

# SLT MONTHLY MEETING MINUTES

**April 12, 2022**

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** 6:30 PM Tuesday April 12<sup>th</sup>, 2022

**PLEDGE OF ALLEGIANCE**

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

**GUESTS/SPEAKER:** Trumpeter Loop septic variance request – property owner was a no show

Tim Johnson, 280<sup>th</sup> Ave Repair Review.

**READING /APPROVAL OF MINUTES** motion to approve the minutes by Tammy Z. seconded by Emily R.

**READING/APPROVAL OF FINANCIAL REPORTS BY TREASURER:** Bank reconciled at \$178,084.65. Motion to approve by Emily R, seconded by Tammy Z

**READING/APPROVAL OF CLAIMS & PAYROLL BY TREASURER:** motion to approve claims and payroll by Emily R. Seconded by Dale L.

**MOTORIZED EQUIPMENT QUARTERLY REPORT BY MAINTENANCE SUPERVISOR:**

These to be presented quarterly: Jan-Mar 21 report **due 4/13/21**, April – June 21 Report due 7/15/21, July – SEP due 10/12/21, and Oct – Dec due 1/12/22. Next report due 04/13/2022. Worksheet to be submitted by Road Foreman

**SUSPENSE DATES:** MAT State township membership dues deadline is May 2<sup>nd</sup>. Automatic w/d to come out of account

Monthly FED tax report due: April 19<sup>th</sup>, 2022  
Monthly PERA report due: April 19<sup>th</sup>, 2022  
Quarterly FED tax report due: April 21<sup>st</sup>, 2022  
MN State tax payment due by May 2<sup>nd</sup>. 2022

**OLD BUSINESS:** Keith Aune was replaced by Dale Lewis in the election held on March 8<sup>th</sup>, 2022. Keith is no longer affiliated with the Star Lake Township Board. Keith will need to be removed as a signer from the checking account at United Community Bank and replaced with Paulette Johnson. Emily Riley will replace Keith as Chairperson. Emily will need to be added as a signer on the checking account also.

Lee Mindemann also needs to be removed as a signer on the checking account. He resigned from the SLT board in 2019 and the board failed to remove him from the account at that time.

Both Lee and Keith will also need to be removed as signers with access to the safety deposit box at United Community Bank.

The signers for both the checking account and the safety deposit box, as of April, 2022, should be:

Emily Riley, Ronola Richards, Tammy Ziegler, Paulette Johnson, and Jeff Michaelson.

**NEW BUSINESS: Reorganization Meeting**

- a.** New officer, Dale Lewis and clerk, Paulette Johnson were sworn in previous to this meeting.
- b.** All records from the previous clerk, Jeff Michaelson, have been transferred to the new clerk, Paulette Johnson
- c.** Town chair and vice chair were selected. Emily R. was selected to become the new Chairperson. Tammy Ziegler will continue as Vice Chairperson.

- d.** Schedule for monthly regular meetings was revised. Meetings for June, July and August are being moved from the second Tuesday of the month to the second Thursday.
- e.** Holidays: There are no exceptions to any Federal holiday
- f.** The Pelican Rapids Press will continue to be the official newspaper for the township
- g.** Salary and mileage compensation for board members, appointed employees and maintenance employees was approved. Mileage was increased to 58.5 cents per mile in accordance with Federal guidelines. No other changes were made to the hourly and meeting compensation rates from the previous year.
- h.** Job responsibilities for each supervisor was discussed and assigned.
- i.** The townhall bulletin boards (inside and outside the building) was designated where legal notices will be posted.
- j.** United Community Bank in Dent MN will remain the designated bank for SLT.
- k.** Conflict of interest was addressed with regards to the fall elections. Any supervisor who acts as an election judge must complete a conflict-of-interest waiver and the waiver must be approved by the board.
- l.** No changes were made to the existing board policies
- m.** Adopting an Admin Policy regarding conducting business. No changes were made to existing policies on conducting meetings, citizen participation, etc.
- n.** Review towns AWAIR plan. Paulette stated she would follow up on this and make sure all appropriate procedures are being followed.
- o.** Inventory training and reference materials and
- p.** Town ordinance book and resolution book- Paulette is working on both, along with updated retention of all files.
- q.** Town Financial Report. Confirmed with the treasurer that the report was sent to the State Auditor on time.

- r. Upcoming Training Opportunities. Treasurer and Clerk will be attending a MAT class on Thursday May 12<sup>th</sup>. Cost for the class was approved by the board supervisors.
- s. List of Officers. A list was sent to MAT and to the web designer for him to update the info on the SLT website.

A motion was made by Dale L for the approval of all reorganization topics addressed. Motion was seconded by Tammy Z.

Status of 32398 Trumpeter Loop Septic Replacement —OTC requesting approval from SLT—Company to perform septic install was advised that the property owner would need to present paperwork from OTC to SLT board if a variance was requested. There was no show by the property owner. Item will be dropped unless property owner contacts SLT.

ARPA/NEU reporting and compliance-- Info available on MAT and US Treasury website. Treasurer and Clerk to view information and comply by April 30<sup>th</sup> deadline.

2022 Budget Proposal was presented by Paulette J, clerk. Motion to approve the proposed budget was made by Emily R, seconded by Tammy Z.

Presented new fire contract. Contract needs to be signed and returned to Dent Fire Department, along with first installment. Emily to sign, Ronola will pay

Dust Control contract: Emily to sign contract and Ronola to send down payment. Motion to make partial payment of \$9832.75 was made by Dale L. Seconded by Emily R.

Presented list of charities for board to decide disbursement of \$1000 funds. Board approved to distribute funds the same as last year. Motion to approve was made by Tammy Z, seconded by Dale L.

Clerk presented Employee file updates and timesheet updates and guidelines

All expenses including hours, for any SSD related items are to be kept separate and charged to the 1<sup>st</sup> year service fee. Ronola will create a new fund in CTAS to list these expenses.

280<sup>th</sup>: Cause of issues was when an illegal fence was installed in 2002 on 280th making proper care for the road impossible. Fence has since been removed, but a bank has formed because road could not be properly graded due to the fence. This bank is preventing the water from draining properly. Should have file on previous attempts to correct the issue. Road is a line road with Maplewood Township. Need to contact Lee Mindemann for previous history of this situation. Check Jeff's file for line share road agreements. Locate letter previously sent to Maplewood from Pemberton Law. Tammy to follow up with Lee. Paulette to check for any correspondence between Maplewood Township concerning this issue. Also, to check for any correspondence from Pemberton Law to Maplewood Township concerning this issue.

***OTHER BUSINESS:***

Road Operations Update:

a. Buddy Lane Drainage Project—Town Board to review old culvert replacement. Tammy Z. to handle. On the list to be done this year

b. Road Repair for 360th St. – Keith A. reviewed repair of two significant soft spots east of Hwy 41 and west of Pfeffer's driveway. 2021 Quotes were \$3,900 and \$5,100, respectively. This repair is like the successful Camp Joy curve repair of 2019. Due to budget concerns, the board agreed to defer to 2022. Keith will add to 2022 Road Report. Tabled till fall. Pending. Jeff M. to do the 2022 report this next spring with assistance from Lee M. and Mike Sundblad. Tammy to follow up and check for the repair needed once frost is out of the ground.

Tammy Z. to handle getting a NO PARKING SIGN for 380th East. Placement to be determined once the snow melts. Pending

***NEXT MEETING:*** May 10<sup>th</sup>, 2022, 6:30 pm

***ADJOURN*** Motion to adjourn was made by Tammy Z. Dale L. seconded

Meeting Minutes approved by:

**Dale Lewis**

**Supervisor** \_\_\_\_\_

**Emily Riley**

**Supervisor** \_\_\_\_\_

**Tammy Ziegler**

**Supervisor** \_\_\_\_\_

**May, 10, 2022**