

MINUTES OF THE REGULAR TOWN BOARD MEETING
July 14, 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 6:05 pm.

APPROVAL OF THE MINUTES: After review of the minutes from the June 30, 2020 meeting, a motion was made by Supervisor Tarnowski, supported by Supervisor VerSteeg to approve the June 30, 2020 meeting minutes. Motion carried unanimously.

FINANCIAL REPORT: Kent Fredeen

Receipts: \$52,511.53			
St Louis County (30% May Appointment)	\$51,499.56	First National Bank – Interest	
Community Center rent	\$250.00	Checking account interest	\$11.97
Garbage tickets sale	\$750.00		

First National Bank - Account Balances	
Checking Account	\$239,108.98
MET (Mining Effects Tax) Account	\$117,976.22
Community Center Account	\$39,582.42
Building Project Account	\$4,953.42
Total	\$401,621.04

Debit Card usage: Total: \$134.04 to consist of:
 4 MAT training webinars at \$25/each = \$100.00
 Lawn mower gas: \$34.04

Recommended Transfers: Transfer of \$1,000 from checking to MET fund due to the Summer Recreation program cancellation for 2020. Voided check #61451 dated 3/26/20 that was returned to us. **A motion to approve the transfer of \$1,000 from checking to the MET fund was made by Supervisor Tarnowski and supported by Supervisor Strgar. Motion carried.**

Transfers Completed: \$34,861.02 transferred from MET fund to the checking account.

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 July 14, 2020, and ordered paid in the amount of \$7,128.44. Motion carried unanimously.

A motion by Supervisor Tarnowski, supported by Supervisor VerSteeg, to accept the payroll for July 14, 2020 (payroll period 6/28 – 7/11/20), in the amount of \$6,623.74. Motion carried unanimously.

REPORTS:

1. Clerks Report:
 - a. Lisa Smith started learning about the clerk’s duties 7/6/20. She was sworn in on Monday 7/6/20. Welcome Lisa!
 - b. The focus was on election training for the town clerk, Clarice Sever and election judges for August 11th, 2020 General Election.
 - c. In-person election judge training was held on July 16th at 10am at the community center with 10 people attending. Clarice Sever was very helpful in making this happen.
 - d. New guidelines for COVID-19 related cleaning and sanitizing at the election.

- e. Plexiglass needs to be purchased and installed for the August 11th General election.
 - f. MAT webinars regarding elections have been purchased. The clerk will attend 3 trainings. The treasurer will attend a webinar on July 22nd for election judge payroll.
 - g. The CARES Act form was turned in for payment on 7/1/20 for \$20,725.00.
2. Shop & Road Report:
- a. All roads have been graded and inspected for chloride treatment.
 - b. All Balkan roads will be sprayed with calcium chloride to reduce dust on 7/15 and 7/16/20.
 - c. All vehicles have been readied for DOT inspections by Jeff Wood. Stickers are expected by the end of July.
 - d. Trucking subcontractors were hired to haul class 5 to multiple roads for lifts and repairs. A total of 4329 yards of class 5 and material have been added to roads in 3 days.
 - e. Class 5 remaining in the pit is at 50% of what was there. It was questioned if there will be enough class 5 for next year's needs. Do we have to crush rock next year? The clerk was asked to look up the 3-year contract for crushing class 5, on file.
 - f. The culvert on Haiskanen road was inspected. It will have to be replaced soon due to being rusted out on the bottom and the sides.
 - g. An E110b Caterpillar excavator and a 2015 trailer, that can haul up to 46,000 pounds, to purchase was discussed. The excavator has a new bucket with thumb. **A motion was made by Supervisor Tarnowski to purchase the excavator and trailer not to exceed \$35,000. The motion was supported by Supervisor Strgar and passed unanimously.**
3. Community Center Report:
- a. Supervisor Strgar fixed the air conditioning that wasn't working properly.
 - b. There was a blown fuse in the furnace unit condenser on the northside of the building. The humidity blew the fuse, but when replaced, the unit reset itself and has been working.
 - c. The automatic door opener is not working.
 - d. The Pancake feed for July 18th has been cancelled. The board decided, due to the coronavirus, the pancake feeds for this year should all be cancelled.
4. Canister Site Report
- a. The canister site expansion was discussed. The fence expansion quote came in at \$10,200. A new driveway will have to be built to accommodate the site expansion. Moving the electrical was quoted at around \$1500. A culvert will need to be removed and replaced. The town clerk will draw up a proposal to bring forward to the City of Chisholm for their approval.
 - b. The canister site attendants had a meeting to discuss job duties and issues. There are new tipping fees for St Louis County sites. These new fees have been updated and hung in the warming shack at the canister site for easy referral.
 - c. Ron Hensley has stated interest in the canister site attendant position. Supervisor VerSteeg will contact and interview him as an alternate. **This was motioned by Supervisor Strgar and supported by Supervisor Tarnowski to approve the hire of Ron Hensley. This passed unanimously.**
5. Other Reports
- a. none

CONCERNS AND COMMENTS FROM THE AUDIENCE:

- 1. none

CORRESPONDENCE:

- 1. Burning permits are allowed after July 8th, 2020.
- 2. National Prescription Opiate Litigation legal letter was discussed. No action was needed.

OLD BUSINESS:

- 1. Three culverts needed – 2 on Haiskanen road need changing due to rotting on bottom and sides which will be in danger of collapse. Also, one culvert is needed for the canister site expansion on garage road. Two culverts will be \$6,050, from Radko. **A motion to buy the culverts was made by Supervisor Tarnowski, supported by Supervisor VerSteeg and passed unanimously.** Residents will need to be notified of Haiskanen road to be closed for replacing the culvert.
- 2. Joleen Hendrickson turned in an application for the part time general laborer position to help with the mowing and weed trimming. **Supervisor Strgar motioned to add Joleen Hendrickson to the part time laborer's list. This was seconded by Supervisor Tarnowski and passed unanimously.**
- 3. The Chisholm Fire and Ambulance contract was found dated 1/1/17 – 12/31/18. A supervisor asked Bill Manney to see if there was a more recent contract. The board asked if we could get a report for the fire and ambulance service Balkan receives.

4. The Trucking contract was updated to reflect new rates for differing trucks needed for subcontracting services. These changes included an increase for the rate of \$85/hour to \$100/hour for a 10-12 cubic yard tandem axel gravel truck, \$113/hour for 18 cubic yard quad axel gravel truck, and \$118/hour for a 22 cubic yard side-bell dump trailer. **A motion was made by Supervisor Strgar and supported by Supervisor VerSteeg to adopt the new trucking contract. This was passed unanimously.**

NEW BUSINESS:

1. The work priority sheet has been updated.
2. The list of potential election judges was presented to the board of supervisors. **A motion was made by Supervisor Tarnowski and supported by Supervisor VerSteeg to approve the election judges. This motion passed unanimously.**
3. A signature stamp for new deputy clerk, Lisa Smith, is needed. However, the treasurer suggested we wait until the CARES act funding comes in, then the treasurer will go to the bank and start a money market account to track expenditures. The treasurer will bring Deputy clerk Smith to the bank and have her sign the account signature block also.

UPCOMING MEETINGS/EVENTS:

1. July 16th, 10am in-person election judge training at the community center.
2. The new Balkan website went live on July 14th, 2020. Training for the new website will be on July 15th at 11am with Corey from WA Fisher. Invoices and bills for the website will be compiled and remitted to Whitney Ridlon at IRRRB the week of July 20th, 2020.

NEWSLETTERS & MEETING MINUTES:

ADJOURNMENT:

Motion by Supervisor Tarnowski, supported by Supervisor VerSteeg, to adjourn the meeting. Motion carried unanimously. The meeting adjourned at 8:51 PM. The next board meeting will be held at 6:00 PM at the Balkan Community Center on July 28, 2020.

Respectfully Submitted,

Misty Hendrickson, Clerk

(Clerk) Misty Hendrickson

(Board Chair) Brad Strgar