

**MINUTES OF THE REGULAR TOWN BOARD MEETING**  
**April 6th, 2021, 6:00 PM at the Balkan Community Center**

In attendance: Chairman – Brad Strgar  
 Supervisor – Jennifer Tarnowski  
 Supervisor – Dirk VerSteeg  
 Clerk – Misty Hendrickson  
 Deputy Treasurer – Gail Radotich  
 Visitors – 2 guests  
 Absent: Treasurer - Kent Fredeen

**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 board meeting on March 23rd, 2021, a motion was made by Supervisor Tarnowski, supported by Supervisor VerSteeg to approve the March 23rd, 2021 meeting minutes. Motion carried unanimously.

**FINANCIAL REPORT:** Gail Radotich

<b>Receipts: \$1,777.20</b>			
<b>Revenues:</b>		<b>First National Bank – Interest</b>	
Community center rent	\$800.00	FNB-C March 2021 interest – MET acct.	\$16.55
Community Center garbage fees	\$125.00	FNB-C March 2021 interest – Community Center acct.	\$4.75
METlife Ins. Reimbursement	\$12.27	FNB-C March 2021 interest – Cap. Expenditures acct.	\$0.57
Canister site tickets sold	\$375.00	FNB-C March 2021 interest – COVID-19 acct.	\$0.59
MP&L rebate	\$433.82	FNB-C March 2021 interest – checking acct.	\$8.65

<b>First National Bank - Account Balances</b>	
Checking Account	<b>\$145,889.21</b>
MET (Mining Effects Tax) Account	\$166,157.98
Community Center Account	\$41,529.96
Building Project Account	\$4,959.26
COVID -19 account	\$5,104.47
<b>Total</b>	<b>\$348,509.17</b>

**Debit Card usage: Employee time books (5) - \$38.99**

**Supervisor Tarnowski moved to approve the treasurer’s report as read. This was supported by Supervisor VerSteeg. Motion carried unanimously.** Correction to the treasurer’s report. It

was stated that the checking account was at \$130,757.50 but should have been at the corrected amount of \$145,889.21.

**Transfers completed: none**

**Recommended transfers: none**

**A motion by Supervisor Tarnowski, supported by Supervisor VerSteeg, to approve the bills for payment on April 6th, 2021, and ordered paid in the amount of \$9,819.30. Motion carried unanimously.**

**A motion by Supervisor Tarnowski, supported by Supervisor VerSteeg, to accept the payroll for April 6th, 2021 (payroll period March 21<sup>st</sup> – April 3rd, 2021), in the amount of \$5,128.36. Motion carried unanimously.**

**A motion was made by Supervisor Strgar to approve the March 23<sup>rd</sup>, 2021 PERA (DCP) in the amount of \$219.75 that was missed on the last meeting. This was supported by Supervisor VerSteeg and passed unanimously.**

**REPORTS:**

1. Clerks Report:

- a. The clerk filed the 2021 first quarter employment reports on April 1<sup>st</sup>, 2021.
- b. The password folder was discovered missing on April 2<sup>nd</sup>, 2021. Supervisor VerSteeg said to call the sheriff and make a report. Our case number is 21040352. Sheriff Nick Towe suggested changing the passwords we have immediately. The clerk will change the passwords.
- c. The clerk is working on the Spring 2021 newsletter. Supervisor VerSteeg agreed to write something about the roads and/or proposed road projects.

2. Shop & Road Report:

- a. A new chainsaw is needed for the garage. **Supervisor Strgar motioned to have Supervisor VerSteeg purchase a new chainsaw with 2-cycle oil. This was supported by Supervisor Tarnowski and passed unanimously.**
- b. Haiskanen Road is being brush-cut.
- c. Road inspections are happening every other day, due to high winds bringing down trees in the area.
- d. Salo and Vlasich roads were graded.
- e. The foreman called the DNR to get a new lake access sign to put up on Centa road to replace the current sign. He also asked about the concrete planks that need to be picked up in Tower, MN.
- f. After steaming a culvert on Baich Road, the 1-ton truck lost its rear brakes. Repairs will be performed in the coming weeks.
- g. Sever road is being brush-cut.
- h. The mower tractor that is used for cutting brush along the sides of the roads broke down on March 25<sup>th</sup>, 2021. The employees tore down the mower to find the problem. The hydraulic arm needs repair.
- i. Snow and ice patches were graded on Pozar and Salonen roads.
- j. Snow was plowed on Saturday, March 27<sup>th</sup>, 2021 after it stopped snowing. Balkan received more than six inches of snow.
- k. The fire extinguishers were gathered for Baker Fire to perform their annual maintenance on March 29<sup>th</sup>, 2021.
- l. The grader was sent out to recover some class 5 on the road edges March 29<sup>th</sup>.

- m. Laitala and Vlasich roads were graded on March 29<sup>th</sup>.
  - n. The beaver dam in the culvert on Haiskanen road, near the Severs' house, was discharged on March 31<sup>st</sup>. The situation there is being monitored.
  - o. Crushed rock was put on the low spots at the canister site.
  - p. Upcoming projects for the garage: Put packer on the grader, the septic at the pavilion needs to be dug up and replaced, Supervisor VerSteege to check at Pro-blast company about setting the box on the truck and painting the vehicle, the plow needs to be taken off of the white truck, employees need to be reminded to wear their high-visibility clothing on the job, and the hydraulic cylinders "ears" were broken off, the tie rods need to be retorqued.
3. Community Center Report
- a. Supervisor Tarnowski prepared an event/activities sheet for the community center. It lists two activities per month and will go out in the Spring 2021 newsletter to residents. A budget is needed for these events. This will need to be discussed in the future.
  - b. Dave Pajunen cleaned and waxed the floors at the community center. The floor is shiny and very nice.
  - c. The board discussed the May pancake feed and concluded it would be the best time for the AED machine demonstration. The batteries need to be checked to see if they need replacing. The batteries need to be replaced every 2-7 years.
  - d. Supervisor Tarnowski checked the playground equipment for damage and wear. She said the decks are in rough shape, she will look into replacement parts for the decks. The cables on the "walking bridge" of the playground set need to be checked for damage and wear. The bird-animal that is on a spring is leaning forward a little. The spring may need to be replaced.
  - e. Supervisor VerSteege called the gazebo company to request an estimate. The company closed last year, he said. Supervisor VerSteege suggested to put up the cupola on the pavilion. A cost estimate is needed. Gail Radotich suggested she ask her husband, Robert Radotich, to look at the cupola to see how we can move it, for the project.
4. Canister Site Report
- a. Bill Dickson is interested in working at the canister site on Wednesdays. **Supervisor Strgar motioned to call Bill Dickson to offer him a fill-in position at the canister site. This was supported by Supervisor Tarnowski and passed unanimously.** Dave Pajunen will call Mr. Dickson to add him to the schedule for the canister site.
  - b. The oil collection slab in the canister site needs to be power-washed to clear off the existing oil spillage.
  - c. Dave Pajunen asked if Bill Marino can work April 7<sup>th</sup>, 2021 at the canister site to help clean up the site with him. The supervisors approved the extra help.
  - d. Due to the recent high winds, plastic and debris have accumulated behind the canister site, along the east side fencing. This will need to be cleaned up soon. Volunteers are needed.
5. Other Reports

**CONCERNS AND COMMENTS FROM THE AUDIENCE:**

- a. Balkan roads are in poor condition and need to be graded, a resident commented.

**CORRESPONDENCE:**

1. a. Steve Raukar, candidate for District 3 Director for the Lake Country Power Board, emailed requesting the support of the Balkan Board of Supervisors on March 31<sup>st</sup>, 2021.

**OLD BUSINESS:**

1. The annual review of safe and healthy working conditions, AWAIR, was discussed. Supervisor Strgar will look into this further and will revisit the subject soon.
2. The annual resolution authorizing a contract with an interested officer under State Statute 471.88, subd. 5 to allow Supervisor VerSteege to get paid for his work as an operator of road machinery. **A motion to approve the resolution authorizing the interested officer was made by Supervisor Strgar and supported by Supervisor Tarnowski. This motion passed.**
3. The resolution for compensation and reimbursement of town officers and employees was updated to reflect a 2% increase to all officers and employees except the clerk and the canister site attendants. The canister site attendants were given a raise to equal \$13.50 per hour. The canister site attendants pay was increased in order to retain current employees and create interest in the position. **A motion to approve the resolution for compensation and reimbursement of town officers and employees was made by Supervisor Tarnowski, and supported by Supervisor VerSteege and passed unanimously. The pay increases will take effect on the next payroll.**

**NEW BUSINESS:**

1. The work priority sheet has been updated.
2. A canister site attendant sliced his thumb on a canister lid on Saturday, April 3<sup>rd</sup>, 2021. The attendant filled out a first report of injury but did not go to the clinic to get his finger looked at. The clerk sent in the report to MATTT that will be filed there.
3. Does Balkan need cameras on the property? – The clerk was asked to research some cameras – costs, uses, etc. This topic will be discussed later after some research is done.

**UPCOMING MEETINGS/EVENTS:**

1. Employee review – April 20<sup>th</sup>, 2021 at 5:15 PM
2. LBAE – 4/29/21 – 6/7 PM.

**NEWSLETTERS & MEETING MINUTES:**

**ADJOURNMENT:**

**Motion by Supervisor Strgar, supported by Supervisor VerSteege, to adjourn the meeting. Motion carried unanimously. The meeting adjourned at 7:30 PM. The next board meeting will be held at 6:00 PM at the Balkan Community Center on April 20th, 2021.**

Respectfully Submitted,

Misty Hendrickson, Clerk

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(Clerk) Misty Hendrickson

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(Board Chair) Brad Strgar