 per hour for books that cannot be unclipped**

*Billing for services rendered will be handled with an un-bundled approach based on the following pricing:

\$0.04 per impression OCR included

\$17.50 per hour for file prep & re-prep

\$45.00 per hour for books being scanned and not taken apart

\$0.06 for copies needed

\$0.70 for naming and QC of each file created

\$50.00 Shipping boxes to MSI via Metro delivery truck services (per trip)

*Third party courier services fee will vary depending on charges accrued.

Shredding:

Metro Sales will hold the Files until completion of the project. Once the project is completed, Metro Sales can arrange for destruction of the Files if that is desired. Files will not be destroyed until a release authorizing the removal or destruction has been signed and submitted to Metro Sales. Your Files can be held for up to 3 months. There will be a storage fee of \$4.00 per box for boxes that have been completed and are awaiting shredding approval. The fee will become applicable one month after a request for shredding has been made. If a shredding approval has not been received after the four months, your originals will be sent back to you at your expense with no liability or financial obligation to Metro Sales Inc.

If shredding is needed, the cost for shredding scanned documents will be TBD. Shredding service can include a certificate of destruction upon request.

Flash Drive Storage

Images will be saved to a flash drive. Metro recommends uploading the data from the drive for testing and inspection purposes. **The cost of a flash drive required for data transfer is \$10.00 per drive + fee to deliver it.**

Natural Disaster Recovery Plan:

Metro Sales, Inc. is insured up to \$1,000,000.00 in the event your original documents are destroyed during a natural disaster.

Billing Method:

The quoted pricing reflects the pricing method to be used for the scanning project; it should not be considered a "not-to-exceed firm quote" for the project. Final billing will be based on the actual volume of work, actual number of impressions scanned, labor hours to prep, etc.

Approved by: _____ Title: _____ Date: _____

Thank you for the opportunity to quote this project.
If you should have any questions or comments, please feel free to contact me.

Bryce Pruszinske · 612-798-1220 · bpruszinske@metrosales.com

*Prices subject to change due to changing requirements of quote.
Pricing valid for 60 days*



ArcaSearch

Digital Archiving Services

Breitung Township

Digital Preservation of Commissioner Minutes & Annual
Meeting Minutes
Includes
Development of a Historical Digital Searchable Archive

Proposal #02102025P1V2

February 17, 2025

Prepared for:

Breitung Township

33 First Ave.

Soudan, MN 55782

Amber Zak

Clerk

218.753.6020

clerk@breitungtownship.org

OVERVIEW

ArcaSearch is pleased to be considered as a digital archiving and processing partner with Breitung Township. Enclosed you will find our response to your request for a proposal including project benefits, record group/product details, estimated timing, estimated costs, and agreement terms.

- Approximate Pages 2,045
- Date Range 1959 through 2025
- Page Size 9" x 11"; some as large as 9" x 12"
- Condition Good
- Bindery Bound, pinned, loose
- Page Capture RGB
- Page Resolution Web Optimized PDF-A Files & JPEG image files
- OCR Yes, of typed text
- File Format Web Optimized PDF-A Files & JPEG Thumbnail Images
- Delivery Single page and two-page spread
- Metadata Defined in product categories
- Work Location Materials to be digitized at ArcaSearch in St. Cloud

There will be no other metadata schema understanding than what is expressly stated within this proposal.

PRODUCT CATEGORIES**#1 – Breitung Township Commissioner Minutes**

- 1,795 Pages
- Date range – 1980 through 2025
- Page size – 9” x 11”
- Books – 7
- Bindery – Bound (1), pinned (6)
- Condition – Good
- OCR – Yes, of typed text
- Delivery – Single page and two-page spread
- Metadata – Book name, year, page number
- Site Access - Public, Premium, Private

#2 – Breitung Township Annual Meeting Minutes

- 250 Pages
- Date range – 1959 through 2024
- Page size – 9” x 12”
- Books – 2
- Bindery – Bound (1), pinned (1)
- Condition – Good
- OCR – Yes
- Delivery – Single page and two-page spread
- Metadata – Book name, year, page number
- Site Access - Public

ARCASEARCH DIGITAL ARCHIVING

As your digital archiving partner, we provide project management and will use ArcaSearch technology/personnel to:

- Digitize pages from provided materials
- Optimize PDF for viewing/searching within the Compass Eclipse Research System using patented technology
- Provide two complete sets of Web Optimized PDF-A Files and JPEG Thumbnail Images on external hardware upon receiving final payment for project

We look forward to working with **Breitung Township**. Below are a few items ArcaSearch will need to begin your project.

- Provide a detailed manifest of archive material (required to start your project)
- Notify ArcaSearch of any scheduling requirements
- Provide courier delivery to and from ArcaSearch for the original content

ESTIMATED TIMING

The following is a timeline for your planning purposes.

The scheduled start month will be determined after receipt of the signed contract, down payment, completion of the job plan (if applicable) signed by both parties. Any discrepancies will be resolved before the start of the project.

ArcaSearch anticipates the start date to be within 12 months from the receipt of down payment.

Please allow 4 months for project's completion.

COMPASS ECLIPSE RESEARCH SYSTEM

The core technology employed in the updated Compass Eclipse Research System has proven to be the single most cost-effective solution to historic-records management. The Compass Eclipse Research System is adapted to the specific requirements of each individual for the secure preservation and ready access of its document archives.

Your annual software subscription includes web-hosting of your archive digitized by ArcaSearch. With ArcaSearch hosting the archive, you will avoid capital equipment costs and minimize the impact on local network infrastructure and personnel. You simply need a connection to the Internet and a few basic system requirements.

System Requirements

PC: Windows 7 or newer, macOS, or Linux operating system recommended

PC: Chromium based browser (Google Chrome, Microsoft Edge, etc...)

Pop up blockers should be disabled for optimum viewing

Product Modules

A product is comprised of a single category of materials. The key to a user-friendly research application is to search and navigate information by product types, both separately and aggregated. The Compass Eclipse Research System will provide access to your archive that will satisfy the advanced researcher.

Digital Archive Hosting

With ArcaSearch hosting the archive, you are avoiding capital equipment costs and minimizing the impact on local network infrastructure and IT personnel. ArcaSearch ensures worry-free operation of the archive and will perform all maintenance and update actions. Your archive is protected from unauthorized access by your choice of security control: IP address registration, username/password or your own intranet protocols.

Technology Updates

Updates are crucial to maintaining a functional archival delivery system. Our cloud-based application assures that your service will operate properly when change comes.

Service Level

ArcaSearch maintains a 99.9 percent “up time” during business hours year-round for its hosted client services. Maintenance is performed during off-hours. In the unlikely event maintenance shut-down is required during regular business hours; the client will receive advance notice of the reason and expected duration. Unexpected service interruptions, historically are limited in duration and service is quickly restored. At these times, communication and coordination with our clients is of the utmost importance.

STANDARD FEATURES OF THE COMPASS ECLIPSE RESEARCH SYSTEM

Hosting your Research site at a secure location

ArcaSearch has elected to host your site link at the highly secure Level 3, Data Center building in downtown Minneapolis for security, service redundancy and to minimize downtime.

The Data Center building, its tenants, and its parking areas have exceptional security. Entry to the facility is controlled by on-site security and each door/floor is controlled through card-access entry.

- Multi-level physical access controls
- Personal verification with properly issued ID
- Card access entry with photo verification
- IP Video surveillance recorded and stored for 90 days, both inside and outside the facilities
- Man-trap entries
- Locked cabinets, cages, storage, and suites
- We have a Diverse Tier 1 backbone providers connected via diverse paths
- 100/1000 MB Fast Ethernet connections.
- On-net, Carrier neutral facility

The Data Center building is backed a N+2 HVAC system. They monitor environmental systems 24 hours a day, seven days a week.

- N+2 temperature and humidity with multiple segregated cooling zones environment
- Raised floors with automated moisture detectors under the floors
- Zoned smoke and heat detectors
- Dry-pipe, pre-action fire sprinkler systems
- Managed and monitored 24×7
- Professional quarterly maintenance
- Secure Protection of Data and Infrastructure – 24×7 Multi-Level Security

The Data Center building has redundant power systems (2 megawatt generator, transfer switch, UPS systems, battery plants, flexible power configurations). If any one component in the network or electrical system fails, a redundant system designed to carry the full load immediately takes control. Should the entire primary HVAC system fail, a secondary system designed to immediately handle the full capacity for cooling maintains the proper temperature in the data center.

- 110 volt, single phase
- 208 volt, single phase/three phase
- Diverse A/B electrical circuits
- Custom power
- Protection Power Plan” or “Variable Power Plan”
- 100% Power Availability
- Redundant power infrastructure
- Redundant backup battery systems
- Diesel-powered generators
- Weekly, rigorous system testing
- Professional quarterly maintenance
- Network Availability

Authentication & Access Options

We offer a broad selection of authentication features such as public and premium(private) access. Users can decide if they want a single option access to their research site or a tiered level access which separates access privileges to users.

This authentication process includes a multifaceted feature that includes username/password challenge and IP Filtering.

Username/Password

If specified to require username & password authentication, the research site will not be accessible until a user has entered valid credentials for access to the site

IP Filter

Login can be further restricted to specific IP addresses provided by the customer. This will restrict access to users who use the provided IP addresses. This can be combined with Username/Password authentication for increased security.

End User Technical Support

A service provided by ArcaSearch to work with technical questions and problems related to the Compass Eclipse Research System in its current configuration to end users. Technical Support does not include generic computer, software, or internet training or third-party users.

Phone and Email Support

Phone and email support are available Monday through Friday 8am – 4:30pm CST

Data Management and Storage

ArcaSearch will provide 2 forms of back-up hardware for storage and transfer of Web Optimized PDF-A Files and JPEG Thumbnail Images to be used as the final repository at client location. The hardware will remain the property of the client. Additional file back-ups are available. Price dependent on the request of files to be duplicated.

Antivirus Software

Antivirus software is run at the Data Center on the file storage servers.

TERMS AND CONDITIONS

Document Care

ArcaSearch will exercise great professional care in preserving and digitizing the documents of the Client, as ArcaSearch performs this project. Client will not hold ArcaSearch responsible for any damage sustained to original documents, aperture cards or microfilm, due to fire, water damage, natural disaster or *force majeure* while on premises of the Client. The parties acknowledge that some of the original documents are of such age as to have been torn from past handling, and brittle, so as to be subject to splits and tears upon handling. Client will not hold ArcaSearch responsible for any incidental damage in handling of the documents, except for any damage alleged to be caused by gross negligence of ArcaSearch employees.

Confidentiality

Subject to provisions of the Freedom of Information Act (5 U.S.C. § 552) and any conforming statutes of the state in which this Proposal is executed, the parties and their attorneys shall keep the specific terms, conditions and covenants of this Proposal confidential except:

- i. Where mutually agreed to in writing by the parties;
- ii. Where necessary to share such information with the parties' accountants or attorneys;
- iii. Where disclosure to a government entity is required; or
- iv. Where disclosure is ordered by a court of competent jurisdiction.

The parties and their attorneys shall not communicate with anyone associated with any media or publication entities concerning the terms of this Proposal. This confidentiality provision is a material term of this document, and its violation shall constitute a breach of this Proposal.

Content of Documents

Client shall be solely responsible for the content of documents to be duplicated, digitized, printed and/or preserved by ArcaSearch in the performance of this agreement. ArcaSearch will not be responsible for payment of any claims or damages alleging content of said documents or records to be defamatory, or to violate or infringe upon the rights of third parties.

Limitation of Liability

In recognition of the relative risks and benefits of this project, to both the Client and ArcaSearch, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of ArcaSearch to Client for any and all claims, losses, costs, damages of any nature whatsoever, or expenses related to any such claims or causes, including attorneys' fees and costs and expert witness fees and costs, so that the total aggregate liability of ArcaSearch to Client shall not exceed 75 percent of ArcaSearch total fee for services rendered on this project. It is intended that this limitation apply to any and all liability or cause of action, however asserted, alleged, pled or arising, unless otherwise prohibited by law.

Warranty

ArcaSearch warrants and represents that all products or deliverables specified and furnished by or through ArcaSearch under this agreement meet the completion criteria set forth in this agreement, and that services will be provided in a workmanlike manner in accordance with industry standards.

Termination

During the terms of this agreement for this archive project, both ArcaSearch and Client will have the right to terminate this agreement for cause with 30 days written notice. Terms giving either party just cause to terminate are as follows: If one of the parties does not adhere to the responsibilities set forth in this agreement, and/or if payment(s) has not been made in accordance with terms of this agreement. Client may also terminate without cause if funding becomes unavailable. In the event of termination, for this, or any other reason, resulting in an underage between the estimated Page count represented in this proposal and the actual page count, the difference will be priced at an adjusted rate of 70 percent of the per page rate used to determine the estimated project price in this proposal. (Estimated project price divided by the estimated page count equals per page rate) The decrease-allowance shall not be more 80 percent of the proposal total. Client will receive a prorated refund on the annual fee if the agreement is terminated prior to yearly renewal.

Terms and conditions may be updated annually.

PRICING

Project Estimating

In consultation with our clients, ArcaSearch experienced sales representatives and technicians make every effort to accurately estimate the number of documents and associated pages other items in the proposed digital archive. This estimate is one of the primary components in the overall proposal ArcaSearch presents to its customers. Final invoice will reflect the actual number of pages at the completion of this project. Additional pages over the estimated page count for this project will be priced at the per page rate of this project.

Single Page Definition: one side of a sheet of paper in a collection of sheets bound together, especially as a book, magazine, or newspaper.

Two-Page Definition: a pair of facing pages, typically the left and right pages in a publication like a book, magazine or newspaper. **Each side is a chargeable page.**

Payment Terms

ArcaSearch will invoice 50 percent of the project price upon receipt of this signed proposal and 25% after imaging is completed. Final payment of the project will be invoiced upon completion and final acceptance from the customer. Applicable local and federal tax will be applied in addition to proposal price. Failure to pay an invoice within 90 days of invoice date may result in access termination of your research site.

Oversized Documents and Inserts

Maximum page size for this proposal is 15 inches x 23 inches. Individual books containing separate oversized supporting documents or loosely oversized inserted pages other than what has already been identified in this proposal will be billed at rate of \$9.50 per page.

Additional Programming

Additional programming, beyond the scope of this proposal will be billed at \$225/hour with 1-hour minimum. ArcaSearch will do our best at providing clients the highest quality searchable page when digital pages have been provided to us to be added to our research site. We are not responsible for missing pages or naming errors on pages that are provided to us in a digital born format or paper to digital format.

By signing this agreement for **Proposal #02102025P1V2** the client is acknowledging the signatory below has read, understands and agrees to the terms presented in this document. No understanding exists other than those expressed in this agreement. This proposal is valid for 6 months from its issuance and supersedes all previous proposals or agreements.

PROJECT PRICE

- **Estimated Project Price: \$7,121**

Includes:

- Patented document creation process delivers the highest OCR accuracy possible, without sacrificing the visual integrity of the final PDF files
- Compass Eclipse Research Site build
- Two-step verification process for pages quality and accuracy
- Two complete copies of your archived files on external media
- Includes the first year of the Compass Eclipse Research System Annual Fee

ANNUAL FEE

- **Compass Eclipse Research System Annual fee for the Second Year: \$967**

Includes:

- A complete, integrated document digital archival and retrieval system
 - User friendly
 - Clipboard Feature
 - Fast Searching Capabilities
 - Maintained and updated
- Hosting your research site in a nationally recognized data center
- Diverse Authentication & Site Access Options
- Unlimited users
- End User Technical Support through site tutorials, email and phone
- Patented process delivers high quality pages at unprecedented speeds without sacrificing page quality or accuracy of OCR results

ACCEPTED BY:

Client: _____ Date: _____
Client Name- Signature

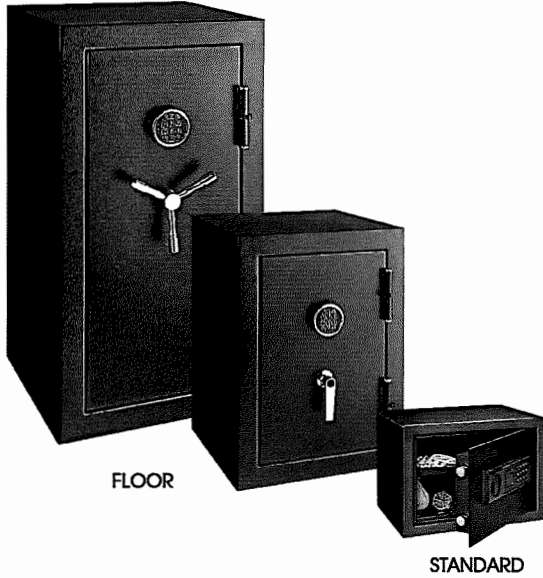
Client: _____ Date: _____
Client Name- Printed

For ArcaSearch: _____ Date: _____
ArcaSearch

CONTACT INFORMATION:

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chuck.miotke@arcasearch.com

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Customer Service Manager
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800.846.9433
tammy.hoekstra@arcasearch.com



DIGITAL SAFES

Secure cash, documents, jewelry and other valuables.

- For offices, shops and hotels.
- Heavy-gauge steel body and door.
- Fire rated at 1,400°F for 30 minutes.
- Keypad lock with key override.
- Mounting hardware included.
- **Standard Safe** - Secures to wall or floor. 2 locking bolts.
- **Floor Safe** - Larger size for office or receiving desk. Adjustable shelves.

DIGITAL SAFES

* Not fire rated

MODEL NO.	DESCRIPTION	OVERALL DIM. W x D x H	CUBIC FT.	WT. (LBS.)	PRICE EACH		ADD TO CART
					1	3+	
H-8937*	Standard	14 x 10 x 10"	0.6	21	\$125	\$120	1 <input type="button" value="ADD"/>
H-8938		15 x 13 x 12"	0.8	49	250	240	1 <input type="button" value="ADD"/>
H-8939	Floor	21 x 20 x 29"	4.0	165	645	625	1 <input type="button" value="ADD"/>
H-8940		21 x 23 x 40"	5.7	217	800	775	1 <input type="button" value="ADD"/>

■ SHIPS ASSEMBLED VIA MOTOR FREIGHT



What can we help you find?



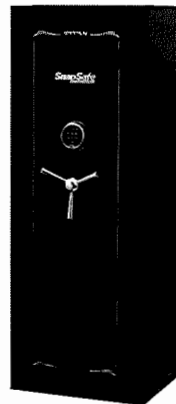
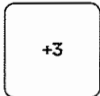
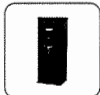
Shop All Mylow ^{New} Appliances Bathroom Building Supplies Flooring Lawn & Garden Lighting Outdoor Tools Plumbing Doors & Windows Sum

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SnapSafe 14.81-cu ft Fireproof Floor safe with Electronic/Keypad Lock

Item #1085152 | Model #75010

[Shop SnapSafe](#)

★ ★ ★ ★ ★ 5 ▾ 1

\$1,969^{.00}

\$1870.55 When you choose 5% savings on eligible purchases every day. [Learn How](#)

OR

\$110/mo Suggested payments with 18 month special financing. [Learn How](#)

Feedback

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SnapSafe 14.81-cu ft Fireproof Floor safe with Electronic/Keypad Lock **\$1,969.00**

[Shop SnapSafe](#) ★ ★ ★ ★ ★ 5 ▾ 1

96 Available

96 Available

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Add to Cart

MORE TO EXPLORE

Customers Also Viewed

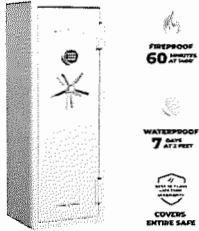
Customers Ultimately Bought

More like this item:

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Same Brand

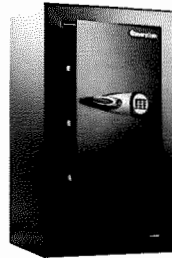
Similar Price



\$999.00

Sanctuary 6.41-cu ft Fireproof, Waterproof Executive security floor safe with Electronic/Keypad Lock

Add to Cart



\$1,140.07

★★★★☆ 57

SentrySafe 6-cu ft Safe box with Electronic/Keypad Lock

Add to Cart



\$1,003.31

★★★★☆ 1

Sanctuary 4.98-cu ft Fireproof, Waterproof Home safe with Electronic/Keypad Lock

Add to Cart



\$1,583.99

Barska 12.83-cu Keyed Lock

REGULARLY BOUGHT TOGETHER

All

Same Brand

Safe Accessories

Chest Safes

Key Blanks

Cash & Check Safes

Gun Safes

Vault Room Doors



\$441.13

SnapSafe 2-Gun Electronic/Keypad Lock Gun safe

Add to Cart

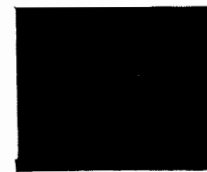


\$29.98

★★★★☆ 188

SentrySafe 0.18-cu ft Fire Resistant and Chest safe Box with Keyed Lock

Add to Cart



\$18.00

Tracker Safe 5-1/2 In. X 6-5/8 In. Elastic Two Magazine Holder For Gun Safe

Add to Cart



\$323.90

★★★★

AdirOffice Safe

SnapSafe 14.81-cu ft Fireproof Floor safe with Electronic/Keypad Lock ~~\$1,969.00~~ ARCHES

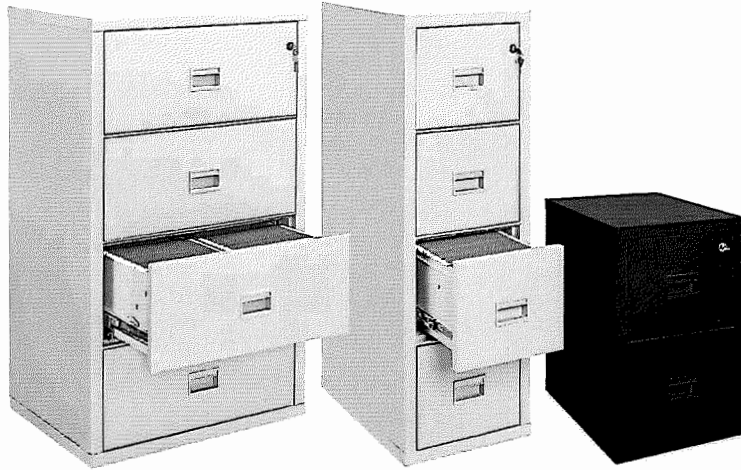
Shop SnapSafe ★★★★★ 5 1

SnapSafe Floor & Wall Safes

Residential Floor & Wall Safes

SnapSafe Vault Room Doors

Electronic/Keypad Gun Safes



FIRE-RESISTANT FILE CABINETS

FIREKING®

Total protection for critical business documents.

- UL Class 350 rated at 1,700°F for 1 hour.
- High-security lock resists picking and drilling. Lock all or select drawers with one key.
- Impact, explosion and water resistant.
- Gypsum insulated walls reinforced with 14-gauge welded steel wire.
- Accepts letter/legal hanging folders.

FIRE-RESISTANT FILE CABINETS – VERTICAL

Lt. Gray or Black

MODEL NO.	DESCRIPTION	NO. OF DRAWERS	DIMENSIONS W x D x H	WT. (LBS.)	PRICE EACH		ADD TO CART
					1	3+	
H-4805	Letter/	2	18 x 22 x 28"	251	\$1,270	\$1,240	Specify Color
H-4806	Legal	4	18 x 22 x 53"	435	2,075	2,025	Specify Color

FIRE-RESISTANT FILE CABINETS – LATERAL

Lt. Gray or Black

MODEL NO.	DESCRIPTION	NO. OF DRAWERS	DIMENSIONS W x D x H	WT. (LBS.)	PRICE EACH		ADD TO CART
					1	3+	
H-6940	Letter/ Legal	2	31 x 22 x 28"	456	\$3,150	\$3,050	Specify Color
H-6941		4	31 x 22 x 53"	794	4,600	4,500	Specify Color
H-7802			38 x 22 x 53"	907	5,150	5,050	Specify Color
H-8190			44 x 22 x 53"	1,019	5,950	5,850	Specify Color

SHIPS ASSEMBLED VIA MOTOR FREIGHT

Hi Matt, I'm the new president of the Stuntz Bay Association, and one of the ideas that came up at our meeting last month was to develop a web page for the Association and the Stuntz Bay historic district.

We were wondering if the township would allow us to have a page as part of the township site (it's really a nice page!), basically an add-on to the township website?

We would provide all of the content, it would start out as a description of the Stuntz Bay Association and the site and in the future we would like to add a link to be able to buy the yearly membership and parking pass.

Would you be willing to add this to the June 17 meeting agenda?

Thanks,

Tom Larson

763 568 9969