

**MINUTES OF THE REGULAR TOWN BOARD MEETING  
December 14th, 2021, 6:00 PM at the Balkan Community Center**

In attendance: Chairman – Brad Strgar  
 Supervisor - Dirk VerSteeg  
 Treasurer – Kent Fredeen  
 Clerk – Misty Hendrickson  
 Visitors – 4 guests  
 Absent - Supervisor - Jennifer Tarnowski

**CALL TO ORDER:** The meeting was called to order by the Chairman at 6:03 pm.

**APPROVAL OF THE MINUTES:**

- After review of the minutes from the board meeting on November 30th, 2021, a motion was made by Supervisor Strgar, supported by Supervisor VerSteeg to approve the November 30th, 2021 meeting minutes. Motion carried unanimously.

**FINANCIAL REPORT:** Kent Fredeen

<b>Receipts: \$101,929.19</b>			
<b>Revenues:</b>		<b>First National Bank – Interest</b>	
St Louis County – Oct 2021 tax apportionment	\$97,676.04	FNB-C MET Nov. 2021 interest Nov. 2021	\$19.32
St Louis County – 2021 Year-end advance	\$1,500.10	FNB-C Cap. Exp. Interest Nov. 2021	\$0.58
Garbage Coupons Sold	\$750.00	FNB-C Community Center interest Nov. 2021	\$5.31
City of Chisholm Recycling agreement – Dec. 2021	\$1,300.00	FNB-C COVID-19/ARPA interest Nov. 2021	\$5.04
Community Center Rent	\$365.00	FNB-C checking account interest – Nov. 2021	\$7.80
Snow Plow agreement	\$300.00		

<b>First National Bank - Account Balances</b>	
Checking Account	<b>\$248,871.58</b>
MET (Mining Effects Tax) Account	\$72,629.36
Community Center Account	\$45,986.34
Building Project Account	\$5,064.26
COVID -19 account	\$45,264.14
<b>Total</b>	<b>\$417,815.68</b>

A motion was made by Supervisor Strgar to approve the treasurer’s report as read. This was supported by Supervisor VerSteeg and passed.

Debit Card usage: \$51.46 Amazon for 3 flags, 1 for the office, 2 for the community center

**Transfers completed:**

1. Transferred \$30,553.00 from MET to the checking account for gravel.
2. Transferred \$1434.00 from checking to the COVID-19/ARPA fund for additional ARPA funds received.

**Recommended transfers:**

1. A motion was made by Supervisor Strgar to allow a transfer of \$255.00 from the checking account to the community center account for November’s community center rent received. This was seconded by Supervisor VerSteeg and passed.

A motion was made by Supervisor Strgar, supported by Supervisor VerSteeg, to approve the bills for payment on December 14th, 2021, and ordered paid in the amount of \$16,608.29. Motion carried unanimously.

A motion by Supervisor Strgar, supported by Supervisor VerSteeg, to accept the payroll for December 14th, 2021 (payroll period November 28<sup>th</sup> – December 11th, 2021), in the amount of \$4,489.21. Motion carried unanimously.

**REPORTS:**

1. Clerks Report: Misty Hendrickson
  - a. The filing for candidacy was published on Dec. 8<sup>th</sup>, 2021 in the Chisholm section of the Mesabi Paper. The postings are up at all posting sites as of Dec. 7<sup>th</sup>, 2021. Filing for candidacy starts on Dec. 28<sup>th</sup>, 2021 and lasts until Jan. 11<sup>th</sup>, 2021 at 5pm.
  - b. The clerk contacted WA Fisher regarding archiving 2020's minutes and agenda to clean up the web page. Kimberly will look into ways to archive the items and get back to the clerk.
  - c. The clerk finished the CTAS Nov. 2021 bank reconciliation and found an error from 11/30/21 and corrected it.
  - d. New flags are flying at the community center and the office.
  
2. Shop & Road Report:
  - a. There is a shortage of diesel exhaust fluid at stores in the area. Supervisor VerSteeg will pick up as many as he can find at area stores.
  - b. Two new cutting edges are needed for the V-plow. **Supervisor Strgar moved to approve purchasing 2 new cutting edges for the V-plow. This was supported by Supervisor VerSteeg and passed.**
  - c. A tire blew out on the 2001 International dump truck recently. Two tires and a rim are needed to replace the blown tire. This will produce a spare in case this happens again. **A motion was made by Supervisor Strgar to approve purchasing two new tires and a rim, estimated at \$1,200.00. This was supported by Supervisor VerSteeg and passed.**
  - d. A new cutting edge for the grader is needed for the wing-plow. This will need to be purchased in the near future.
  - e. Rear tires are needed on the brush-cutter. The coolant leak was fixed in the brusher. The rear tires can wait to be purchased in the summer.
  - f. The canister site was plowed on Nov. 29<sup>th</sup>. The community center was "scraped" with the carbide scarifiers for better traction on ice. All tar approaches onto highways were scraped also. Trees were cut on Briski Road.
  - g. All routes in Balkan were plowed on Nov. 30<sup>th</sup> and Dec. 1<sup>st</sup>, 2021.
  - h. A tree was removed from Johnson Road on Dec. 1<sup>st</sup>, 2021.
  - i. Trees and brush were removed from Baich, Johnson, Colombe and Cemetery Roads Dec. 2<sup>nd</sup>, 2021.
  - j. The wing lights on the grader were fixed on Dec. 3<sup>rd</sup>. Brushing was done on Cemetery Road.
  - k. All routes were plowed on Dec. 5<sup>th</sup>, due to the storm.
  - l. Driveways were plowed on Dec. 6<sup>th</sup> and 7<sup>th</sup>.
  - m. The strobe lights on the T-22 dump truck were fixed. Cemetery Road was brush-cut on Dec. 8<sup>th</sup>, 2021.
  - n. Snow plowing on all routes was performed on Dec. 9<sup>th</sup>, due to drifting snow. The intersections were sanded. New blades were put on the brush-cutter.
  - o. Cemetery Road was brush-cut on Dec. 10<sup>th</sup>.
  
3. Community Center Report: none
  
4. Canister Site Report :
  - a. **Supervisor Strgar made a motion to reimburse canister site employees up to \$75 to purchase a high visibility winter jacket after some discussion. This was supported by Supervisor VerSteeg and passed.** The employees can purchase the high visibility jacket and bring the receipt to the office for reimbursement. Balkan township requires employees to wear high visibility clothing at the canister site and will pay for them.
  - b. A meeting will be scheduled for January 11<sup>th</sup>, 2022 at the Balkan community center for a regular scheduled meeting to discuss the fire protection and canister site agreements with the City of Chisholm, as required per contract. The clerk will put together a spreadsheet of expenses for the canister site for the meeting, to discuss with Chisholm.
  
5. Other Reports:

1. Some residents think Balkan Township should post job descriptions of the elected positions up for election in 2022. These can be put up at the posting sites.
2. A resident asked if Balkan should raise the price for the pancake breakfasts in 2022. Treasurer Fredeen will give a summary of the pancake breakfast proceeds for 2021 at the next board meeting. Many who are involved with the pancake breakfasts think \$5 is enough to charge, since it covers costs and there is some profit still.

**CONCERNS AND COMMENTS FROM THE AUDIENCE: none**

**CORRESPONDENCE:**

1. The pay equity report is due by January 31<sup>st</sup>, 2022. The clerk will file this report on line.
2. Chisholm would like to meet to discuss the fire protection and canister site agreements.

**OLD BUSINESS:**

1. The Workers' Compensation report has been completed and is ready to send to MATTT. The supervisors reviewed the report and found it acceptable to send in.
2. Flags were ordered and put up at the office and the community center to replace the ragged ones. The old flags will be given to the Legion to retire in June during their flag retirement day.

**NEW BUSINESS:**

1. The work priority sheets were provided for the supervisors and reviewed.
2. The canister site costs for 2021 were discussed during the meeting. Costs have increased due to the extra coverage needed on Wednesdays and Saturdays. This will be discussed with the City of Chisholm on January 11<sup>th</sup>, 2022.
3. A resident made a complaint about a canister site attendant. Supervisor VerSteeg will talk with both the resident and the canister site attendant about this issue to resolve any grievances.
4. The Winter 2021 Newsletter was reviewed and after some changes in wording, approved to send out to residents as soon as they have been printed, folded and tabbed.
5. Balkan township applied for a planning grant through St Louis County for grant writing and funding research in September. We have been approved to start spending that grant. The grant is up to \$25,000 with a 1:1 match from Balkan. Balkan has a grant writer in mind for helping navigate the federal and state hoops for funding broadband in our area. The clerk will meet with a potential grant writer and ask what compensation this person is looking for the project.
6. An old popcorn machine has been in the closet at the community center for many years. The last time someone used the popcorn machine was likely over 10 years ago. It was suggested to sell the machine to the first person who wants it. It will be posted for \$42.95 which will include sales tax. A sign will be made to advertise the popcorn machine.
7. Also found in the community center's closet were 2 old voting boxes. They are red, white and blue. They will be found new homes or recycled.
8. The Primary Purpose Group's rental agreement was discussed. The amount they pay per month will stay the same at \$15 per month rental. This will be reviewed annually. The rental agreement was signed and a copy of the agreement will be given to the Primary Purpose Group.

**UPCOMING MEETINGS/EVENTS:**

1. Decorating at the community center for the Santa Time open house will be on Friday, Dec. 17<sup>th</sup> at 1pm.
2. Santa Time open house will be at the Balkan Community Center on Dec. 19<sup>th</sup>, 2021 from 2-4pm.

**NEWSLETTERS & MEETING MINUTES:**

**ADJOURNMENT:**

**A motion was made by Supervisor Strgar, supported by Supervisor VerSteeg, to adjourn the meeting. Motion carried unanimously. The meeting adjourned at 8:25 PM. The next board meeting will be held at 6:00 PM at the Balkan Community Center on December 28th, 2021.**

Respectfully Submitted,

Misty Hendrickson, Clerk

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(Clerk) Misty Hendrickson

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(Board Chair) Brad Strgar

