

Arna Township
July 13, 2026
Held at Town Hall

Board Members Present: Brent Hodgeman, Jan Proffit, Darrick Sweats

Clerk: Andrew Allen

Treasurer: Lynn Anderson

Guests: Bob Brewster, Walter Hodgeman, Glen Sladek, Todd Johnson, Bernie Palmer

1. Call to Order and Pledge of Allegiance: Chair Hodgeman called the meeting to order at 6:00 PM. The Pledge of Allegiance was recited.
2. Supervisor Sweats made a motion to approve agenda. Supervisor Proffit seconded. Motion carried unanimously.
3. Financial Report
 - a. Treasurer Anderson and Clerk Allen updated coding for some expenses (Road and Bridge and General) for May's cash control statement.
 - b. Supervisor Hodgeman made a motion to approve financials as presented. Supervisor Proffit seconded. Motion carried unanimously.
4. Clerk Report
 - a. Clerk Allen and Treasurer Anderson underwent training with MAT (Minnesota Association of Townships), (Anita Anderson) for Wednesday, June 10, 2026, in Sandstone MN.
 - b. Filed 2nd quarter 941 with IRS
 - c. Paid 2nd quarter PFML (Paid Family Medical Leave)
 - d. Reported 2nd quarter wages for PFML and Unemployment Insurance to the State of Minnesota
 - e. Attended Head Election Judge and Clerk Training for Primary and General Election
 - f. Working and recreating the Book of Ordinances and Book of Resolutions
 - g. Created new binders for all the Supervisors and Treasurer.
5. May 11, 2026, Meeting Minutes given TB members via their meeting packets via the Public Folder. Supervisor Proffit made a motion to approve the meeting minutes. Supervisor Hodgeman seconded. Motion carried unanimously.
6. **Old Business**
 - a. Planning Commission By-Laws – At the May meeting it was brought up that there should be some requirement to on the Planning Commission. Supervisor Hodgeman did some basic research and looked at cities outside the local area and there are no actual requirements besides being a resident of city or township and wanting to help better your community. They are appointed positions and if a member of the Planning Commission is not performing the Town Board can remove them.
 - (A) Before Ordinance 2026-1 was read by Supervisor Hodgeman, Zoning Administrator Brewster offered a wording update to Section 3.3 Expenditures of the Planning Commission shall be within the needs determined by the February Board of Audit, tax revenues authorized at the annual meeting, constraints set by the Town Board at the Board of Reorganization and income from permit fees.

- (B) Ordinance 2026-1 was read by Supervisor Hodgeman in its entirety with the amended wording for Section 3.3 - Section 3.3 Expenditures of the Planning Commission shall be within the needs determined by the February Board of Audit, tax revenues authorized at the annual meeting, constraints set by the Town Board at the Board of Reorganization and income from permit fees.
 - (C) Supervisor Sweats made a motion to Ordinance 2026-1 as read. Supervisor Proffit seconded. Motion carried unanimously.
 - (D) Supervisor Hodgeman made a motion to have Zoning Administrator Brewster summarize and publish a summary version of Ordinance 2026-1 in the newspaper. Supervisor Sweats seconded. Motion carried unanimously.
- b. During Old Business Clerk Allen forgot to bring up an issue during the Clerk Report. Clerk Allen is requesting a change to when timecards are due. Clerk Allen is requesting that timecards are due on the Monday before the Town Board meeting and they must be turned in by noon. Supervisor Hodgeman will bring in Resolution 2026-2 in to be updated.
 - (A) Supervisor Sweats made a motion that timecards are due on the Monday before the Town Board meeting and they must be turned in by noon. Supervisor Proffit seconded. Motion carried unanimously.
- c. Cemetery Zoning – Clerk Allen reached out to Hancock Surveying and had not heard back. Supervisor Proffit was able to locate the previous quote from Hancock Surveying, from January 2026. Supervisor Hodgeman read what was proposed in the quote – “Hancock Surveying LLC shall conduct a Certificate of Survey (COS) boundary survey on above said property and establish / re-establish the outside boundaries, of the above stated parcel. The survey will be established within State laws and city and county requirements. The survey shall include the following information: set/locate your boundary corners with a rebar marked with Minnesota Land Surveyor’s License Number 57887 (as necessary); Locate existing gravesites within Blocks two and four, replat unoccupied burial sites within Block 2 to be single sites approx. 5-6 feet apart keeping the rows and aligning with the occupied burial sites in Block 4, aluminum markers flush with the ground to be placed, so that they are no longer than 200 feet in any direction, to ease in digging new graves with a 200 foot tape and or string line. *Only in Block 2. A “paper” layout of the graves will be drawn, and tied into said aluminum markers for a future surveyor to carry on with the new layout. Prepare 3 new signed certificate of surveys, and a digital copy (PDF) showing the above described information, which will be certified by a Minnesota Licensed Land Surveyor, Alan Hancock L.S.” Clerk Allen to reach out to Hancock Surveying.

7. New Business.

- a. Appoint Election Judges – Clerk Allen is requesting the following people to be appointed as election judges. Peggy Banks, Robert Brewster, Michelle Duffy, Tammy Hodgeman, Debie Pluta, and Cheryl Wickham.
 - (A) Jan Proffit made a motion to approve to appoint the following people to be used, as needed , for election judges - Peggy Banks, Robert Brewster, Michelle Duffy, Tammy Hodgeman, Debie Pluta, and Cheryl Wickham. Supervisor Hodgeman seconded. Motion carried unanimously.
- b. New Dosey Shared Road Agreement – Arna Town received snow plowing bill from for unbilled snow plowing from New Dosey dating back to 2022/2023. Supervisor Hodgeman to reach out to New Dosey to discuss and renegotiate the existing snowplowing bills. Dave Fornengo reaching out to someone at Arna Township to discuss brush cleaning project. Supervisor Hodgeman to reach out to Dave Fornengo

8. Department Updates

- a. Fire – Training will be coming up but no specific date
- b. Road Update – Supervisor mention another culvert will need to be replaced on the same road as the existing culvert, South Enders. To be added to new business for August TB meeting to discuss culverts and ditching.
- c. Zoning – Zoning Administrator Brewster requested Supervisor Hodgeman to send final copy of Ordinance 2026-1 to for summary and his records. Public hearing being held on July 20, 2026, for Andrew Zaccardi. Zoning Administrator Brewster requested Supervisor Hodgeman to save a copy of the Andrew Zaccardi Public Hearing. Zoning Administrator Brewster requested Clerk Allen to post new paper posting on the TH

posting board and website. Zoning Administrator Brewster attended County Wide Zoning Meeting. Zoning Administrator Brewster mentioned that on June 30th, 2026, Pine County passed a moratorium on Data Centers to study them. Zoning Administrator Brewster discussed when a possible refund would be issued for permits. Supervisor Hodgeman made a motion to have the Zoning Administrator update all zoning paperwork to include a No Refund Clause. Supervisor Sweats seconded. Motion carried unanimously.

9. Open Forum was conducted.

10. Adjournment: Motion by Brent Hodgeman, seconded by Darrick Sweats, to adjourn the meeting. Motion carried unanimously. The meeting was adjourned at 9:15 PM.

Minutes respectfully submitted by Andrew Allen, Clerk

Chair: _____

Next Meeting: August 10, 2026, at Town Hall at 6:00 PM

Clerk: _____