

SLT MONTHLY MEETING MINUTES

OCTOBER 10th, 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 6:00 PM

PLEDGE OF ALLEGIANCE

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

GUESTS/SPEAKER: Brian Korf, Superintendent, Pelican Rapids Schools: Presented info on the PR School district. Lee Mindemann

READING /APPROVAL OF MINUTES Tammy Z motioned to approve minutes. Dale L. seconded.

READING/APPROVAL OF FINANCIAL REPORTS BY TREASURER Bank Balance as of September 30th, 2023, was \$158,184.66 Motion to approve financial made by Dale L. Seconded by Tammy Z.

READING/APPROVAL OF CLAIMS & PAYROLL BY TREASURER: Motion made by Tammy Z to approve the claims and payroll. Seconded by Dale L.

MOTORIZED EQUIPMENT QUARTERLY REPORT BY MAINTENANCE SUPERVISOR:

These are to be presented quarterly: July – Sept due 11/14/23, and Oct – Dec due 2/13/24. Worksheet to be submitted by Dale L. Dale to present report at November meeting.

SUSPENSE DATES:

Oct 31st, Deadline for Federal and state payroll reporting, and MN UI report for the 3rd quarter. Clerk will handle.

OLD BUSINESS:

- Website Management: Ronola, Emily and Paulette looking at website options with Big Groovy and Simple Website Creations. Paulette to contact Simple Website Solutions with time frames. Ronola, Emily and Paulette will meet to finalize the webpage before the November board meeting. The Board unanimously voted to give Emily the authorization to make the decision on the board's behalf on webpage change. Dale L. approved and Tammy Z seconded.

- Items tabled until January: Building/Construction permits, Election Judge training/payrates/lunch, Mailbox policy.
- Newsletter: All board members were asked to submit ideas and topics for an annual newsletter by the November meeting.
- Additional “no parking” signs on Beaver Dam Road have been installed. Suggestion was made to put up two signs on each side of the road at each end and have signs state “no parking between signs” for next year.
- Tammy to get a list of the signs and posts needed for 2024. List to be submitted to OTC along with resolution of board approval to purchase through OTC.
- Minnesota 2024 Family Leave Act MAT will provide additional information in the future.
- Tree Trimming at intersections has been done except for Big Rock Road. Dale L. is to establish a ditch mowing and tree trimming policy.
- Dora Township: Dale attended Dora Township meeting on October 5th. Currently there is no line road agreement between the two townships.
- MAT Annual Conference will be in St. Cloud. Look for pre-registration on the website www.mntownships.org
- Discussion on replacing the road foreman position will continue.
- Levy info from last year was given to Dale L. New levy information will be sent by county around the year’s end. New levy will need to be approved at annual meeting in March.
- Noxious Weed notification form. A form letter received from EOTC. To be used in the future for all notifications and copies retained for 3 years.

NEW BUSINESS:

- Road Signs: A stop sign is needed at the bottom of Beaver Dam Trail road.
- Communication with SLT residents: use Team meetings? Add resident input time slot to each agenda? Residents to submit form with topic(s) to address?

- Document Retention: Complete retention list is on the board by the printer. Basic retention times that everyone on the board needs to be aware of was presented by Paulette J.
- VOTER Account—Board unanimously selected option 3, which is to allow OTC to retain SLT's share which was \$30.27. The form will be returned to OTC by Oct 15th.
- 280th/Skyhawk Dr: Snow plowing Purchase used truck with plow?

OTHER BUSINESS:

- Ronola to make copies of all receipts for maintenance work or parts for any of the road equipment going forward and present them to Dale for filing.

NEXT MEETING: November 14th, 2023

ADJOURN: Motion to adjourn made by Dale L. Seconded by Emily R. Meeting adjourned at 8:17 PM.