

**MINUTES OF THE REGULAR TOWN BOARD MEETING
May 19, 2020, 6:00 PM at the Balkan Community Center**

In attendance: Chairman – Brad Strgar
Supervisors – Jennifer Tarnowski
Supervisor – Dirk VerSteeg
Clerk – Misty Hendrickson
Treasurer – Kent Fredeen
Visitors – 5 guests

CALL TO ORDER: The meeting was called to order by the Chairman at 6:00 pm.

APPROVAL OF THE MINUTES: After review of the minutes from the May 5, 2020 meeting, a motion was made by Supervisor Tarnowski, supported by Supervisor Strgar to approve the May 5, 2020 meeting minutes. Motion carried unanimously.

FINANCIAL REPORT: Kent Fredeen

Receipts: \$ 1,452.11 (new money) plus PERA credit used = \$1589.43			
Canister site coupons sold	\$750.00	First National Bank – Interest	
Culvert replacement	\$562.00	Building Project Account	
PERA credit (used 5/20/20)	\$137.32	Community Center Account	
Community Center rent	\$40.00	MET Account	
Overpayment returned (NBP)	\$53.60	Checking account (April)	\$13.79
Life insurance reimbursed	\$32.72		

First National Bank - Account Balances	
Checking Account	\$121,719.17
MET (Mining Effects Tax) Account	\$152,784.28
Community Center Account	\$39,568.70
Building Project Account	\$4951.70
Total	\$319,023.85

A credit from 2019 from PERA in the amount of \$137.32 was received. This will be used to reduce the amount owed on this pay period in May reporting for PERA payments on Balkan’s portion of PERA.

Debit Card usage: None
Recommended Transfers: none
Transfers Completed: none

A motion by Supervisor Jennifer Tarnowski and seconded by Supervisor Dirk VerSteeg to approve the treasurer’s report as read. Motion carried unanimously.

A motion by Supervisor Tarnowski, supported by Supervisor Versteeg, to approve the bills for payment on May 19, 2020, and ordered paid in the amount of \$10,599.92, less the PERA credit, totaling \$10,284.79 Motion carried unanimously.

A motion by Supervisor Tarnowski, supported by Supervisor VerSteeg, to accept the payroll for May 19, 2020 (payroll period 5/3 – 5/17/20), in the amount of \$8,901.58. Motion carried unanimously.

REPORTS:

1. Clerks Report:
 - a. The new website is coming along. Corey, from WA Fisher, has come up with a few home pages for our review. It’s not where we want it yet. Supervisor Tarnowski has done much of the design and emailing to get where we are now.
 - b. The clerk is now a notary public.
 - c. Community center rentals: some dates are penciled in but aren’t prepaid. The Palmquist’s would like to rent the pavilion on July 11th, 2020 for Alice Palmquist’s memorial service. There is a graduation party penciled in for that date but no down payment to hold it. We will wait until 5/22/20 to hear back from the penciled in party, if we don’t hear from them, the Palmquist’s are welcome to the Community Center.
 - d. More planning for opening up the community center. What are the guide lines for reopening the center? Supervisor Tarnowski will look into the guidelines and provide

us with them soon. We will keep in mind social distancing, limiting the amount of people inside, washing hands often, and the possibility of everyone wearing masks.

- e. A motion was made by Supervisor Tarnowski to approve the spending not to exceed \$700 for a new printer for the office. This was supported by Supervisor Strgar and passed unanimously. The clerk will use the debit card for purchase.
 - f. A sign for either the community center or the garage was authorized for purchase not to exceed \$800. The location of the sign was under discussion. Three out of five residents at this meeting would like the sign to be put up at the garage due to more Balkan residents will see it. However, two out of five residents at the meeting would like the sign to be at the community center due to this is where our community gathers, not the garage. The new sign will be used to announce pancake feeds, our new website, and any new activities in the area. At the next Forum, we will ask the residents of Balkan where they would like to see the new sign.
2. Shop & Road Report:
- a. Roads are being graded. There's a new chart to track, by day, the roads that are graded.
 - b. Information is being collected for any new culverts that are needed, calls to locate (811) have been requested, and new culverts ordered.
 - c. Material has been reclaimed on the sides of the roads. This will be dried then later graded back in to the roads.
 - d. Not much material is left at our pit at the Balkan Garage.
 - e. A ditching and brushing plan will need to be worked out with Supervisor VerSteeg.
 - f. The dump truck box was removed. Employees are advised to add the old box to the canister site to use as an extra container to collect scrap metal.
 - g. A trailer is needed for hauling the township's equipment. There is a possibility that Chisholm will want to go in on a trailer with the township. Supervisor Strgar supports this idea to work together with the city of Chisholm.
 - h. Supervisor Strgar found a building that could be moved and repurposed for use by the township, possibly for cold storage. It is located by the disc golf course in Chisholm. He will look into this more.
3. Community Center Report:
- a. Sanitizing and basic cleaning are being done at the Community Center.
 - b. Pavement sweeping and yard work are being done.
 - c. Horse show Saturday May 16th, guidelines discussed with sheriff for holding event.
 - d. A resident called to ask if there was any summer help needed at any Balkan site. The resident was advised to send their resume along with contact information to the clerk's email. This candidate may be a good fit for helping the Community Center care taker. If hired, the candidate will be trained by Dave Pajunen for various miscellaneous duties. It was motioned by Supervisor Strgar and supported by Supervisor VerSteeg to give Supervisor Tarnowski the authority to hire and coordinate the helper.
 - e. There needs to be a separate position made for lawnmowing/care taker helper. This position will include only about 8 hours/week dependent upon the Community center's caretakers schedule. Steve Fenske, the MAT attorney, will need to be asked if we need to post for this position or not.
 - f. Supervisor Tarnowski will draft uses for the pavilion and the community center guidelines, during the COVID-19 pandemic.
4. Canister Site Report
- a. The new employees are working out well.
 - b. Canisters have been very full. Canister site attendants have been advised to call for SLC to dump canisters and recycling bins more often. Also, rotating the recycle bins to have a designated overflow canister available at most times is helpful. The city of Chisholm said they will bring a cardboard bin for us, as ours fills up so quickly. A supervisor will check on this.
 - c. A near-miss accident at the canister site May 16th was observed. It was suggested by a resident to widen the canister site to include the driveway to the garage. This will help canister site attendants to direct traffic easier and improve safety to our site.
 - d. The canister site expansion is in the agreement with the city of Chisholm, who said they would pay to have our site expanded, if need be. The contract needs to be reviewed. The treasurer will check the receipt book for any payment from Chisholm for the agreed upon \$13,250 for the use of the canister site for Chisholm residents.
 - e. Clean up of the creek behind the canister site has been picked up by Supervisor Strgar, Amy Alsaker and Jon White. It looks very nice.

CONCERNS AND COMMENTS FROM THE AUDIENCE:

1. A resident talked with the MN Dept. of Health liaison, Carol Haasl, about coronavirus protocols.

2. A resident thought the township should acknowledge 2020 graduates in the paper with Congratulations. The supervisors were in favor of placing an ad to congratulate 2020 graduates. This will be in the May 27th, 2020 last printing of the Chisholm Tribune.

CORRESPONDENCE:

1. The Chisholm Tribune Press will be printing their final paper on 5/27/20. **A motion was made by Supervisor Strgar, supported by Supervisor VerSteeg to designate the Hibbing Daily Tribune as the township's official publication. This was passed unanimously.**
2. A resident of Balkan suggested an expansion of the canister site out toward the garage driveway. This idea was unanimously supported. It was said that when Chisholm wanted to "share" the recycling center with Balkan residents, they would pay for an expansion. Dave Pajunen was asked to give the idea of expansion 15-20 feet some thought on how it should be expanded.
3. The town of Balkan was served a notice of "intention to take title and possession" of a property in our jurisdiction. The supervisors asked the clerk to email the MAT attorney, Steve Fenske, to ask if we are giving up mineral rights and if this affects us as a township.
4. Due to the school closure for the pandemic, the school was not able to host their annual graduate BBQ where they usually do. A resident of Balkan asked if the pavilion could be used for the 2020 graduates BBQ sometime in June. The board was in favor of donating the rental of the pavilion, with restrictions (COVID-19), to this worthy cause. There are 49 graduates in Chisholm, 6 graduates from Balkan.

OLD BUSINESS:

1. A letter to residents whose mailbox is too low for the snowplow to get under has been drafted. A list of residences and fire numbers are needed. This list will be put on the work priority sheet for township employees to gather.
2. Snowplowing letter of denial – a list of residences whose application for snowplowing will be denied for the coming snow season is needed. This has been added to the work priority sheet. Supervisor Tarnowski will get the list and mail out letters accordingly.
3. A 6-month employee review of Jon White, foreman, was done 5/12/20 at the community center. All supervisors were present and the clerk, to take minutes. The review sheets have been added to the employee's personnel file. The foreman will get 100% compensation 5/4/20 going forward.
4. Post cards will be sent to residents of North Long Lake Road regarding dust control measures. The post cards are requested to be returned by June 1st for a consensus before any chloride is ordered.
5. A good estimate from the foreman for quantities of chloride to be ordered is needed. This has been added to the work priority sheet.
6. The culvert prices have been quoted for 2020. We will go with the lowest price when ordering.
7. Recommendations from Fort & Co.: Supervisor Tarnowski started a budget for 2020. She asked what kind of expenses the board would like tracked, to make better decisions in the future. She used the budget that was put together for the Annual meeting and the new payrates adopted 5/19/20.

NEW BUSINESS:

1. The work priority sheet has been updated to include an estimate of how much chloride is needed for this year based on last year's order. Also, a plan for ditching and road repairs to be prepared for the next meeting 6/2/20.
2. **A resolution authorizing a contract with an interested officer, per MN statute subsection 471.88, subd. 5 was motioned by Supervisor Tarnowski and supported by Supervisor Strgar, was signed by Supervisor VerSteeg and notarized by the clerk. This is an annual resolution with biweekly affidavits needed when Supervisor VerSteeg works on the roads and gets a paycheck.**
3. **A motion to repair the backhoe's rear brakes was made by Supervisor Tarnowski, seconded by Supervisor VerSteeg. This was passed unanimously. The quote from McCoy stated the repair will be \$3757. To transport the equipment to McCoy's in Grand Rapids will be done by Radotich Enterprises for \$800 round trip. The transport and repair are estimated to be done around May 28th or 29th.**
 - a. In the absence of the backhoe, an excavator needs to be rented/leased for the culvert projects. It was decided that Jon White will rent the township his excavator for \$50/on the hour meter and run the machine. Mr. White is not assuming any responsibility for any cut wires, etc. done. The township will assume all responsibility. **A motion was made by Supervisor Tarnowski to lease the excavator not to exceed 50 hours and to be paid at \$50/on the hour meter. This was supported by Supervisor VerSteeg and passed unanimously.** An agreement should be written up stating this and voted on by the board.

4. The water/oil separator is needed for the shop floor. Supervisor Strgar will revisit this subject at the next meeting.
5. It was brought up that the 2018 truck needs transmission work. The foreman will contact Zach Rossi regarding proگرامing to the transmission that was performed at the time of purchase. The truck was originally brought back to Skubic's in Virginia to have transmission diagnosed. They were unable to do the work in-house, then the truck was brought to Interstate Diesel in Virginia to reprogram the shift pattern. It is important to have the truck running for the township. The supervisors feel that International should be responsible for the fix.
6. The new voting equipment should be assessed and added to MATTT insured.
7. The new packer for the roads should also be assessed and added to our MATTT insurance.
8. An assessment should be made by MATTT to assess our assets to be sure they are covered at replacement value, not historical costs.

UPCOMING MEETINGS/EVENTS:

1. The foreman and operator will go to Hinckley, the end of May, for equipment training provided by the 49ers to cover 16 hours. **There was a motion by Supervisor Tarnowski to send these employees for grader training. This was supported by Supervisor VerSteeg and passed unanimously.** The township will pay for the hotel stay (1 night) and meals while on training.
2. Supervisor VerSteeg will be picking up the new packer on 5/20/20.

NEWSLETTERS & MEETING MINUTES:

1. Newsletter ideas from the audience include: keep fire numbers unblocked, congratulation to graduates, mention the June pancake feed, essential services and volunteers needed to deliver groceries or medicines to those who don't have transportation or who are homebound, and a reminder for residents to fix their mailboxes if they aren't regulation.

ADJOURNMENT:

Motion by Supervisor Tarnowski, supported by Supervisor Versteeg, to adjourn the meeting. Motion carried. The meeting adjourned at 9:10 PM. The next board meeting will be held at 6:00 PM at the Balkan Community Center on June 2, 2020.

Respectfully Submitted,

Misty Hendrickson, Clerk

(Clerk) Misty Hendrickson

(Board Chair) Brad Strgar