

MINUTES OF THE REGULAR TOWN BOARD MEETING
January 11th, 2022, 6:00 PM at the Balkan Community Center

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

PLUS: City of Chisholm’s council members less Travis Vake

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 board meeting on December 28th, 2021, a motion was made by Supervisor Tarnowski, supported by Supervisor Strgar to approve the December 28th, 2021 meeting minutes. Motion carried unanimously.

FINANCIAL REPORT: Kent Fredeen

Receipts: \$1,209.54			
Revenues:		First National Bank – Interest	
Snowplowing 2021-2022	\$300.00	FNB-C MET Dec. 2021 interest	\$11.45
Filing Fees for Township office	\$6.00	FNB-C Community Center Dec. 2021 interest	\$6.63
Canister site tickets sold	\$500.00	FNB-C Cap. Expenditures Dec. 2021 interest	\$0.73
Community Center Rent	\$325.00	FNB-C COVID-19/ARPA Dec. 2021 interest	\$6.46
Life insurance reimbursed	\$12.27	FNB-C checking account Dec. 2021 interest	\$12.25
Community Center garbage fee	\$25.00		
Copies made for residents	\$3.75		

First National Bank - Account Balances	
Checking Account	\$134,190.41
MET (Mining Effects Tax) Account	\$72,629.36
Community Center Account	\$46,241.34
Building Project Account	\$5,064.26
COVID -19 account	\$45,264.14
Total	\$303,389.51

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

Debit Card usage: \$96.70 from Staples for office supplies

Voided check: # 62732

Sales Tax Paid to Minnesota Revenue: \$191.00, double payment – requested a refund for one payment of \$191.00 on January 11th, 2022 – it may take 90 days for the refund.

Transfers completed: none

Recommended transfers:

1. A motion was made by Supervisor Tarnowski to approve the transfer of \$35,446.20 from MET to CTAS Capital Expenditures for 2021 Fire Protection costs. This was supported by Supervisor VerSteege and passed unanimously.
2. A motion was made by Supervisor Tarnowski, supported by Supervisor VerSteege, to approve the transfer of \$20,145.02 from MET to the CTAS Capital Expenditures account for Balkan's portion of expenses for 2021 that is shared with Chisholm. This passed unanimously.
3. A motion was made by Supervisor Tarnowski, supported by Supervisor VerSteege, to approve the transfer of \$4,000.00 from the money market Capital Expenditures account to CTAS Capital Expenditures account for the new loader purchase. This was passed unanimously.

A motion was made by Supervisor Tarnowski, supported by Supervisor VerSteege, to approve the bills for payment on January 11th, 2022, and ordered paid in the amount of \$121,893.57. Motion carried unanimously.

A motion by Supervisor Tarnowski, supported by Supervisor VerSteege, to accept the payroll for January 11th, 2022 (payroll period December 26th, 2021 – January 8th, 2022), in the amount of \$4,983.49. Motion carried unanimously.

The Canister Site Shared Services Agreement:

The Chisholm city council met with the Balkan board to discuss the Canister Site Shared services agreement. The city of Chisholm had increased costs associated with the Canister site for 2021. Larry Folstad, Public Works Supervisor, provided a handout that showed the cost of bringing the excess cardboard to the Virginia Waste Disposal site for the year. At a rate of \$28.78/hour for a driver and truck would be \$1,496.56 per year. Balkan had increased costs for 2021 also. In order to hire and retain good attendants, Balkan had to raise the Canister site attendants' wages to \$15/hour and increase coverage on Wednesdays and Saturdays, due to the increased usage at the canister site. A handout was provided prior to the meeting and included in the meeting packet detailing Balkan's increased costs for 2021. Despite the additional costs on both side of the agreement, the Chisholm city council voted to pay Balkan the increase per month of \$189.38. Mayor Champa agreed Chisholm has more people versus Balkan's that would use the Canister site. This increase will bring Chisholm's monthly contribution to the shared services agreement to \$1,489.38/month or \$17,872.56/year, effective January 1st, 2022. Chisholm and Balkan agreed to keep the Canister site agreement as a one-year contract.

Balkan's Treasurer, Kent Fredeen, had spotted a discrepancy in payments in 2021. Chisholm paid 11 out of the 12 payments. Chisholm was asked to check their books to see if they show a missed payment also. Chisholm will get back to Balkan about the possible discrepancy.

The Fire Protection Agreement (1/1/2020 – 12/31/2022):

During 2021 there were 14 calls for services of the Chisholm Fire Department for Balkan. A fire department representative orally ran down the kinds of calls that were provided service. The City of Chisholm agreed to try to provide reports of calls to Balkan, at least quarterly in 2022. As the Fire Protection Agreement is a 2-year contract, Chisholm and Balkan agreed there will be no increase in cost for 2022. A meeting will be set up for discussing the 2023-2024 Fire Protection agreements in October 2022.

REPORTS:

1. Clerks Report: Misty Hendrickson
 - a. The fourth quarter 2021 payroll reports have been filed and paid.
 - b. Absentee voting applications went in the mail on January 3rd, 2022. The last day to send them was January 7th, 2022, per statute.
 - c. The W-2s were mailed on January 5th, 2022. Copies of the W-2s and the W-3, wage transmittal was sent to the Social Security Administration, also.
 - d. The December 2021 bank reconciliation was completed by both treasurer and clerk January 11th, 2022.
 - e. Balkan Township is required to pay sales and use tax on anything sold. The treasurer filed the Sales and Use Tax payment on January 5th, 2022. The tax paid was \$191.00.
 - f. The operator had a new wage for 2022, per the 49ers contract.
 - g. The Minnesota Power bill for the community center was \$619.11 for 11/16-12/16/21. The clerk asked if this was normal. The board wasn't concerned with the increased heating costs.
 - h. PERA's annual leave report was completed on January 11th, 2022.

2. Shop & Road Report:
 - a. **A motion was made by Supervisor Strgar to purchase 2 hydraulic bottle jacks for the garage, estimated at \$159.99 each. This was supported by Supervisor Tarnowski and passed unanimously.**
 - b. The roads and driveways were snow plowed on Dec. 27th and 28th, 2021. The canister site, the shop yard and community center were plowed out also.
 - c. A tire was replaced on a truck on Dec. 28th, 2021.
 - d. A new cutting edge was installed on the wing of the 2001 International plow truck on Dec. 28th, 2021. A front tire on the 1990 International plow truck was changed, also.
 - e. On Dec. 29th, 2021, snow was plowed at the canister site, the community center and the roads and driveways.
 - f. A new cutting edge was replaced on the 1990 International plow truck on Dec. 30th, 2021.
 - g. Brush and leaning trees were cut with the brush-cutter mower on Sawmill, Latick, Krogerus and Cooper Roads on January 3rd, 2022.
 - h. The ice on Baich, Hyvarinen, Long Lake and Krogerus Roads were cut with the grader on January 4th, 2022.
 - i. Snowplowing was done all routes on January 5th, 2022. The community center and driveways were snowplowed, also.
 - j. More snowplowing was done on drifts and roads were widened on January 6th, 2022.
 - k. The tires were taken off of the 1990 International on January 6th, 2022.
 - l. Intersections were pushed back on Highway 73 on January 6th and 7th, 2022.
3. Community Center Report: none
4. Canister Site Report :
 - a. Supervisor VerSteege will pick up keys from an employee for the canister site.
5. Other Reports:
 - a. The treasurer, Kent Fredeen, summarized how Balkan can finance the purchase of the new loader. He stated the income will be lean between now and June of 2022, and asked the board to watch their spending until more funds come in. The first stipend of MET money is expected to come in March.
 - b. According to an email sent from the U.S. Treasury, before Balkan sends any ARPA funds back to the Treasury, be sure to replace all computers in the office. The treasurer uses an older laptop to make reports to PERA twice per month. The older laptop doesn't have the capability to print to the new printer, which is wireless. A new computer would be helpful for his duties.

CONCERNS AND COMMENTS FROM THE AUDIENCE: none

CORRESPONDENCE:

1. RAMS dues for 2022 are \$300.00. The information from RAMS regarding broadband is very helpful. The supervisors agreed to renew Balkan's RAMS membership for 2022.

OLD BUSINESS:

1. none

NEW BUSINESS:

1. The work priority sheets were provided for the supervisors and reviewed.
2. The **board of audit** scheduling was discussed. It was agreed the board of audit will be scheduled for February 1st, 2022 at the Balkan office at 6pm. The **budget meeting** will be scheduled for February 15th, 2022.
3. The clerk filled out the submission for the Pay Equity Report administered by Minnesota Revenue. **A motion was made by Supervisor Strgar to approve the Pay Equity Report for 2021 data for submission. This was supported by Supervisor VerSteege and passed unanimously.** The clerk will submit the final Pay Equity Report due January 31st, 2022.

UPCOMING MEETINGS/EVENTS:

NEWSLETTERS & MEETING MINUTES:

ADJOURNMENT:

A motion was made by Supervisor Tarnowski, supported by Supervisor Strgar, to adjourn the meeting. Motion carried unanimously. The meeting adjourned at 7:50 PM. The next board meeting will be held at 6:00 PM at the Balkan Community Center on January 25th, 2022.

Respectfully Submitted,

Misty Hendrickson, Clerk

(Clerk) Misty Hendrickson

(Board Chair) Brad Strgar