

MINUTES OF THE REGULAR TOWN BOARD MEETING
August 25th, 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 – 1 guest

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 August 13th, 2020 meeting, a motion was made by Supervisor Strgar, supported by Supervisor VerSteeg to approve the August 13th, 2020 meeting minutes. Motion carried unanimously.

FINANCIAL REPORT: Kent Fredeen

Receipts: \$69,193.83			
		First National Bank – Interest	
St Louis County Taconite Production tax (2 nd stipend)	\$64,608.00		
Sec. of State – voting machine reimbursement - MMB	\$1,382.60		
St Louis County – 2020 MN DNR Payment in lieu of taxes	\$1,316.34		
City of Chisholm – August 2020 Recycle agreement	\$1,104.17		
Garbage coupons sold	\$750.00		
Life Insurance reimbursement	\$32.72		

First National Bank - Account Balances	
Checking Account	\$266,327.60
MET (Mining Effects Tax) Account	\$72,104.55
Community Center Account	\$39,840.01
Building Project Account	\$4,954.37
COVID -19 account (restricted)	\$20,725.00
Total	\$403,951.53
Balkan Funds available	\$383,226.53

Debit Card usage: none

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

Recommended Transfers: \$64,608.00 from checking to the MET account for the second stipend from the Taconite Production tax. **A motion to approve the transfer of \$64,608.00 from the checking account to the MET fund was made by Supervisor Tarnowski and supported by Supervisor VerSteeg. Motion carried unanimously.**

Transfers Completed: \$250.00 from checking into the Community Center fund for July 2020 community center rent.

A motion by Supervisor Tarnowski, supported by Supervisor VerSteeg, to approve the bills for payment on August 25th, 2020, and ordered paid in the amount of \$13,292.79. Motion carried unanimously.

A motion by Supervisor Tarnowski, supported by Supervisor VerSteeg, to accept the payroll for August 25th, 2020 (payroll period 8/9 – 8/22/20), in the amount of \$9,545.29. Motion carried unanimously.

The treasurer was asked by Supervisor Tarnowski to prepare a yearly review summary update on the revenues we have received this year and the revenue that is still expected to come in this year. He said he would prepare the summary update for the next meeting on September 8th, 2020.

REPORTS:

1. Clerks Report:
 - a. The clerk sent Glenn Johnson a MetLife insurance form on 8/19/20 to add him to the life insurance supplied by the township.
 - b. Keith Steva, from Northern Progressives on Get Out the Vote and election security and readiness efforts, from Cook, MN has extra election judges that have been trained if we need judges for the next election in November. The clerk will contact him in October.
 - c. Deputy clerk, Lisa Smith started a new Facebook page for Balkan.
 - d. Tax Tyme needs to have his own logins for MN Revenue, MN Unemployment, CTAS – SAFES (State Auditor) password and authorization form. In an effort to have internal controls and not share passwords which are user-specific. The clerk will set authorizations for MN Revenue and MN Unemployment. The accountant must obtain his own user name and password for CTAS – SAFES (State Auditor).
2. Shop & Road Report:
 - a. The damaged culverts on Haiskanen Road have been replaced with new culverts 8/10-8/13/20.
 - b. There was recent storm damage to many trees along Balkan roads. 8/17/20 employees cut up trees and removed debris from roads.
 - c. Material was added to Korpi Road.
 - d. 8/19/20 – Roads were graded.
 - e. 811, locate, was called to refresh markers for the new canister site.
 - f. Scrap metal was loaded.
 - g. Roger Nelson removed the old damaged vehicles in the pit behind the garage.
 - h. DOT stickers and paperwork is scheduled for the week of August 24th.
3. Community Center Report:
 - a. Supervisor Strgar cleaned the front windows at the community center on 8/23/20.
 - b. Also, on 8/23/20, Supervisor Strgar noticed an issue with the septic in the pavilion. He flushed the system and put up signs saying to “hold down the handle to fully flush”. The clerk later made new signs and replaced the handwritten ones.
4. Canister Site Report
 - a. A new road and culvert are being installed for the canister site expansion. Work was started on 8/24/20 for the road installation.
 - b. The fencing company, Iron Oaks Fencing, is expected to take down the existing fence and install the new expanded fence the first week of September 2020. It should take them about two days to complete the fence expansion.
 - c. North American Electric was asked about the electric line that is to be moved when the attendants’ shack is moved to a new spot on the site. It was suggested that the current line be disconnected, a new line buried and connected on the east side of the driveway. The electrical work is expected the second week of September.
5. Other Reports
 - a. It was suggested that we post the canister site attendant’s position on our new Facebook page and website. The clerk will ask the deputy clerk to post the ad for the canister site attendant.
 - b. Another posting looking for election judges will be posted on Balkan’s website and Facebook page soon.

CONCERNS AND COMMENTS FROM THE AUDIENCE:

- a. A resident was concerned about the washouts on the sides of roads after the recent storm. The supervisors will address this with the employees.

CORRESPONDENCE:

1. MATTT insurance renewal was reviewed by the supervisors and approved.
2. A notice of not filing the second quarter’s return for MN Revenue was received via mail. The second quarter return was filed on August 22 by the accountant.
3. A concerned Buhl citizen called the office to ask about the canister sites attendants’ option to wear masks. The clerk called St Louis County Environmental services to ask what their policy is. They said masks are not required outside, if the six-foot rule is maintained. However, if an attendant goes up to a vehicle window to punch a garbage coupon, and is not six feet away, they should wear a mask. St Louis County (SLC) suggested we have a sanitizing station at Balkan’s canister site available for residents. The SLC agent said it was up to townships to make these decisions to keep employees and residents safe.

OLD BUSINESS:

1. The Chisholm/Balkan Fire Contract was discussed and ready for signatures of all supervisors and clerk. Some questions about the fire protection arose. Per the contract, has Chisholm tested if the dry hydrants are usable and filled? In particular, the Colombe road dry hydrant needs testing to see if they could draw water out of it. Also, the dry hydrant on Long Lake Road has a hole in the holding tank. What kind of reporting should Chisholm do per the contract? Supervisor Strgar will call Bob Brown to ask these questions.
2. Jim Ferrell applied for the general laborer position to brush/ditch the roads. The application was incomplete. A new application will be mailed to his house to fill completely.

NEW BUSINESS:

1. The work priority sheet has been updated.
2. A question arose about the bookkeeping contract. The supervisors reviewed the contract. The clerk was asked to check on MAT trainers to come train the treasurer, clerk, deputy clerk, and deputy treasurer on CTAS.

UPCOMING MEETINGS/EVENTS:

1. Join MAT for Township Tuesdays to discuss current concerns with MAT officers. They meet via teleconference and GoToMeeting video conference at 10 am every other week.

NEWSLETTERS & MEETING MINUTES:

1. It was suggested that Balkan include the quest for new election judges in our upcoming newsletter.

ADJOURNMENT:

Motion by Supervisor Tarnowski, supported by Supervisor VerSteeg, to adjourn the meeting. Motion carried unanimously. The meeting adjourned at 7:54 PM. The next board meeting will be held at 6:00 PM at the Balkan Community Center on September 8th, 2020.

Respectfully Submitted,

Misty Hendrickson, Clerk

(Clerk) Misty Hendrickson

(Board Chair) Brad Strgar