

MINUTES, SLT MONTHLY MEETING-APRIL 14, 2020

This meeting was conducted via telephone/video conference in accordance with MN Statutes 12 and 13D.021.

I. CALL TO ORDER – Reading of the Roll:

Mr. Mindemann

Ms. Ziegler

Mr. Aune

Clerk - Mr. Michaelson

Treasurer - Ms. Richards

GUESTS: NONE

PLEDGE OF ALLEGIANCE - waived

Chairman's Motion to Adopt "Resolution Establishing the Ability to Conduct Open Meetings by Telephone/Interactive TV" hereby labeled as SLT Resolution 2020-02. Motion by Lee M., 2nd by Tammy Z. Carried. – see attached

Chairman's Review of Tele/Video Conferencing Protocols – see attached

MINUTES: Review of Minutes for 03/17/2020. Motion by Lee M., 2nd by Tammy Z. to approve as read. Carried

FINANCIAL REPORT: Motion by Lee M., 2nd by Tammy Z. to approve as submitted. Carried.

CHECKING- \$210,947.22

II. APPROVAL OF CLAIMS & PAYROLL: Motion by Lee M., 2nd by Tammy Z. Carried.

III. EQUIPMENT/FUEL STATUS:

CAT 12M3 MOTOR GRADER- Grader Purchase is complete including a 3yr/1500hr Ext. Warranty (see hand-out). A Preventative Maint. Agreement signed on 3/17 & Snow Wing removed 4/8. -Current hours: 1864.8 As Of: 03/31/2020. Next PM Due: 2,000 Hrs. (See Hand-Out). Lee M. to verify costs. \$3400 prox.

JD 7200- Serviced 4/8, oil/filters, batteries tested, repaired seal leaks on Diamond Mower and left front axle, (waiting replacement seal for mower motor) Advised that there is a slight leak at rear of head gasket. Pending.

JD6400- Serviced 4/8, oil/filters, batteries tested, advised that 2 steering lines, a front wheel seal, and a crankshaft seal may need to be replaced. Pending.

SNOWPLOW TRUCK- Treated sand removed, hydraulic leak on sander repaired, *plan to utilize as dump truck this season for minor road repairs*

FUEL/PROPANE- Jeff M. to check with Terry and make sure we have switched over to #2 diesel fuel. Propane was topped off recently.

IV. SUSPENSE DATES:

-05/09/20. Last day to submit a request for payment of PNP(Presidential Primary Election) expenses incurred by SLT to OSS(State Auditor) for all election expenses. Must be certified. Jeff M. has completed our applications and submitted to OTC Auditor for reimbursement.

V. OLD BUSINESS:

1- status from Keith A. on following:

-Townhall maintenance issues:

- a. Steel Post installation for back garage door. Bakken was contacted and they will complete this very shortly.

2- Status from Tammy Z. on following;

-culvert inspection and maintenance plan for season. Pending.

-“free-standing” temporary signs for “SLOW” or “CAUTION” messages. Pending.

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

- a. Lee M. conferred with Anderson Surveying on 4/9 and that work is still progress,
- b. Upon receipt of survey drawings Lee M to confer by phone for understanding, then bring to SLT Board for further discussion/review. SLT Board to determine next steps. Lee M. contacted Anderson and they advised completion will be ready for review shortly. PENDING

4- Snow Plow Upgrade: Nothing to Report at this time.

VI. NEW BUSINESS:

1- Administrative Changes Due to Tele/Video Conferencing:

- a. Clerk to review the increased use of EFT for major vendors to reduce number of checks being manually generated and signed by Board, (Statute 367.18 allows for Chair

and Clerk/Treasurer to sign Twp. checks – 2 signatures vs. 3). Clerk advised 2 more Vendors will be handling EFT payments in May.

b. Clerk has confirmed with UCB ref: bank acceptance of a single signature for payroll/claims checks, if validated via copy of board minutes authorizing such, (Statute 471.38).

c. Motion: IN THE UNLIKELY EVENT THAT ONLY ONE SUPERVISOR IS AVAILABLE TO APPROVE CLAIMS & PAYROLL CHECKS, THIS BOARD HEREBY AUTHORIZES UNITED COMMUNITY BANK TO ACCEPT/PROCESS CHECKS FOR PAYMENT THAT CONTAIN ONLY ONE SIGNATURE (NOT INCLUDING THE TOWN CLERK) PER MN STATUTE 471.38.

Moved: Lee M.

Seconded: Tammy Z. Carried.

2- Road Supervisor Contracting Authorization: Motion: The SLT Board hereby authorizes the SLT Road Supervisor to enter into agreement with a vendor(s) to complete road maintenance projects up to \$10,000.00).

Moved: Keith A.

Seconded: Tammy Z. Carried.

VII. OTHER BUSINESS:

- All MAT & MN LTAP in-person training events are CANCELLED – being replaced by web-based training,
- Big Rock Road Closure
- Clerk to advise on status of Town Ordinance and Resolution Book update.
- **2020 Road Report/Gravel Plan-** Lee M. briefed on 2020 Gravel/Rd Project plan. Motion made by Lee M., 2nd by Keith A. to move forward with Phase I plan at approx.. cost of \$12,000. Carried.
- **Dust Control-** Lee M briefed on contract negotiations – Decision pending.

Next Meeting: TUESDAY MAY 12, 2020 at 6:30 P.M.

Adjourn: Motion by Lee M., 2nd by Tammy Z. to adjourn. Carried. 7:35 P.M.