

The Cormorant Township Board meeting was held on **Tuesday, December 16<sup>th</sup>, 2025**, at 7:00 p.m. at the Cormorant Community Center. Board members present were Chairperson Steve Sorenson, Supervisors John Buhaug and Tony Hubbard, Clerk Claudia Hanson, Treasurer Cindy Wipperling, and Deputy Clerk Penny Wickenheiser.

**(November 24<sup>th</sup> Township Meeting cancelled due to snowstorm)**

- A. **Call to Order** by Chairperson Sorenson followed by the Pledge of Allegiance.
- B. **Minutes** from November 11<sup>th</sup>, 2025, regular meeting was read. Motion to approve minutes made by Tony, seconded by John carried 3-0. The claims/bills were signed as presented.
- C. **New Business**
  - 1) **Jesse Chenze, Employee Work** – Jesse Chenze was not present at the meeting, however, Claudia had spoken with Ms. Chenze in which she wondered how the Board determines which employees are assigned to what township tasks, who gets hours, etc. Discussion summed up that duties and tasks to be completed is a joint decision made within the Board, made with input from applicable board members. In the winter months, priorities shifts depending on weather and road conditions. There is no full-time employment.
  - 2) **Paid Sick Leave, Resolution, Letter to Legislature** – Claudia advised Lake Eunice Township shared letter to the Legislature opposing township participation in this new paid sick leave program. In regard to this new program, townships are still required to participate in paying a premium for each employee. Board discussed, opposes this program but required to administer. The township could opt to only pay a portion of the premium and the employee would need to pay the remainder. Considering the administrative time and minimal cost difference, Board decided on 100% contribution. As of beginning January 1, 2026, the township will contribute 100% of the total paid sick leave premium. This is outlined in Resolutions #2025-\_\_\_ which Steve motioned to accept this Resolution, seconded by Tony. Carried 3-0. Each supervisor then voted in favor of Resolution. Note: This resolution was supposed to have been addressed before 12/10/25, but as November 25<sup>th</sup> township meeting was cancelled due to snowstorm, it could not have been addressed until this meeting.

**D. Old Business**

- 1) **115<sup>th</sup> Street** – Claudia has received no updates regarding this matter.
- 2) **Evacuation Plan for Fire** –An evacuation plan for the community center was suggested by Cindy with the Cormorant LARL Link site to be posted on the bulletin boards in the community center. Claudia and Ila produced this diagram for best exits in case of fire, which Board approved. Ila will post after she and Kathy clean up bulletin boards and discard outdated information.

**E. Recycling**

- 1) **Brush Site** – Closed for the year.

**F. Roads**

- 1) **Snow, Ice, Salt, and Sand, Cold** – Ila mentioned the Globstad Beach Road cul-de-sac has blown in with new snow. Kevin Wickenheiser will take plow over there tomorrow.

**G. Other Business**

- 1) **Calendars** – Claudia distributed the meetings calendar for 2026 along with an updated December calendar and January calendar.
- 2) **2<sup>nd</sup> Half of Tax Distribution Received** – Cindy indicated the township received the second half of the property tax distribution.
- 3) **Becker County Association of Townships Meeting** - Claudia gave recap of this meeting. The new Paid Sick leave program has raised a lot of questions, which all townships, regardless of size and all employees, have to participate.
- 4) **Candidate Filing** - The filing period for supervisor and clerk is from 12/30/2025 through 1/13/2026 and the office will be open by Claudia from 1:00- 5:00 pm for any last minute filings.
- 5) **New Payroll stipulations** – Cindy gave training recap which a major change is that employee and Board member wages must be paid every 31 days. This is not easy to administer considering the layout of some months and timing of the township meetings. Tony summarized *new payroll rules* (new MN law) as follows for the Board to use:

Payroll checks will be paid out on the 5<sup>th</sup> of month. Employees and Board members will turn in their time sheet the last day of the month, or by noon on the 1<sup>st</sup> of

the month. This will include all of that month's hours. Do not save hours. If one did not work that month, then no need to provide a time sheet. To clarify, each worker will need to provide their hours every month, as claimed hours will be month specific. If worked, then person will receive 12 checks, every month on the 5<sup>th</sup> of the month.

Board reviewed this new guideline to adhere to new payroll law, and Steve motioned to accept this guideline, seconded by John. Carried 3-0.

- 6) **Upcoming deadlines:** Work Comp Audit due 2/15/2026, Employee W2s and Contractor 1099s due 1/30/2026.
- 7) **Clerk Time** – Will out of the office December 26-January 8, 2026. Penny will check emails and voicemail messages during that time.
- 8) **Unemployment claim made** - A part-time employee submitted an unemployment claim with State of MN. This employee has not quit or been laid off and is still getting paid. Cindy will look into this claim.
- 9) **Miscellaneous Mail** – Claudia received notice that the Heartland Trail expansion meeting is scheduled for 12/18 at 1:00 p.m. at the DL Chamber of Commerce.

H. **Treasurer's Report** - Cindy presented her treasurer's report for *November 2025*. Board reviewed claims (payments) and receipts. Data is available on request.

Beginning Balance	\$111,551.84
Receipts	+ \$ 1,843.78
Disbursements	- \$ 17,147.87
Ending checking acct. balance	<u>\$ 96,247.75</u>

The Treasurer's Report was approved by Tony, seconded by John. Carried 3-0.

I. **Adjournment** - The township meeting was adjourned at 7:39 p.m. with a motion from Steve, seconded by Tony. Carried 3-0. The next regularly scheduled meeting will be held on January 13<sup>th</sup>, 2025, at 7:00 p.m.

Respectfully submitted,

Claudia M. Hanson, Clerk and  
Penny Wickenheiser, Deputy Clerk