

**MINUTES OF THE REGULAR TOWN BOARD MEETING
June 2, 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 – 7 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 19, 2020 meeting, a motion was made by Supervisor Tarnowski, supported by Supervisor VerSteeg to approve the May 19, 2020 meeting minutes. Motion carried unanimously.

FINANCIAL REPORT: Kent Fredeen

Receipts: \$ 645.74 plus PERA credit used = \$5.10			
Canister site coupons sold	\$375.00	First National Bank – Interest	
Community Center rent	\$210.00	Building Project Account	\$0.90
PERA credit (used 6/2/20)	\$5.10	Community Center Account	\$7.17
Community Center Garbage Fee	\$25.00	MET Account	\$27.67

First National Bank - Account Balances	
Checking Account	\$110,882.34
MET (Mining Effects Tax) Account	\$152,811.95
Community Center Account	\$39,575.87
Building Project Account	\$4,952.60
Total	\$308,222.76

A credit from 2019 from PERA in the amount of \$5.10 was received. This will be used to reduce the amount owed on this pay period in June reporting for PERA payments on the employee portion of PERA.

Debit Card usage: \$86.12 for employees’ training in Hinckley
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 June 2, 2020, and ordered paid in the amount of \$6,025.49, less the PERA credit, totaling \$5.10. Motion carried unanimously.

A motion by Supervisor Tarnowski, supported by Supervisor VerSteeg, to accept the payroll for June 2, 2020 (payroll period 5/18-5/31/20), in the amount of \$5,255.20. Motion carried unanimously.

REPORTS:

1. Clerks Report:
 - a. The MAT training “FAQ’s about township elections” is June 26th.
 - b. Closing CTAS 2019 – the previous clerk didn’t close the books, the clerk asked CTAS providers for guidance on closing the books. Also, the clerk now has the SAFES pin number to file the report.
 - c. The clerk posted the COVID-19 regulation at the Community Center as advised by Supervisor Tarnowski. The list includes washing hands on arrival, a contact tracing sign-in sheet, 6-foot rule, provide masks to guests, limit groups to 10 people or less.
 - d. August election primary training through St Louis County will be the 2nd or 3rd week of June, should be 5 hours long.
2. Shop & Road Report:
 - a. Roads are being graded regularly
 - b. The brakes were fixed on the backhoe and machine was returned 6/1/20.

- c. The loader was moved to Sunset Pit.
 - d. The beaver dam on Salo Road was dug out by the culvert.
 - e. 16 hours of Grader training for Road employees was in Hinckley
 - f. No manual was included with the walk-and-roll packer. Need to find and print one from on-line.
 - g. A road repair needs to be done on the intersection of Latick and Krogerus.
 - h. Supervisor VerSteeg and Employee White have a plan to ditch on the 6300 block of Long Lake Road due to the erosion of the ditches and the long-time problem of that part of the road washing out in the spring.
 - i. Erosion and difficulty to plow the 90-degree angle on Cemetery Road will be addressed.
 - j. Mowing grass – Bill Dickson will help Dave Pajunen as a general laborer.
 - 1. Mowing fire hydrants should be added to the general laborer position jobs.
3. Community Center Report:
- a. Dave Pajunen has been sanitizing and cleaning after every use.
 - b. The flowers were put in planters by Supervisor Tarnowski. Looks very nice.
4. Canister Site Report
- a. New garbage container to arrive at 9am 6/3/20 on North side of site
 - b. Supervisor VerSteeg to interview new canister site attendant
 - c. Supervisors Strgar and VerSteeg to make a plan to expand the canister site to include more fencing, new culvert, and to move the warming shack.

CONCERNS AND COMMENTS FROM THE AUDIENCE:

1. A resident was concerned about the shallowness of the boat landing at Long Lake. It was suggested that concrete treads from the DNR should be installed after some dredging is done. The DNR may be able to help load the concrete treads. Treasurer Fredeen was OK'd by the board to call the DNR and find out more about this project.
2. Residents were informed the community center/pavilion will not be available for rent due to the governor's executive order for COVID-19. The clerk was asked to get the advice of the MN Association of Townships attorney, Steve Fenske, who advised closing the community center/pavilion for graduation parties and parties over 10 people. Two renters came to the meeting to advocate for parties to be held if measures are taken to safeguard guest and attendees. After much discussion on the subject, **Supervisor Strgar, with support from Supervisor Tarnowski and Supervisor VerSteeg, moved to approve the use of the pavilion with restrictions.** The guidelines set by the supervisors were to have attendees wash their hands, on arrival, practice social distancing, provide masks, have a contact tracing sign-in sheet, stagger attendance, have individual meals prepared, and have less than 50 people attended. An additional form will be made by the clerk to state the above rules and ask renters to sign to acknowledge and be aware of the new preparedness rules before using the facilities.

CORRESPONDENCE:

1. The karate/exercise group had its last class May 27th. They will resume classes again September 2nd at 10 am – 11 am.
2. St Louis County Hazardous waste community collection will be July 1st from 10 am to 1 pm

OLD BUSINESS:

1. Notice of intent to take title and possession – Pete Clevenstein will be a good contact to ask about this seizure of land.
2. The clerk emailed Jon Mocol, MATTT assessor, to come assess and update our assets and replacement values for our insurance on 5/19/20.
3. The city of Chisholm hasn't paid their monthly payments per the joint agreement between Balkan and Chisholm. Supervisor Strgar will call to ask about payment and talk about a plan to expand the canister site.
4. A plan for ditching and road repairs will formed.
5. Water/oil separator issues: More research needs to be done. Supervisors will talk about this when a plan is finalized and costs are estimated.
6. The consensus from sending out postcards to residents on North Long Lake Road consisted of 10 residences for spraying chloride and 7 against spraying. A compromise was offered to spray less. This will be conveyed to the company that does the spraying for Balkan.
7. Supervisor Tarnowski will send out letters to residences whose mailboxes are too low for snowplowing to advise residents to raise their mailboxes or they might be hit by the snowplow next winter. Also advised, there should be no single posts and no plastic stands.
8. Letters denying service for snowplowing next season (2020-2021 winter) will be sent out to four residences.
9. Our supervisors believe it is not necessary to have a subscription to the Hibbing Tribune, who has been designated as Balkan's official publication due to the Chisholm Tribune's closing.

10. The supervisors tabled the discussion regarding a mileage stipend for the treasurer and clerk. It was stated in Statute 471.665 that a mileage stipend can be given to the officers or actual mileage can be reimbursed, but not both. Supervisors Tarnowski and Strgar will research this further.
11. A rental agreement for employee Jon White's mini excavator needs to have two changes to state that only Jon White operate the machine and that Jon White will be responsible for all damage/breakdowns to his machine. **This was approved by Supervisor Strgar with support from Supervisor Tarnowski and passed unanimously.**
 - a. Jon White bought a 'ditching spoon' to put on the mini excavator. He asked the board if he could use the welder and Balkan garage to put it on the machine in his own time after work. The town board approved the use of the welder and garage to perform the necessary modifications.

NEW BUSINESS:

1. The work priority sheet has been updated to include a call to locate by Carl Robins' house on Long Lake Road. In addition, the employees will install the new road packer to the grader.
2. The community center load determination per the state fire marshal was discussed.

UPCOMING MEETINGS/EVENTS:

1. The clerk training on elections the 2nd or 3rd week of June was approved. It was suggested the clerk call Clarice Sever to attend as well.

NEWSLETTERS & MEETING MINUTES:

1. Newsletter for June: keep it simple and short. Call Express Print for formatting instructions. Encourage a suggestion box for residents to contribute to the newsletter. Include news notices, updates, and reminders to residents.

ADJOURNMENT:

Motion by Supervisor Tarnowski, supported by Supervisor Versteeg, to adjourn the meeting. Motion carried. The meeting adjourned at 8:39 PM. The next board meeting will be held at 6:00 PM at the Balkan Community Center on June 16, 2020.

Respectfully Submitted,

Misty Hendrickson, Clerk

(Clerk) Misty Hendrickson

(Board Chair) Brad Strgar