

MINUTES, SLT MONTHLY MEETING

FEBRUARY 09, 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 6:30 P.M. BY LEE MINDEMANN FOLLOWED BY THE PLEDGE OF ALLEGIANCE. THIS WAS AN IN-PERSON MEETING.

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: 1/12/2021. Motion to approve as read Tammy Z., 2ND BY Keith A. Carried. 1/26/2021 SLT SPECIAL BOARD MINUTES. Motion to approve as read Tammy Z., 2nd by Keith A. Carried.

READING/APPROVAL OF FINANCIAL REPORTS BY TREASURER: Ronola R. presented the financials. Motion to approve financials as indicated by bank statement Tammy Z., 2ND by Keith A. Carried.

CHECKING- \$146,301.12

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 Tammy Z., 2nd by Keith A. Carried.

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.

SUSPENSE DATES:

-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.

-03/09/2021. ANNUAL TOWNSHIP ELECTIONS (5:00 TO 8:00 P.M.) ANNUAL MEETING 8:15 P.M.

-03/29/2021. SPRING SHORT COURSE MEETINGS in Mahanomen. Will be advised if in-person and/or virtual. If Virtual recommended we all watch at Town Hall together if feasible.

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- 280TH 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 360th 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. Must discuss amount and have meeting with respective property owners.** Due to season end, board decision deferred to spring 2021. Due to late receipt of Engineering Review. It was also stated that funding may be available via the “Local Roads Improvement Program (LRIP)” via MNDOT – though the due date for submissions this year is 3/3/21 which just is not enough time for us to respond – but perhaps next year?? It was also pointed out that projects with a projected cost in excess of \$25,000 would be subject to the “Municipal Contracting Law”, thereby requiring competitive bids. **Pending.** Keith to handle.

- d. **285th 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 300th 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-

Complete order has been delivered and is stored at Keith's business in Detroit Lakes.

Suggested next steps;

- Decided we would use ROB (CONNECTIONS) as our training instructor.
- Get set-up/orientation/file transfer training on lap-tops scheduled ASAP.
- Schedule installation for monitor etc.
- Establish goals for start-up dates etc.

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

- a. 390th St. (Hwy 41 to 280th Ave),
- b. 300th Ave. (Hwy 108 to 390th St.),
- c. Lee to draft SLT Bulletin announcing this action, PENDING.
- d. Obtain signs to put up. Tammy Z. to handle.

9- 280th 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 & Tammy 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.

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 (800-688-6221). Terry J. to meet with OMAR to determine which products we should order & try. Pending – Keith to follow.
 - 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- **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. Transition to BGD (BIG Groovy Design) has been completed per Board direction
 - b. **Further discussion was tabled until the April Reorganization Meeting.** PENDING.
- 3- Dent Fire Contract. Review copy of 2020 contract. Stays at \$12,700 for 2021.
- 4-Revised CLERK/TREASURY transition. Ronola & Jeff are to complete transition by April.
- 5- Roads Foreman Role. **Will table this till April Reorg. Meeting.**
- a. 6- March ANNUAL MEETING discussion. The Supervisors have decided that the Election and Annual meeting on March 9th Will be held in-person at TOWN HALL (max. 15 guests) & Virtual Zoom. All Agenda documents will be in packets at town hall outside Drop Box Outbox as previously done and will be posted on our Website. Also, will be published in the Perham Focus & Pelican Rapids Press.

OTHER BUSINESS:

- 1- Clerk has handled adding the IT product to our insurance policy (TV, LAPTOPS ETC).
- 2- All dated Township files to be brought up to date and transferred to Town Hall. Additionally, these files to be transferred to electronic memory stick to be stored in the SLT Safety Deposit Box at UCB-Dent. The role description stated these actions to be done annually at January Board Meeting.
- 3- Since January is past, a discussion/decision on when this is to be accomplished **should be decided at the 3/16/21 board meeting.**
- 4- Home work assignment for 3/16 meeting – Supervisors to review “Supervisor Responsibilities” sheet to determine what changes may need to be made given a NEW Supervisor is coming onboard.

Next Meeting: MARCH 09, 2021 @ 8:15 P.M. ANNUAL MEETING. IN-PERSON

MARCH 16, 2021 @ 6:30 P.M. MONTHLY MEETING. IN-PERSON

ADJOURN: 8:10 P.M. MOTION BY TAMMY Z., 2ND BY KEITH A. CARRIED.