

# SLT MONTHLY AND YEARLY REORG MEETING MINUTES

March 14<sup>th</sup>, 2024

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:** Paul Hawkinson: Introduced himself to new supervisor. Invited him to tour Skyhawk Dr and 280<sup>th</sup>. Skyhawk still has some issues. Needs gravel and an illegal fence line still needs to be removed. Would like a 15 MPH sign removed that was put up by another property owner.

**READING /APPROVAL OF MINUTES:** Dale approved minutes. Tammy seconded.

**READING/APPROVAL OF FINANCIAL REPORTS BY TREASURER:** Ending balance of bank statement as of February: \$174,916.05. Payment from OTC in Feb. for \$ 26,752.75 was our annual road allotment. Election payroll now must be processed through payroll. Waiting for all judges to submit W4. Motion to approve reading of financials made by Tammy, Seconded by Dale.

**READING/APPROVAL OF CLAIMS & PAYROLL BY TREASURER:** Dale motioned to approve reading of claims and payroll. Tammy seconded.

**MOTORIZED EQUIPMENT QRTLTY REPORT BY MAINTENANCE SUPERVISOR:** 1<sup>st</sup> quarter report is due at the May meeting.

**SUSPENSE DATES:**

March 19<sup>th</sup>, Last day for candidates to file Campaign Financial Report Certification of Filing.

Last day for election candidate to request a recount and/or provide notice of contest of results.

March 18<sup>th</sup> - April 5<sup>th</sup>. Short Course training dates.

March 28<sup>th</sup> Graveling school in Bemidji at MNDOT. Dale plans to attend.

**OLD BUSINESS:**

- Dale L: Ditch mowing and tree trimming policy to be tabled until May.
- Discussion on replacing the road foreman position will continue. No known candidates currently. Rob has removed Road email. Will add road foreman position to website.
- Further discussion needed on Communication with SLT residents. Ronola suggested Rob conduct a training session with SLT on conducting TEAM meetings. Arvig to replace internet lines this spring and summer throughout the township.
- Dora Township line agreement. "Exhibit A" email from clerk w/Dora Township Board still in discussion regarding any line agreement. Nothing more from Dora. Will be tabled until further notice from Dora.
- Ronola will contact Aubrey and ask him to look at all old laptops, and correct some issues on Paulette's.
- **NEW BUSINESS:**
- Fire Contract. Received new contract. The new annual amount is \$13,500. Contract was signed and treasurer will cut check for 2024 payment.
- Fergus Power Pump Contract. Received contract. Cost increased from \$0.78 to \$0.88 per lineal foot. Paulette to contact them about a contract 3 – 5-year contract.
- Beaver Dam trailer hill upgrade: Dale still working on getting more info.
- Posting of monthly meeting minutes. No meeting minutes will be posted to the website until approved. Agendas can be posted but marked as subject to changes.
- Perham EMS and Ringdahl (Pelican): Requesting monetary support for services. Reps from both were present. Rebecca with Perham and Bjorn with Ringdahl. Requesting money to sustain their services. Meeting with Perham EMS on March 25<sup>th</sup>. 6:00 at Perham Fire Hall. Anyone can attend by only 1 vote is allowed per township.

**BOARD OF CANVASS:** Election results were certified by the board supervisors.

**REORGANIZATION:**

1. Elected officer for 3 yr. term to be sworn in. Dan Hanson was sworn in for a 3 yr. term.
2. Transfer of town records. No transfer required.

3. Select Town Chair and Vice Chair. Tammy will be chairperson. Dale vice chair.
4. Schedule for monthly regular meetings. Monthly meetings will be held on the 2<sup>nd</sup> Tuesday of the month at 6:00 PM. Dates Approved by Dale. Seconded by Tammy.
5. Holidays: No holidays impact the monthly meeting schedule.
6. Official Newspaper for the township Pelican Rapids Press
7. Salary and mileage compensation for board members. 2024 Federal mileage rate is \$0.67. SLT current rate is \$0.625. Tammy motioned to change \$0.67. Dale motioned to leave as is. Emily seconded to approve the increase. Motion carried to increase mileage rate to \$0.67.
8. Job responsibilities for each supervisor. Tammy chairperson. Dale Vice chair. Responsibilities will be addressed at the April meeting. Also, a follow up on team meeting training in April.
9. Where will legal notices be posted. Pelican Press, bulletin board and website
10. Designated Bank; United Community Bank for the time. If bank website issues continue, the board will investigate moving to another bank.
11. Conflict of interest. No conflict of interest except for election judges. Dale and Tammy have signed the conflict-of-interest forms.
12. Existing board policies No changes currently.
13. Adopting an Admin Policy regarding conducting meetings, citizen participation, etc. No changes currently.
14. Review towns AWAIR plan. (are safety equipment and procedures being used/are any new equipment or procedures needed?) Dale to check on what chemicals and Ronola will put together a sheet. To be posted at gas pumps.
15. Inventory training and reference materials. (Location of town law book and election materials) All materials are in file cabinets at the townhall or in 3 ring binders on the desk at the hall.
16. Town Ordinance book and Resolution Book Located at the town hall.
17. Town Financial Report: Report has been posted on the bulletin board at the town hall.
18. Upcoming Training Opportunities. (Spring Short Courses being offered from March 18<sup>th</sup> – April 5<sup>th</sup> at various locations—see flyer from MAT). If attending, will need to get a check for the class fee from Ronola.
19. List of officers. MAT to be notified of board positions/names/phones etc. Paulette to submit prior to May 1<sup>st</sup>.
20. Resolution designating annual polling place. Hours for polling 10 AM – 8 PM for state and federal elections was approved at annual meeting.
21. Budget Proposal approved at annual meeting. Budget approved for no increase at this time.
22. List of charities for board approval and amounts to donate. Same as 2023 except for adding in Prospect House.

**OTHER BUSINESS:** No other business was discussed.

**NEXT MEETING:** April 9<sup>th</sup>, 2024, at 6:00 PM

**ADJOURN:** Motion to adjourn made by Emily. Seconded by Tammy. Meeting adjourned at 7:36 PM.