

STAR LAKE TOWNSHIP MONTHLY MINUTES
FOR BOARD MEETING & ANNUAL REORGANIZATION MEETING

MARCH 17, 2020

THE REGULAR MONTHLY MEETING OF STAR LAKE TOWNSHIP WAS CALLED TO ORDER AT 6:30 P.M. BY LEE MINDEMAN FOLLOWED BY THE PLEDGE OF ALLEGIANCE.

Present: Lee M., Keith A., Tammy Z., Ronola R. & Jeff M.

Guests: none

Minutes: Minutes for 02/11/2020. Motion to approve as read by Keith A., 2nd by Tammy Z. Carried.

Financial Report: Motion to approve by Keith A., 2ND by Tammy Z. Carried.

CHECKING- \$233,758.12

The Board then instructed the Clerk and the Treasurer to jointly review their duties per the “Manual on Town Government” and to provide a recommendation to the Supervisors at the April Board meeting on any changes they feel should be made regarding their shared responsibilities.

Motor Grader Status:

-Current hours: _1864.8 As Of: 02/29/20 Next PM Due: 2,000 Hrs.

- Motion to approve the purchase of an extended warranty for the CAT 12M3 motor grader; which provides for a 3yr/1500hr extended warranty effective on 3/10/2020 at 1864 machine hours; for the amount of \$6,003.00, was made by Lee M., 2nd by Tammy Z., Motion Carried.

- Motion to approve a Preventative Maintenance Agreement for the CAT 12M3 motor grader, with Ziegler CAT for a period of two years effective 3/17/20, for the individual services/prices as detailed within the agreement; and that these services shall be paid for upon completion and invoicing from Zeigler. Motion made by Lee M., 2nd by Keith A., and CARRIED.

APPROVAL OF CLAIMS & PAYROLL: Motion by Keith A., 2nd by Tammy Z. Carried

Suspense Dates:

-03/27/20. MAT Spring Short Course Meetings have been CANCELLED due to COVID-19.

-03/31/20. Deadline for filing ANNUAL FINANCIAL REPORT with STATE AUDITOR. COMPLETED.

-04/09/20. Last day to submit a request for payment of PNP to OSS for all election expenses. Must be certified.

Old Business:

1- status from Keith A. on following:

-Townhall maintenance issues:

-Steel Post installation for back garage door. Keith advised this will be done in 2020.
Pending

2- Status from Tammy Z. on following;

-culvert inspection and maintenance plan for season. Pending.

-Tammy to explore “free-standing” temporary signs for “SLOW” or “CAUTION” messages or something similar. Pending.

3- 280TH So. & Skyhawk Dr; (north of Hwy. 24);

a. Lee M. has confirmed Anderson Surveying that actual survey has been completed, and detailed map/drawings s/b available prior to the April board meeting,

b. The scope of work to be completed was:

-ANDERSON LAND SURVEYING, INC. hereby proposes to furnish all materials and perform all labor necessary to provide a Boundary Survey and Certificate of Survey as requested by client. Their services will include:

b. Provide a boundary survey to locate the centerline of Township Road T-847 (280th Avenue) and the west line of Section 19 as per Star Lake Township road legal description.

c. Locate the centerline of the road as constructed and locate the fence posts along the road.

d. Prepare a Certificate of Survey depicting the angular relationship and dimensions of the said centerline as it relates to said Section line.

The above to be done for \$2800, payable with a \$1400 down payment, with the remaining \$1400 paid upon completion of the work. Motion by Keith A., 2nd by Tammy Z. to approve and move forward. Carried.

b. Upon further discussion/review the SLT Board is to determine next steps and a possible path forward on this issue.

4- SUBORDINATE SERVICE DISTRICT (SSD): Possible funding option for dust control. SLT Property Owner has requested SLT assistance in possibly forming a SSD. Lee M. has provided information as requested.

NEW BUSINESS: This being the Annual Reorganization Meeting per MN Statute the following items were addressed:

- 1- **SWEARING IN OF NEWLY ELECTED SUPERVISOR – Clerk/Tammy Ziegler. Completed.**
- 2- **TRANSFER OF TOWN RECORDS – NA** (only in the event of a change in the appointed Clerk or Treasurer.
- 3- **SELECT A TOWN BOARD CHAIR & VICE CHAIR-** Motion by Keith A. , 2nd by Tammy Z. Carried. **Lee Mindemann -CHAIR & Tammy Ziegler.-VICE CHAIR.**
- 4- **The following items were discussed and adopted:** Motion by Lee M., 2nd by Tammy Z. Carried.
 - a. **Monthly Board Meetings** will be held on the 2nd Tuesday of each month beginning at 6:30 PM – unless otherwise noted. Tammy Z. noted she may have some conflicts this summer.
 - b. **The official newspaper** for publication of Star Lake Township Notices shall be the “Perham Focus”.
 - c. **The compensation for Town Officers and Employees** . Snow Equipment Operators wages will be raised from \$32/hr. to \$35/hr. All other compensations remain the same.
 - d. **Designated Supervisor Responsibilities** shall be as noted on attached document.
 - e. **The designated “Posting Places”** for official Star Lake Township Notices shall be on the Town Website <starlaketownship.org>, and the Town Bulletin Board at the exterior entrance to the Town Hall.
 - f. **The Town Depository** shall remain as United Community Bank-Dent.
 - g. **The Board shall review and amend Board Policies as needed. None noted.**
- 5- **CONFIRMATION OF TOWN FINANCIAL REPORTING FORM HAS BEEN COMPLETED & RETURNED TO THE STATE AUDITOR AS REQUIRED – Clerk & Treasurer.**
- 6- **THE CLERK SHALL REVIEW THE FOLLOWING WITH THE BOARD:**
 - a. **Any Potential Conflict of Interest Issues. Lee M. & Keith A. to sign at next meeting.**
 - b. **Training and Reference Materials –** Clerk to review location of the current Town Law Book, the Town Government Manual, the contents & location of the safe deposit box, the 2020 Election Laws/materials, and Equipment Operator Manuals, etc..

- c. **Review the Town Ordinance and Resolution Book** – Clerk to review location and contents of SLT Resolution & Policy Book,
- d. **The Clerk shall identify upcoming training opportunities.**
- e. **The Clerk shall confirm that an updated list of SLT Officers has been submitted to MAT and OTC Auditor Office. Completed.**

OTHER BUSINESS:

- MN LTAP training opportunity: Gravel Roads Design & Maintenance- 4/28 in Brainerd, MN; \$60 Registration for Twp personnel,
- Addition of a Deputy Supervisor, or a Road Supervisor
 - o Within SLT Board authority,
 - o c/b a transitional/training position,
- “Township Insider” Usually 3-4 pertinent/useful articles..
- Get new exterior Bulletin Board for outside Town Hall. Clerk to advise Board.
- Clerk submitted list of “Charitable Service Contract” requests . Motion to approve as submitted by Lee M., 2nd by Tammy Z. Carried. (6) X \$150= \$900.
- Clerk to pay full “Fire Contract” invoice in April claims.
- Keith A. to develop recommendation for SLT to get Video Conferencing capability. (April Meeting).
- Motion by Lee M., 2nd by Keith A. to approve \$50 payment to replace a 911 address sign on Buddy Lane, damaged by SLT plow truck.

Next Meeting: TUESDAY APRIL 14, 2020 at 6:30 P.M.

Adjourn: Motion by Lee M., 2nd by Keith A. 8:15 P.M.