

Clinton Township
Regular Board Meeting

May 21, 2024

AGENDA

TOWN OF CLINTON REGULAR BOARD MEETING

May 21, 2024

Call meeting to order –

Prior months meeting minutes –

Treasurers Report/Financial Review –

Review and pay bills –

Visitor Input-

Correspondence –

Fire Department Report –

EMS/First Responders Report –

Recreation Board Report –

Community Building Report –

Roads and Bridge Report –

Old business –

New Business –

Public Comment-

Adjourn -

TOWN OF CLINTON REGULAR BOARD MEETING

April 16, 2024

The regular meeting of the Town of Clinton was called to order by Chairman Peter Ramfjord at 7:00 PM with Supervisor Robert Butler, Cal Warwas, Peter Ramfjord, Treasurer Elaine Santi, Fire Chief Jim Theodore, EMR Coordinator Kyle Tomczyk and Clerk Brian Mayry. All in attendance recited the Pledge of Allegiance.

The minutes of the last regular meeting were distributed by the Clerk. Supervisor Butler motioned to wave reading the minutes and accept the minutes as distributed, second by Chairman Ramfjord. Motion carried unanimously.

The Treasurer's Report was provided and read by Treasurer Santi. Supervisor Butler motioned to accept the financial report, second by Chairman Ramfjord and unanimously carried.

Chairman Ramfjord motioned to pay the submitted bills and claim forms. The motion was second by Supervisor Butler and prevailed unanimously.

Todd Lauer with the Clinton Volunteer Fire Department Relief Association was in attendance. Mr. Lauer informed the Township Board that the Membership of the relief association voted to increase the annual benefit of the Relief Association from \$1,200 to \$1,500. Supervisor Butler motioned that the annual benefit amount be raised to \$1,500. Motion second by Chairman Ramfjord and prevailed unanimously.

Fire Chief Theodore stated the Department responded to three department alarms. Chief Theodore is writing a grant for improved television for the fire hall. Chief Theodore requested approval to make firefighter Chad Greenly a department Captain. Turn out gear is expiring next fall and the department is looking at options to finance or acquire replacement gear. Chairman Ramfjord motioned that Chad Greenly be given fire department Captain status. Motion second by Supervisor Warwas and prevailed unanimously.

EMR Coordinator Kyle Tomczyk stated that the EMRs received eight alarms. Kyle stated that he is working on providing quarterly trainings options. Grant opportunities are being sought for training and supplies. Narcan is available for EMR use. MBFTE reimbursement is being sought for the Arrowhead Conference. After a brief discussion, Supervisor Butler motioned that Clinton Township EMRs receive \$30 per call payable quarterly. Motion second by Supervisor Warwas and prevailed unanimously.

Chairman Ramfjord is working with others on the baseball fields as they have grown in with weeds since last spring. Chairman Ramfjord noted that the community building floor has some concerning cracking that needs to be looked into further as well as a small potential roof leak. Chairman Ramfjord also noted that the township roads are in decent seasonal condition ready for the first grading. The Township Supervisors will inspect the township roads prior to the next regular meeting.

Chairman Ramfjord motioned that the meeting be adjourned until the next regular meeting on May 21, 2024, beginning at 6:00 PM. Supervisor Butler second and the meeting adjourned at 8:15 PM. at 7:50 PM.

Respectfully submitted,
Brian Mayry, Clerk

For the Period : 4/1/2024 To 4/30/2024

Name of Fund	Beginning Balance	APRIL		Ending Balance	Less Deposits In Transit	Plus Outstanding Checks	Total Per Bank Statement
		Total Receipts	Total Disbursed				
General Fund	\$514,101.90	\$37.17	\$8,347.22	\$505,791.85	\$0.00	\$8,608.02	\$514,399.87
Road and Bridge	(\$31,733.23)	\$0.00	\$1,894.40	(\$33,627.63)	\$0.00	\$1,894.40	(\$31,733.23)
Fire Department	(\$247,879.53)	\$5,527.50	\$5,198.41	(\$247,550.44)	\$0.00	\$3,008.34	(\$244,542.10)
Recreation Board	(\$30,606.38)	\$0.00	\$887.62	(\$31,494.00)	\$0.00	\$887.62	(\$30,606.38)
Community Building	(\$9,330.07)	\$1,075.00	\$1,624.56	(\$9,879.63)	\$0.00	\$200.00	(\$9,679.63)
EMS	(\$15,110.99)	\$0.00	\$1,356.19	(\$16,467.18)	\$0.00	\$960.00	(\$15,507.18)
FD Truck Fund	\$25,000.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$25,000.00
FD Capitol Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$204,441.70	\$6,639.67	\$19,308.40	\$191,772.97	\$0.00	\$15,558.38	\$207,331.35

Year to Date FUND Receipts, Disbursements, Investments 4/30/2024

As on 4/30/2024

Fund	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Investment Balance
General Fund	42,300.48	0.00	0.00	30,800.33	201.99	0.00	76,525.01
Road and Bridge	5,680.32	0.00	0.00	1,894.40	0.00	0.00	0.00
Recreation Board	0.00	0.00	0.00	1,911.00	0.00	0.00	0.00
Community Building	3,900.00	0.00	0.00	5,906.60	0.00	0.00	0.00
EMS	0.00	0.00	0.00	2,604.70	0.00	0.00	0.00
Fire Department	30,787.50	0.00	0.00	17,243.64	0.00	0.00	0.00
FD Truck Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FD Capitol Projects Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total :	82,668.30	0.00	0.00	60,360.67	201.99	0.00	76,525.01

Firefighter Background Check General Information



Criminal History Record Information requested under Minnesota Statute, section 299F.035 must follow these specific guidelines in order to be processed.

Information to include when submitting a request for a state criminal history background check:

- The consent form
- Payment of fifteen dollars (\$15.00), (checks are to be made payable to the Minnesota Bureau of Criminal Apprehension)
- A stamped, self-addressed envelope to the attention of the Fire Chief.

Information to include when submitting a request for a federal criminal history background check:

A federal criminal history background check is mandatory when the individual has not lived in Minnesota for five years. When submitting for both a state and federal check, please include

- The consent form
- Payment of \$18.25 (in addition to the \$15.00 fee listed above)
- A set of fingerprints on an FBI applicant fingerprint card. The applicant fingerprint card should be completed with the full name, date of birth, and identifying information of the firefighter. The OCA field must be completed with your "account" number (this number will be assigned at the time of your initial FBI request)
- Employer name and address should be the department that the response will be forwarded to when returned from the FBI. In the "Reason Fingerprinted" block please reference statute §299F.035.
- Your agency's ORI number. All Noncriminal Justice (NCJ) Public Agencies receiving federal criminal history information must enter into an agreement with the BCA and obtain a Federal Bureau of Investigation (FBI) assigned ORI. Please see ["Requirements to receive criminal history information for Noncriminal Justice Public Agencies"](#) on our website for more information about this process

Checking the Predatory Offender Registry

If you choose to conduct a check of the Predatory Offender Registry, include a signed Predatory Offender Registry consent form with your criminal history background check request. There is no additional fee for this service.

Where to send your request

Minnesota Bureau of Criminal Apprehension, MNJIS – CHA Unit
1430 Maryland Ave. E
St. Paul, MN 55106

Questions?

If you have any questions regarding the above outlined procedures or if you require assistance, you may contact the Criminal History Access Unit at (651) 793-2400.



Fire Department Criminal History Checks

Revised July, 2013

[Minnesota Statutes §299F.035](#) Fire departments must conduct a background check on all applicants for employment and may be conducted on current employees at a fire department. The fire chief must conduct a Minnesota criminal history record check. For applicants for employment who have lived in Minnesota for less than five years, or on the request of the fire chief, a national criminal history record check must also be conducted. A plan for providing this access was developed in January 1990 stipulating that record checks would be conducted by the Bureau of Criminal Apprehension. The original plan was later modified to permit easier access to Minnesota criminal history records. (See "Equivalent Background Checks" below.)

When Permitted

[Minnesota Statutes §364.021](#) prohibits a public employer from inquiring or considering the criminal record or history of an applicant for public employment until the applicant has been selected for an interview.

[Minnesota Statutes §299F.035](#) permits fire departments to access criminal history data on existing employees.

Procedures

In order to obtain a background check conducted the Bureau of Criminal Apprehension:

1. The hiring fire department must obtain a signed informed consent form from the prospective employee.
2. The fire department must submit the following to the Bureau of Criminal Apprehension, Criminal Justice Information Systems-CHA, 1430 Maryland Ave. E., St Paul, MN 55106:
 - The signed informed consent form for each job applicant being investigated
 - A stamped envelope with the address of the fire chief
 - A fifteen (\$15.00) Dollar payment for each background check requested, which may be in the form of a personal check, certified check, money order, city or county check, or a check from the fire department. The check may be for the entire amount, covering all applicants being investigated.
3. The Bureau of Criminal Apprehension will perform the background check by retrieving and reviewing data on background check crimes maintained in the CJIS computers. The bureau will notify the fire chief in writing of the results of the background check.
4. If the job applicant has resided in Minnesota for less than five years, or upon request of the fire chief, the bureau will also conduct a search of the national criminal records repository. To obtain a federal criminal record check, the fire chief must submit to the bureau:
 - A completed blue FBI applicant fingerprint card. In the fingerprint field entitled "Reason Fingerprinted" use the statute citation 299F.035.
 - A \$29.50 (\$28.00 for Volunteer) payment for each applicant being investigated. Checks for federal criminal history investigations should be made payable to the BCA. The check may be for the entire amount, covering all applicants being investigated.\
 - The FBI will return the record response to the bureau. The bureau will then forward (via US mail) the response to the agency that originally submitted the request.

Clinton Township
8907 Highway 37, PO Box 147
Iron, Minnesota 55751

Please provide copy of your driver's license.

Informed Consent for Criminal History Check

Date: _____

The following named individual has made application with this entity for employment:

Last Name of Applicant (please print): _____

First Name (please print): _____

Middle Name (full – please print) _____

Maiden, Alias or Former (please print): _____

Date of Birth: _____ Sex (M or F) _____

Social Security Number (optional): _____

Race (optional): _____

I authorize the Minnesota Bureau of Criminal Apprehension to disclose all criminal history record information to Clinton Township for the purposes of employment with this entity.

The expiration of this information shall be for a period no longer than one year from the date of my signature.

Signature of Applicant

Date

State of Minnesota
County of St. Louis

This instrument was acknowledged before me on
the _____ day of _____, 20__.

Notary Public

Seal

----- Forwarded message -----

From: **Thomas & Danyel Filipovich** <justkidding96@gmail.com>

Date: Mon, May 6, 2024, 12:38 PM

Subject: Part Time Summer Help

To: <clintontownshipmn@gmail.com>

Clinton Township Board,

My name is Jedidiah Filipovich. I'm writing to apply for the job opening of Part Time Summer Help.

My work experience includes:

- Summer Help at Clinton Town Hall
- Winter snow removal at the Clinton Town Hall and rink
- Part-time small engine/automotive mechanic
- I have worked on three nearby farms doing various labor and mechanical jobs.
- I am capable of mowing grass safely, clean and quickly while watching for bystanders and coworkers.

- I have reliable transportation to and from work.
- I will be courteous and professional in all that I do.
- I believe I will be able to perform any manual labor mentioned in your job description.
- I can take instruction and follow through.
- I will learn and follow township rules and guidelines if hired.
- I have a flexible schedule that will allow me to prioritize getting the job done in a timely manner.
- I can keep track of my hours on the job.
- I will wear appropriate apparel for the job and weather.
- I turned 16 years old on September 20, 2023

Thank you for your consideration,

Jed W. Filipovich

----- Forwarded message -----

From: **Thorin Warwas** <thorinwarwas@gmail.com>

Date: Mon, May 6, 2024, 10:02 AM

Subject: Summer job

To: <ClintonTownshipMN@gmail.com>, cal warwas <calwarwas@gmail.com>, Thorin Warwas <thorinwarwas@gmail.com>

Hello,

I am interested in working at the Town Hall for the summer season again.

Here are my qualifications:

- safety conscious
- punctual
- perseverance in my work
- good attitude
- fair attention to detail

I hope you will consider me for any open position.

Best regards,

Thorin Warwas

218 290 4656

----- Forwarded message -----

From: **Kaelyn Greenly** <kgreenly7@icloud.com>

Date: Sat, May 18, 2024, 1:47 PM

Subject:

To: <clintontownshipmn@gmail.com>

Hello, I'm interested in helping you guys around. I'm only 15 so I can't mow grass until August if needed. I would also be interested in helping with the national night out!

Thank you.

----- Forwarded message -----

From: **Lydia Greenly** <lgreenly14@gmail.com>

Date: Sat, May 18, 2024, 10:16 AM

Subject: 2024 Summer Application

To: <clintontownshipmn@gmail.com>

Hello!

I was told to email you and say I am interested in working at the Clinton Firehall this summer! Mowing lawn, sweeping, cleaning and organizing! My birthday is 12-7-06, I am 17 years old and been mowing lawns since I was 11. And been doing basic cleaning like dusting, cleaning windows, etc..

I did work at the fire hall last summer so I know the basic things that need to get done! I'm aware of the events that are held at the hall and that we would have to sweep and mop, just keep everything tidy!

Sincerely,
Lydia Greenly