

MINUTES, SLT MONTHLY MEETING

MAY 12, 2020

Meeting conducted with MN mandated social distancing measures in place.

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/SPEAKERS- Dave Damlo

COVID-19 Measures –

- 1- SLT Board Meetings back to in-person status until further notice, (MAT notice dtd 4/24/20,
- 2- This provided “Social Distancing” measures are observed,
- 3- In the event this changes – SLT will revert to tele/videoconference at the chairman’s discretion,
- 4- Review MAT Guidelines dtd 4/23/20:
 - a. To pay bills a tele/videoconference is required, the Chair (or his/her designee) can sign the checks in lieu of 3 signatures,
 - b. Signatures for the monthly payroll/claims report – this can be approved by voice vote (i.e. the video/tele-conference),
 - c. Payroll checks MUST be paid on time, and no board meeting is required (IAW MN Statute 471 subd.3).
 - d. Tele/Video-conference meetings MUST be open to the public to hear/see, but it is the Board’s decision to allow for public “participation”. Access information and copies of agenda items must be made available via the “Public Packet”.

MINUTES: Review/Approval of Minutes for 05/12/2020. Motion to approve as read by Lee M., 2nd by Keith A. Carried.

Reviewed the 3/10/20 Annual Town Meeting Minutes (these posted to website).

FINANCIAL REPORT: Motion to approve by Keith A., 2ND by Tammy Z. Carried.

CHECKING- \$193,342.46

Cash Control Statement & Schedule 1 to be submitted for April. Clerk submission.

BALANCED.

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

MOTORIZED EQUIP QUARTERLY REPORT: 03/31/2020- 1865 (none rptd for April)

Next report due 7/14/2020 for the April-May-June (AMJ) period. This report to include hours/mileage data on both tractors as well as the snowplow truck.

A motion was given by Lee M., 2nd by Tammy Z. to finish repairs on J. D 6400 from estimate submitted earlier. Carried. \$708.86

SUSPENSE DATES:

-05/20/20. County Treasurer makes full settlement with the County Auditor of all taxes collected since date of last settlement. Disbursements to Towns in 60 days.

-06/01/20. Noxious weed inspections should be in progress statewide.

-06/08/20. The OSS must reimburse counties & municipalities their certified PNP EXPENSES no later than 90 days after election.

-06/20/20. County distributes 70% of estimated collections of personal property taxes and first half real property taxes.

OLD BUSINESS:

1- status from Keith A. on following:

-Townhall maintenance issues:

- a. Steel Post installation for back garage door. Completed – 5/8/20.
- b. stump to be removed & ground to be seeded thereafter.
- c. paint steel posts just put in.

2- Status from Tammy Z. on following.

- a. culvert inspection and maintenance plan in progress –
- b. noxious weeds inspections beginning soon –
- c. “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 5/6 and that work is done. Waiting large map copies, (see copies)
- b. Review both MAT Legal & SLT Attorney positions-
- c. Lee M to follow with concerned parties on next steps,
 - 1- Follow with MWT on removal of wooden posts & repositioning of electric fence,
 - a. Determine cost-sharing,
 - b. Discuss expected outcome, i.e. fence posts removed, brushing accomplished 8' back from edge of road (both sides),

- c. Road reshaped to improve drainage,
- d. Additional gravel as needed,
- e. Address potential tree removal as needed,

2- Depending upon outcome – retain legal services as needed to proceed,

4- Snow Plow Upgrade: (Keith A)

- a. have opened initial discussions with Brent Lambez a local truck broker to begin search for an appropriate unit. Pending.
- b. will re-engage with Brian's on status of 2007 Sterling,
- c. determine value of SLT Plow Truck for resale purposes,
- d. Motion by Keith A., 2ND By Lee M. to increase Mike Sundblad's hourly rate for road grader operation to \$35/hr. Carried.

5 – Road Operations Update:

- a. Motor grader training for Terry Johnson, June 2020 training cancelled due to COVID-19, rescheduled for 6/7-10/21. Terry's reservation to carry over; LTAP to reconfirm in early 2021. Lee M. instructed Clerk to Suspense to 2021 calendar for follow-up.
- b. **SLT Annual Road Report** completed by Lee M. on 4/14/20. Since a statutory item, after review motion to approve is required, and this copy should be used for the 2021 SLT Annual Town Meeting. Lee M. moved the report be approved as submitted, Keith 2nd, motion carried. Clerk to post to website.
- c. **SLT 2020 Gravel Plan & Road Projects**, revised 5/7/20 gravel estimate increased to \$20,765.00. Given # amount, motion to approve Lee M., 2nd by Tammy Z. Carried.
- d. **2020 Dust Control** – decision was made to stay with Fergus Power Pump utilizing Liquid Calcium Chloride at rate of \$.75/linear foot. Applications will begin after gravelling operations conclude.

NEW BUSINESS:

- 1- **Motion to Establish 2020 Animal Bounties Policy** – Motion by Lee M., 2nd by Tammy Z. Carried. (see attached),
- 2- **Motion to revise "Specifications for Town Roads" policy** – Lee M. submits motion to revise road specifications regarding approach elevations relative to road shoulder, 2nd by Tammy Z. Carried
- 3- **ROW Violation Ltr** – Bambi Drive pine trees – Issue resolved.

OTHER BUSINESS:

- **Clerk & Treasurer Responsibilities.** An extensive discussion was held about Clerk & Treasure Responsibilities and specifically the on-going issue of monthly reports not reconciling with each other.
- The Board instructed the Treasurer to canvas other neighboring townships on whether, they are using CTAS, and if not, what software are they using. The Board is wanting specific information to make an appropriate decision regarding whether SLT will stay with CTAS or move to another accounting system. additionally, the Board asked the Treasurer to consult with MAT CTAS Trainer, Lucinda Messman, for assistance in resolving the current imbalance between Clerk & Treasurer CTAS reports.
- **Wing Cart.** Clerk to provide wing installation and removal costs from past Ziegler invoices & the most recent from Hanson Service for comparison. The board did agree that the wing cart idea – while novel, would not be practical for SLT due to insufficient concreted area to store. The Board does still want to know the historical costs of Ziegler wing installation/removals, so an accurate comparison can be made. Pending.
- **Keith A.** proposed looking at a flatbed trailer for general usage relative to cleanup etc. for township. A short discussion followed; suggesting when the plow truck is upgraded it ought to be so configured as to serve as a dump truck; a smaller trailer specifically for the storage of signage was also discussed. This later to hold road closed to be at the ready to deploy when the need arises. Keith to do further research and report back. Pending.
- Lee M. then introduced the following as “Long-Term Considerations” that perhaps should be given some thought:
 - An upgrade of the two 1996 tractors, replacing with ONE newer tractor with the capability to perform the same functions as the current two,
 - An expansion of heated facilities to provide for three heated service bays.
 - No further specific discussions suggested....

Next Meeting: TUESDAY JUNE 09, 2020 at 6:30 P.M.

Adjourn: Motion by Lee M., 2nd by Tammy Z. Carried. 8:14 P.M.