

MINUTES, SLT MONTHLY MEETING/REORGANIZATION MEETING

MARCH 16, 2021

Meeting conducted with MN mandated social distancing measures in place.

Until further notice SLT Board Meetings will be conducted in person as detailed in SLT Special Notice # 50, dated 02/15/2021

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

PRESENT: Ronola R., Tammy Z., Jeff M., Lee M., Keith A. & Emily Riley.

GUESTS/SPEAKERS

READING/APPROVAL OF MINUTES: 02/09/2021. Motion to approve as read by Tammy Z., 2nd by Lee M. Carried.

READING/APPROVAL OF FINANCIAL REPORTS BY TREASURER: Motion to approve financials as given by Lee M., 2nd by Tammy Z. Carried.

CHECKING- \$145,001.99

FISCAL YEAR 2020 RECONCILED. THE CASH BASIS OF ACCOUNTING REPORT WAS SENT TO STATE AUDITOR BY RONOLA R. COMPLETED.

Reconciled by CLERK & TREASURER.

READING/APPROVAL OF CLAIMS & PAYROLL BY CLERK: Motion to approve by Keith A., 2nd by Tammy Z. 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.

SUSPENCE DATES:

-03/29/2021. SPRING SHORT COURSE MEETINGS in Mahnomen. Will be advised if in-person and/or virtual. If Virtual recommended we all watch at Town Hall together if feasible. Those interested in signing up would do so separately. Emily Riley would sign up for courses that pertain to “NEW SUPERVISOR” and other related courses.

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. What to do with the waste is a question.
- 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 monies are available from State for these type of projects. Applications must be in earlier so this could be for 2022. **IF UNDER \$25000 we don’t need competitive bids. Pending.** Keith to handle. He has already talked to Duane S. on how to move forward.
- 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 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- Keith A. Pending.

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 date.

It was agreed by Board to put Emily R. in charge of this.

8- Township Road Weight Restrictions.

- a. 390th ST. (Hwy. 41 to 280th Ave.)
- b. 300th Ave. (Hwy. 108 to 390th St)
- c. Lee M. to draft SLT Bulletin announcing this action. Completed. Bulletin #52.
- d. Tammy Z. and Terry J. to obtain signs to put up. Pending. Signs are up but not permanent yet.
- e. Lee M. passed on information relative to a quarter section on 280th No. that was purchased by a Fargo company for excavation meaning more trucks hauling on the road. More to come.

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. Wayne Johnson with OTC to be contacted on this subject. 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. Ads have been place in Perham & Pelican papers. Pending. It was agreed to let the ads run 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. Lee recommended we go with a carbide application. Lasts much longer. Keith handling.
- 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. Pending. Clerk has parts listing to enter in Equipment worksheet.
- e. Keith A. to talk to Omar on coating for our V-Plow. Pending.

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. Completed.

3- Dent Fire Contract. Review copy of 2020 contract. Stays at \$12700 for 2021. Board decided to pay one half now and second half in August.

4-Revised CLERK/TREASURY transition. Ronola & Jeff are shooting for April start.

5- Roads Foreman Role. Will table this till April Reorg. Meeting. Pending.

OTHER BUSINESS:

-Beth Johnson on 380th West has asked for help in her ditch area on weed removal problems due to rocks in ditch. Keith A. to handle. Pending.

REORGANIZATION:

1- **SWEARING IN OF NEWLY ELECTED SUPERVISOR-** Emily Riley was sworn in by Lee M. Welcome aboard Emily.

2- **TRANSFER OF TOWN RECORDS-** NA (only in the event of a change in the appointed Clerk or Treasurer). However, responsibilities of Claims & Payroll have been switched from the Clerk to Treasurer. In transition for a April start-up.

3- **SELECT A TOWN BOARD CHAIR & VICE CHAIR-**Motion to approve Keith A. as Board Chair & Tammy Z. as Vice Chair by Keith A., 2nd by Tammy Z. Carried

4- The following items were discussed and adopted: **MOTION** by Lee M., 2nd by Tammy Z. Carried.

-**MONTHLY BOARD MEETINGS** will be held on the 2nd Tuesday of each month beginning at 6:30 PM-unless otherwise noted.

-**OFFICIAL NEWSPAPER** for publication of SLT NOTICES shall be the Perham Focus & Pelican Press.

-**COMPENSATION FOR TOWN OFFICERS & EMPLOYEES-** Mileage to change to \$.56/mi. from \$.58/mi.

-**DESIGNATED SUPERVISOR RESPONSIBILITIES** shall be

-Designated "POSTIN PLACES" for official SLT Notices shall be on the Town website & the Town Bulletin Board at the exterior entrance to the Town Hall.

-**TOWN DEPOSITORY** shall remain as United Community Bank-Dent.

-**THE BOARD** shall review and amend Board Policies as needed.

5- **CONFIRMATION OF TOWN FINANCIAL REPORTING FORM HAS BEEN COMPLETED & RETURNED TO THE STATE AUDITOR AS REQUIRED-**Treasurer & Clerk.

6-**THE CLERK SHALL REVIEW THE FOLLOWING WITH THE BOARD:**

-Any Potential Conflict of Interest Issues. None at this time.

-Training and Reference Materials- Clerk to review location of the current Town Law Book, the Town Government Manual, the contents & location of safe deposit box, the 2020 Election Laws/materials, and Equipment Operator Manuals, etc...

-Review the Town Ordinance and Resolution Book- Clerk to review location and contents of SLT Resolution & Policy Book.

-The Clerk shall identify any upcoming training opportunities.

-The Clerk shall confirm that an updated list of SLT Officers has been submitted to MAT & OTC Auditor Office. Completed.

Next Meeting: APRIL 13, 2021. 6:30 P.M. IN-PERSON

ADJOURN: Motion by Keith A., 2nd by Emily R. 8:45 P.M.

SPECIAL NOTE THAT THIS WAS LEE MINDEMANN'S LAST MEETING. We on the Board want to thank him for his many years of dedicated service to STAR LAKE TOWNSHIP. He will be missed !!!!!!!!!!!