

SLT Monthly and Yearly Reorg Meeting Minutes

April 11th, 2023

Meeting conducted with MN mandated social distancing measures in place. Until further notice, SLT Board Meetings will be conducted in person as detailed in SLT Special Notice #50, dated 02/15/2021

CALL TO ORDER Meeting was called to order at 6:30 PM April 11th, 2023

PLEDGE OF ALLEGIANCE

PRESENT: Emily Riley, Ronola Richards, Tammy Ziegler, Dale Lewis, Paulette Johnson

GUESTS/SPEAKER: Renee Botner/Brightwood Shore Dr. /Maine Line agreement. Road has been neglected this winter. Maine did plow, and Terry J. ran down the road with the grader and redid the road after Maine had plowed. Some Maine Township residents are wanting to pursue having the road tarred. What steps need to be taken to check into that option?

Tim Johnson. Gave update on marking trees on 280th that need to be removed. Asking for update on what will be done on 280th. He would like Star Lake Township to handle the repairs and upkeep. Dale L wants to wait until the snow melts to get any estimates on the repair. Tim would like to have a decision made by the May meeting. He can get a contractor to give a bid within the next two weeks. The Board will notify Tim of which board member will work with Tim and the contractor.

READING /APPROVAL OF MINUTES Emily R made the motion to approve the reading and approval of the minutes for the March 2023 meeting. Tammy Z. seconded.

READING/APPROVAL OF FINANCIAL REPORTS BY TREASURER: Emily R made the motion to approve the financials. Dale L seconded.

READING/APPROVAL OF CLAIMS & PAYROLL BY TREASURER: Emily R made the motion to approve claims and payroll. Tammy Z seconded.

MOTORIZED EQUIPMENT QUARTERLY REPORT BY MAINTENANCE SUPERVISOR:

These to be presented quarterly: 1st quarter report presented by Dale. April – June 21 Report due 7/15/21, July – Sep. due 10/12/21, and Oct – Dec due 1/12/22.

Need part/repair for plow truck Pending item to be handled before next winter.

SUSPENSE DATES: Quarterly reports for Federal and State payroll reports due by April 30th. Paulette informed the Board that the reports have been done.

MAT state township membership dues deadline is May 1st. Dues have been paid.

OLD BUSINESS: Research on using the Cloud by Ronola and Emily. Pending from previous meetings.

Rural mailbox policy: OTC policy provided to supervisors. The previous allotment for a damaged mailbox was set and approved for \$40 per SLT board effective June 2022 meeting. No changes to be made at this time.

NEW BUSINESS: Joint Powers Board with the Perham EMS is requesting a representative from SLT. This person will vote and speak on behalf of SLT. See email previously sent by Paulette with a map of what areas of SLT are serviced by Perham EMS. Per the Board no representative will be appointed.

Website Management What is involved in maintaining a website? Emily to check on options.

280th/Skyhawk/Maplewood Line agreement: see above discussion with Tim.

Dust Control Application dates and contracts: Eliminate April 1st due date. May 1st date only. Roads@starlaketownship.org. will be deleted and changed to sup1@starlaketownship.org. Clerk@starlaketownship.org will also be included on the application.

Flooding roads: County needs to be notified of any road closures and it needs to be posted on the website. Check with Lee if he knows who in the county needs to be notified.

Zoom meetings: Should these be conducted for every monthly meeting? Dale L suggested it be used only in emergencies and for the annual meeting. The Board voted two to one to approve Dale's suggestion. Tammy was the descending vote.

Newsletter: Board agreed a newsletter would be good. All 3 supervisors are to jot down topics for a newsletter and it they will be discussed at next meeting.

Dent Fire department newsletter copy given to each supervisor.

Reorganization Meeting

- a.** Elected officer for 3 yr. term to be sworn in: Tammy was sworn in at March 21st meeting
- b.** Transfer of town records. No transfer required. The majority of all records have been organized, labeled and filed. The clerk will continue to work on updating and organizing files.
- c.** Town chair and vice chair: Emily R to continue as chairperson with Tammy Z as vice chair.
- d.** Schedule for monthly regular meetings: See flyer of dates previously approved. Error stating reorg meeting was April has been corrected. New flyer posted at hall and on website. Keep meetings for Tuesdays but move time up to 6:00 PM effective May 2023 Summer meetings (June, July and August) may be rescheduled if needed.
- e.** Holidays: There are no exceptions to any Federal holiday
- f.** Official Newspaper for the township: Pelican Rapids Press to remain the official newspaper
- g.** Salary and mileage compensation for board members: No changes. Wages and compensation remain the same as previous year
- h.** Job responsibilities for each supervisor: remain the same as posted on the website.
- i.** Where will legal notices be posted: All notices will continue to be posted on the inside bulletin board and outside board.
- j.** Designated Bank: United Community of Dent will remain the designated bank.
- k.** Conflict of interest: No conflicts of interest currently. Conditions for conflict of interest were discussed.
- l.** Existing board policies: No changes to be made.
- m.** Adopting an Admin Policy regarding conducting business. Any changes needed to existing policies on conducting meetings, citizen participation, etc.? No changes to be made.
- n.** Review towns AWAIR plan. Are safety equipment and procedures being used/are any new equipment or procedures needed? Emergency contact cards are present in the truck and the road grader.
- o.** Inventory training and reference materials: location of Town Law book and election materials Any reference materials are available at the town hall.
- p.** Town ordinance book and resolution book: Resolution book is at the town hall and is in the process of being updated.
- q.** Town Financial Report. Confirmed with the treasurer that the report was sent to the State Auditor on time.
- r.** Upcoming Training Opportunities. Addressed earlier in meeting.

- s. List of Officers. MAT to be notified of board positions/names/phones etc. Paulette to handle.
- t. Resolution designating annual polling place. Hours for polling from 10 AM to 8 PM for state and federal elections approved at annual meeting. Resolution was made and presented to Wayne Stein with OTC.

2024 Budget Proposal: Increased to \$222,000 Approved at annual meeting.

Presented list of charities for board to decide disbursement of \$1000 funds. Charities to donate too are: \$100 each to Pelican Rapids Public Library, OTC Historical Society, East OTC Agricultural Society, Perham Center for the Arts, History Arts and Cultural Association and \$500 to Camp Joy

OTHER BUSINESS: Egge gravel: A yard of gravel is equal to 1.4 tons. Fuel surcharge to be added if fuel cost exceeds \$5 per gallon.

Pending – should we have a podium for speakers? Cost?

Dale addressed the need for a new impact wrench for the shop. Est. \$1000 for a good one with batteries. Board approved the expense.

Dale checking with different companies. Possible switching propane and diesel contract.

NEXT MEETING: May 9th, 2023

ADJOURN Motion to adjourn made by Emily at 9:12 Tammy seconded.