

Thorpe Township
Board of Supervisors Meeting Minutes
April 8, 2026

Present: Isaiah Mooney (Supervisor), Dan Demoret (Supervisor), Janet Dixon (Clerk/Treasurer)

Opened at 6:00 pm

Minutes

- Janet emailed the minutes from the March 10, 2026, Annual Meeting and the March 10, 2026, Annual Meeting prior to the board meeting for review.
- Isaiah made a motion to approve the Annual Board minutes as reviewed, Dan seconded, all approved, motion carried.
- Dan made a motion to approve the March Board Meeting minutes as reviewed, Isaiah seconded, all approved, motion carried.

Treasurer's Report

- Janet presented the balanced bank and cash control statements for March.
- The signature card for the new savings account was completed by the board present. Lorie signed prior to the meeting. Janet will finish opening the savings account later this week.
- Janet reported on information she received from the Hubbard County Auditor's office regarding budget items we have not been billed in the past 4 years. This year we will be billed for the Truth in Taxation charges (\$58.89 in 2022) and for Mail Balloting charges (\$351.75 in 2023). Janet will update the budget.
- Dan made a motion to approve the treasurer's report, Isaiah seconded, all approved, motion carried.

Claims/Payroll

- Janet presented the claims. Isaiah made a motion to approve both the April and May automatic withdrawals of the Itasca-Mantrap bill and March claims, Dan seconded, all approved, motion carried.
- Janet presented the payroll. Dan made a motion to approve claims, Isaiah seconded, all approved, motion carried.

Old Business

- SLFRF funds – Janet has not received notice that the close out report has been accepted.
- Cemetery –
 - Janet presented a draft of the Cemetery regulations. After discussion Dan made a motion to accept the draft with changes noted, Isaiah seconded, all accepted, motion passed.

- Janet presented information on costs of lot markers from 5 companies. Dan made a motion to buy 250 lot markers from American Cemetery Supplies, the lowest price markers. Isaiah seconded, all approved, motion carried.
- Janet will post notice of a township work day at the cemetery on Saturday, May 16, to mark the plots.
- Donations
 - Janet contacted North Country Scenic Trail as we did not receive a request this year. It was an oversight on their part, and if we have funds they would like to be considered. After discussion Dan made a motion to contribute \$200 in 2026, Isaiah seconded, all approved, motion passed.

New Business

- Hubbard County VOTER Grant
 - Thorpe Township received a \$20 check to be used for voting costs, if we choose to have walk-in voting in the township: to continue with mail-in ballots the township will give the check back to Hubbard County. Dan made a motion to return the check to Hubbard County, Isaiah seconded, all approved, motion passed. Janet will return the check.
- Open Book Meeting
 - Dates for Thorpe Township are May 1-8 2026, at the Hubbard
 - Courthouse. Janet posted and published the announcement.
- Short Course Training - notes
 - Janet bought new Manuals on Town Government 2026 for the chair and clerk.
 - Per MN State Department of Commerce the Ex Officio Notary is limited to notarizing only for township business.
 - CTAS Financial Report to State Auditor – It is due March 31 each year. Going forward, if it is late a township will lose state aid.
 - Clerk should have a file for each person on payroll including W-4, I-9, new hire form.
 - Township Facebook page should have comments turned off to avoid any conflict with open meeting law.
 - Issue with reporting Paid Leave and Federal 941 – MAT is working to correct.
 - New officer information Janet will incorporate in township training manual.

The next Board of Supervisors meeting will take place at 6:00 pm on Wednesday, June 3, 2026, at the Township Hall 31001 Cty 91, Nevis.

Meeting adjourned at 7:45.

Respectfully submitted by

Janet Dixon

Clerk-Treasurer