

**MINUTES OF THE REGULAR TOWN BOARD MEETING**  
**May 5, 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 – 3 guests

**CALL TO ORDER:** The meeting was called to order by the Chairman at 6:02 pm.

**APPROVAL OF THE MINUTES:** After review of the minutes from the April 21, 2020 meeting, a motion was made by Supervisor Tarnowski, supported by Supervisor VerSteeg to approve the April 21, 2020 meeting minutes. Motion carried unanimously.

**FINANCIAL REPORT:** Kent Fredeen

<b>Receipts: \$ 1,889.89</b>			
Canister site coupons sold	\$375.00	<b>First National Bank – Interest</b>	
Refund of overpayment (RMS)	\$947.40	Building Project Account	\$1.19
PERA credit	\$520.27	Community Center Account	\$9.41
		MET Account	\$36.62

<b>First National Bank - Account Balances</b>	
Checking Account	\$137,222.26
MET (Mining Effects Tax) Account	\$152,784.28
Community Center Account	\$39,568.70
Building Project Account	\$4951.70
<b>Total</b>	<b>\$334,526.94</b>

A credit from 2017 - 2019 from PERA in the amount of \$520.27 was received. This will be used to reduce the amount owed on the next two pay periods in May reporting for PERA payments on Balkan’s portion of PERA. Due to rounding, Balkan’s portion of PERA increased by one penny.

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 5, 2020, and ordered paid in the amount of \$6,025.18. Motion carried unanimously.

A motion by Supervisor Tarnowski, supported by Supervisor VerSteeg, to accept the payroll for May 5, 2020 (payroll period 4/20 – 5/2/20), in the amount of \$5,090.81. Motion carried unanimously.

**REPORTS:**

1. Clerks Report:

- a. MetLife payments and payouts are being tracked. All employees are eligible after one month of service. Three employees will be added in June, one employee will be added in July.
- b. The clerk called MATTT to ask about our claims for the snowplowing 2019-2020. Jon Mocol, manager of operations, said our premium will not increase in 2021. There was only one claim paid out for 2019-2020 winter. All claims are now closed.
- c. Supervisor Strgar requested the clerk to contact Jon Mocol, MATTT, about who can drive Balkan’s vehicles and if MATTT needs current driver’s licenses updated with them. He said Balkan should be checking and maintaining driver’s licenses of those driving the vehicles.

- d. The treasurer, clerk and accountant, Jeff Kukowski, met to discuss closing of the 2019 CTAS year end. We decided it may be a good idea to make adjusting entries to correct the balances of the funds that were not accurate for many years so that the supervisors may have accurate reports and account balances to base decisions off of. Jeff will research how to take off unused accounts, per Fort & Co's recommendations. We are waiting for the SAFES pin number from the State auditor's office that is used to close the previous year's books. We can also set up a budget in CTAS going forward to be useful in planning revenues for coming years.
  - e. Eileen Zah, City of Chisholm's clerk, called to say we are paid up to July for our fire protection due to an extra payment in April.
  - f. The community center will be closed to groups over 10 people until May 18<sup>th</sup> due to the Governor's executive order for the pandemic.
2. Shop & Road Report:
    - a. Bids are needed for a snowplow extension for the 11-foot plow.
    - b. The idea of a gas "caddy" was discussed. This idea will be explored more by the supervisors. Until a decision is made, 5-gallon gas cans will be filled up for mowers.
    - c. An additional quote was needed for the road packer. Supervisor VerSteege obtained this second quote. It was decided it was not of the same quality we need for our roads.
    - d. Trees have fallen in the roads. These have been removed and disposed of safely.
    - e. Maintenance work is being done on all vehicles, including lawn mowers. Plows have been removed for the season.
    - f. Class five has been reclaimed and left to dry on the sides of all Balkan roads. This will dry for a few weeks and be redistributed on the roads.
    - g. Roads are being graded, pot holes filled, and culverts inspected.
  3. Community Center Report:
    - a. Sanitizing and basic cleaning are being done at the Community Center.
  4. Canister Site Report
    - a. Clean up is needed for the creek behind the canister site.
    - b. Nothing has been heard about any new canisters to be supplied by the city of Chisholm.
    - c. The new magnetic signs on the small holed recycling bins work well to reduce recycling confusion.
    - d. Two canister site attendants will be working Saturdays to provide extra help for the increase in activity due to the COVID-19 pandemic and Chisholm's ending their recycling. Supervisors Strgar and VerSteege will oversee the schedule for attendants on Saturdays.
    - e. The contract to provide recycling to the city of Chisholm's residents will need to be reviewed due to the increase of customers using the canister site.

#### **CONCERNS AND COMMENTS FROM THE AUDIENCE:**

1. None.

#### **CORRESPONDENCE:**

1. 5/1/20 – received new voting machine via UPS.
2. 5/1/20 – Dust control – calcium chloride will need to be ordered. Envirotech won the bid for St Louis County. The shop foreman and supervisors Strgar and VerSteege will conspire to get the quantity needed less any areas road repairs will be done. An email was sent to Balkan requesting no chloride be added to North Long Lake Road, a consensus of residents used majority vote (11 out of 13 did not want chloride on their roads). A letter will be formed to send to residents of North Long Lake asking if they would like their roads sprayed with chloride or not.

#### **OLD BUSINESS:**

1. Changes to the policy for the compensation and reimbursement of town officers was discussed. **A motion to approve the Compensation and Reimbursements of employees and elected officials was made by Supervisor Tarnowski and seconded by Supervisor VerSteege, and passed unanimously.**
2. The culvert policy was put in the supervisor's packets to review. Three culverts have been brought up for replacement. Calls to locate buried wires will need to be done.
3. Fort & Co. recommendations were reviewed and discussed by the board. Funds that will be used in CTAS going forward were determined.
4. Supervisor Tarnowski will prepare a letter regarding mailbox regulations for specific heights for the snowplow to get under the mailbox. Several mailboxes in Balkan have been identified. It was proposed that the mailman, John, can identify and deliver the letters with postage to those residents whose mailboxes don't meet the requirements.

#### **NEW BUSINESS:**

1. The work priority sheet has been updated.
2. Balkan canister site welcomed Bill Dickson as the new attendant.

3. **There was a motion to approve the alternate work schedule for four 10-hour days Monday through Thursday, 6/1-9/3/20 by Supervisor Tarnowski, supported by Supervisor VerSteeg and passed unanimously.**
4. Three new canister site attendants were hired, including an alternate. Welcome.
5. Supervisor Tarnowski will draft a letter of denial for certain residences that will not be approved for snowplowing for the coming winter, due to possible property damage or damage to the township's equipment.

**UPCOMING MEETINGS/EVENTS:**

1. 5/12/20 – Employee review at the Community Center

**NEWSLETTERS & MEETING MINUTES:**

1. None.

**ADJOURNMENT:**

**Motion by Supervisor Tarnowski, supported by Supervisor Versteeg, to adjourn the meeting. Motion carried. The meeting adjourned at 9:56 PM. The next board meeting will be held at 6:00 PM at the Balkan Community Center on May 19, 2020.**

Respectfully Submitted,

Misty Hendrickson, Clerk

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(Clerk) Misty Hendrickson

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(Board Chair) Brad Stgar

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