

# MINUTES, SLT MONTHLY MEETING

## JANUARY 12, 2021

*Meeting conducted with MN mandated social distancing measures in place.*

*Until further notice SLT Board Meetings will be conducted remotely as detailed in SLT Special Notice # 48, dated 11/30/20 (see attached copy).*

**THE REGULAR MONTHLY MEETING OF STAR LAKE TOWNSHIP WAS CALLED TO ORDER AT 7:15 P.M. BY LEE MINDEMANN. THIS WAS AN IN-PERSON MEETING DUE TO ZOOM CONNECTION ISSUES.**

**PRESENT: Ronola R, Tammy Z., Jeff M., Keith A., & Lee M. by phone(facetime).**

**GUESTS/SPEAKERS- none**

**Review of SLT Tele/Video Protocols (dtd 4/17/20) are in effect. (see attached)**

**READING/APPROVAL OF MINUTES:** 12/08/2020 SLT Monthly Board Meeting. Motion to approve as read by Tammy Z., 2<sup>ND</sup> by Lee M. Carried. *Minutes Signed/Certified by Chair/Clerk.*

**READING/APPROVAL OF FINANCIAL REPORTS BY TREASURER:** Ronola R. presented the financials. Motion to approve financials as indicated by bank statement provided made by Lee M., 2<sup>nd</sup> by Tammy Z. Carried

CHECKING- \$154,071.60

Clerk & Treasurer Records Reconciled to bank statement.

**FISCAL YEAR 2020 RECONCILED. THE CASH BASIS OF ACCOUNTING REPORT TO BE SENT TO STATE AUDITOR BY JEFF M.**

**READING/APPROVAL OF CLAIMS & PAYROLL BY CLERK:** Motion to Approve by Lee M., 2<sup>nd</sup> by Tammy Z. Carried. Clerk suggested Board members please try to review claims & payroll on weekend before each monthly meeting. He is making a concerted effort to have them available on Saturday- Tuesday at the town hall.

**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 7/13/21, July – SEP due 10/12/21, and Oct – Dec due 1/12/22.

The Oct-Dec 2020 Report was submitted to Board. Lee M. suggested we add a “cutting edge” column with specs for future order information.

## **SUSPENSE DATES:**

-**12/29/2020 to 01/12/21.** First & Last day for candidates for town offices to file affidavits of candidacy with town clerk.

-01/31/21. Last day to submit State and Federal Reports. Last day for clerk to distribute W-2's to all employees.

-01/31/21. Last day to submit MATIT WORD COMP AUDIT.

--01/31/21. UIM Quarterly Report due

-02/12/21. Last day to appoint March election judges.

-02/23/21. Last day to post/publish first of two Notices on Township Election. Last day to post Election sample ballot.

-02/28/21. PERA EXCLUSION REPORT due.

## **OLD BUSINESS:**

### **1- -Townhall maintenance issues: Keith A.**

- Paint all four steel safety posts by shop & pole barn in spring - PENDING.

-Winterization of heated shop area remains to be done. Pending.

### **2- Culverts, Signage, and Noxious Weeds: Tammy Z.:**

-Need culvert maintenance/replacement plan from Tammy Z.. **This is needed for the 2021 Road Report.** Get to Lee M. ASAP Pending.

### **3- 280<sup>TH</sup> So. & Skyhawk Dr; (north of Hwy. 24); Keith A.**

-status of the Maplewood Township project on road widening/reshaping. Pending.

### **4 – Road Operations Update: (Lee M)**

a. **Buddy Lane Drainage project** – Lee has received a \$1,800 quote for spring 2021. Area resident Mike Richards @34715 has agreed to take extra dirt. (Ph# 952-807-3835) Project Pending.

b. **Road Repair for 360<sup>th</sup> St.-** Lee M. reviewed repair of two significant soft spots east of Hwy 41 and west of Pfeffer's driveway. Quotes are \$3,900. and \$5,100, respectively. This repair is similar to the successful Camp Joy curve repair of 2019. **Due to budget concerns, the board agreed to defer to 2021. Lee will add to 2021 Road Report -- Pending.**

c. **Beaver Dam Point** – drainage project. **Stabnow Engineering submitted their findings/suggestions.** Due to season end, board decision deferred to spring 2021.

Due to late receipt of Engineering Review – further discussion was tabled to the February meeting. Pending.

- d. **285<sup>th</sup> Ave. Drainage Project** – area just south of Hwy 24, east side of road – base of hill & ditch?? There is no quote. Determined it is a storm water issue. **Lee will add to 2021 Road Report. Pending.**

**5- Air conditioner** (wall unit) for townhall; Jeff M & Keith A to research/cost out – Pending.

**6- Beavers and high water along 300<sup>th</sup> Ave.** Vicinity of #36676 (old David Collins place). Doug Kugler to handle and review in Spring. Keith to contact Doug to trap another beaver in area after deer season – Pending.

#### **7- CARES ACT Utilization Status-**

Keith A. advised that the order is ready to ship. Vendor has advised the original computers ordered are unavailable and suggested an equivalent replacement if the Board agreed – after short discussion the Board agreed to accept the substitute computers at the same price as quoted. Keith to advise when equipment arrives. **Keith also suggested we discuss our technology implementation plan and goals at the Feb meeting – Board agreed.** PENDING.

**8- Township Road Weight Restrictions** – Lee M. suggesting we place permanent 5 Ton/Axle Weight Restrictions on the following:

- a. 390<sup>th</sup> St. (Hwy 41 to 280<sup>th</sup> Ave),
- b. 300<sup>th</sup> Ave. (Hwy 108 to 390<sup>th</sup> St.),
- c. Lee to draft SLT Bulletin announcing this action, PENDING.
- d. No definitive action was taken on Keith's question regarding weight restrictions for 300<sup>th</sup> Ave. Middle and 380<sup>th</sup> West of Hwy 41. **"Tabled until next meeting?"**  
PENDING

**9- 280<sup>th</sup> Ave. Road Stabilization/Dust Control** - SLT to approach Dan Egge on providing financial assistance to cover costs of applying calcium chloride to address this increasing issue. Keith & Lee to also approach OTC HWY. DEPT. to review and assess how they will be handling the bridge construction (prox. time to complete in 2021) relative to the impact on SLT roads. PENDING.

**10- Sterling Snow-Plow situation.** Lee advised there was a potential interested buyer for the old plow attachment that came with the Sterling and asked for permission to sell if OK with board. The Board gave Lee permission to do so at a price left to his discretion. Lee to publish for sale if current buyer does not work out.

**11- SLPOA Request for Solar powered digital speed sign on Hwy 41.**

- a. This provides additional information as requested by the SLT Board,

- b. Since COVID protocol prohibits an in-person presentation, the attached SLPOA letter was discussed. **After considerable discussion the Board unanimously approved a letter of endorsement. Lee to provide a copy to the SLPOA & a copy to OTC.**

#### **NEW BUSINESS:**

- 1- **Sterling Snow-Plow & RELATED EQUIPMENT Preventative Maintenance Information.**
  - a. Program/products recommended by Sverdrup Twp. maintenance man.
  - b. RHOMAR Industries- contact [tpiatchek@rrhomar.com](mailto:tpiatchek@rrhomar.com) (800-688-6221)
  - c. Lee recommends we obtain products & apply to Snowplow truck and evaluate for possible use with CAT cutting/plowing edges.
  - d. Recommend Clerk make contact & establish an account. **Tabled till next meeting.**
  
- 2- **Snow Removal costs.** Jeff M. submitted snow removal costs which includes prts., labor, repair, fuel, sand etc. for Fiscal years 2019 & 2020. **Those costs were \$15.4K and \$17.9K respectively.** This info will be relevant & beneficial for future budgeting.
  
- 3- **Website Situation.** YERBUA(current contractor) is retiring 6/1/21 so it will be necessary to secure a new vendor to provide this service.
  - a. Lee M. reviewed 2020 charges and usage data; as well as recommendation from YERBUA to transfer to Grand Rapids vendor.
  - b. The new vendor uses the same website platform (Joolma) which allows for a much quicker, easier, and less expensive transition. The Board agreed this made good sense and instructed Lee M. to advise YERBUA to make the switch over at their convenience. **Further discussion was tabled until the April Reorganization Meeting.**

PENDING.

#### **OTHER BUSINESS:**

-Keith A. requested we have a "SPECIAL BOARD MEETING" on 01/26/21 **to review the Job Description & Expectations regarding the Clerk and Treasurer Positions.** Motion to approve by Keith A., 2<sup>nd</sup> by Lee M. Carried. This will be an in-person meeting. Clerk to make appropriate legal meeting posting.

-Keith to work on Zoom problem prior to February Board Meeting.

**Next Meeting: FEBRUARY 09, 2021 @ 6:30. Virtual via Zoom.**