

**MINUTES OF THE REGULAR TOWN BOARD MEETING**  
**May 29th, 2024 6:00 PM at the Balkan Community Center**

In attendance: Chairman – Brad Strgar  
 Supervisor - Garth Wilson  
 Treasurer – Shari Fisher  
 Clerk – Misty Hendrickson  
 Visitors – 3 guests  
 Absent: Supervisor - Dirk VerSteeg

**CALL TO ORDER:** The meeting was called to order by the Chairman at 6:02 pm.

**APPROVAL OF THE MINUTES:**

- After reviewing the minutes from the regular board meeting for **May 15th, 2024**, a motion was made by **Supervisor Wilson**, supported by **Supervisor Strgar**, to approve the regular board meeting minutes **May 15th, 2024**. Motion passed.

**FINANCIAL REPORT:** Shari Fisher

<b>Receipts: \$3,814.48</b>		
<b>Revenues:</b>		<b>First National Bank – Interest</b>
Canister site coupons sold	\$1,000.00	
Community Center rent	\$450.00	
Community Center Rent (returnable)	\$100.00	
Community Center Garbage fee	\$75.00	
Pancake Breakfast Proceeds	\$445.41	
Sweatshirts/T-shirts sold	\$35.00	
City of Chisholm Canister site agreement – June 2024	\$1,709.07	

<b>First National Bank - Account Balances</b>	
Checking Account	<b>\$230,987.26</b>
MET (Mining Effects Tax) Account	\$ 2,547.36
Community Center Account	\$ 50,211.11
Building Project Account	\$ 1,083.26
COVID -19 account	\$ 48,109.60
<b>Total</b>	<b>\$342,938.59</b>

The treasurer, Shari Fisher, gave a summary of the revenue and costs for the 5/18/24 Pancake Breakfast with 131 people attending and 3 kids who ate free. The total net profit was \$154.40.

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

**Debit Card usage:**

1. \$107.36 Microsoft 365 license renewal
2. \$(7.37) Refund of tax for Microsoft 365 license renewal

**Voided Receipts:** none

**Voided checks :** none

**Recommended Transfers:**

1. A transfer of \$154.40 from checking to the community center fund for the Pancake Breakfast net profit was recommended. **A motion to approve the transfer was made by Supervisor Wilson, supported by Supervisor Strgar, and passed unanimously.**
2. A transfer of \$73.81 from the community center account to checking for community center's flagpole repair materials was recommended. **A motion to approve the transfer was made by Supervisor Wilson, supported by Supervisor Strgar, and passed unanimously.**
3. A transfer of \$781.50 from the community center fund to checking for the pavilion's ruptured water line repair was recommended. **A motion to approve the transfer was made by Supervisor Wilson, supported by Supervisor Strgar, and passed unanimously.**

**Transfers completed :**

1. The transfer of \$96.79 from the community center fund to checking for the pavilion water faucet spigot was completed.
2. The transfer of \$665.00 from checking to the community center fund for community center rent from 4/16-5/13/24 was completed.

**A motion was made by Supervisor Wilson, supported by Supervisor Strgar, to approve the bills for payment on May 29th, 2024, and ordered paid in the amount of \$3,656.49. Motion carried unanimously.**

**A motion by Supervisor Wilson, supported by Supervisor Strgar, to accept the payroll for May 29th, 2024 (payroll period May 12th, 2024, to May 25<sup>th</sup>, 2024) , in the amount of \$9,313.15. Motion carried unanimously.**

**REPORTS:**

1. Clerks Report: Misty Hendrickson
  - a. The clerk called Amanda Kyander from Envirotech and left a message asking them to spray calcium chloride for Balkan Township on May 16<sup>th</sup>. The clerk didn't hear back from them.
  - b. The Spring Newsletter should be in residents' mailboxes Thursday, May 30<sup>th</sup>, 2024.
  - c. The clerk emailed Chris Freeman with Iron Range Computers to let him know Balkan Township accepted his bid for the office networking and additional computer. The clerk also asked him about the VOIP phone service he provides. He will provide a quote for the phones.
  - d. The clerk investigated why CTAS doesn't print the Earned sick and safe time (ESST) hours on the paychecks. Until there is another update for 2024 to install, the totals for ESST will need to be updated using an alternative program such as Excel and a sheet will have to be included with the employees' checks detailing their ESST earned.
  - e. Chuck Rugar called Tuesday, May 28<sup>th</sup>, 2024, to let Balkan Township know the check for the tandem truck has cleared their bank and is ready to be picked up in Longville.
  - f. The office phone was repaired May 23<sup>rd</sup>, 2024, after not being able to hear anyone since May 9<sup>th</sup>. The clerk has called Century Link to ask for a refund.
  - g. The community center will be busy in June with all the graduation parties.

- h. The karate ladies asked for a large mirror to showcase their moves. This idea was discussed and tabled.
2. Shop & Road Report:
- a. The dirt from the reclaimer was worked back into the roadbed on Vlasich Road on May 13<sup>th</sup>. The beaver dams were hunted down on Vlasich Road.
  - b. The water was turned on at the pavilion on May 13<sup>th</sup>. A pipe has a hole in it. The loader was washed to get ready for Sunset pit.
  - c. Vlasich Road was graded; class five was hauled. Checked on the pavilion water issue on May 14<sup>th</sup>. Temperature sensors were installed on the excavator.
  - d. New rope was installed on the flagpole at the community center on May 15<sup>th</sup>. Called in a locate for North Long Lake's culvert replacement and ditching. Latick Road was graded.
  - e. The replacement culvert for North Long Lake Road was put together and hauled on My 16<sup>th</sup>. Wings and sanders were taken off the trucks. Larger wheels were installed on the sander stand for later.
  - f. May 17<sup>th</sup> work was done to the water and drain at the pavilion. The drain is plugged, and the pipe is broken. Hot and cold water is back on. Latick and Vlasich Road were graded.
  - g. Signs were put out announcing the culvert change on North Long Lake Road on May 20<sup>th</sup>. A tree was removed from Johnson Road. The 2018 International Truck and the Sterling Truck were power washed.
  - h. A new caliper and rear brake pads were installed on the Ford F-350 on May 21<sup>st</sup>. The shop was cleaned.
  - i. A culvert was changed on North Long Lake Road on May 22<sup>nd</sup>.
  - j. Spot grading was done on the west side of Balkan on May 23<sup>rd</sup>.
3. Community Center Report:
- a. Supervisor Strgar provided a large clock for the community center. Thanks Supervisor Strgar!
  - b. Supervisor Wilson contacted A&D Appliance Repair and asked their rates. They charge \$202 per hour for the three ovens to be diagnosed. Supervisor Wilson was authorized to set up a date for A&D to diagnose the problems with the ovens at the community center.
  - c. The kid's swing is now on at the playground.
  - d. The flowers have been planted at the community center in time for the graduations.
  - e. Supervisor Wilson washed out the pavilion. He will also spray the ants around the building.
  - f. Fitness class is done for the summer. It will resume September 3<sup>rd</sup>, 2024.
  - g. The pavilion's drain system will need some fixing. An area may need to be dug out to correct the issue from happening again.
4. Canister Site Report:
- a. Dave Pajunen asked Supervisor Strgar to contact John Strukel about the tires at the canister site. They are ready to be picked up by a vendor.

The Other Reports:

1. Supervisor Wilson reported he will be able to purchase Kinney Stick explosives from Austin Powder or Viking Electric, however, he will not be able to transport them. Supervisor VerSteege or Steve Johnson can pick up the Kinney sticks from Viking Explosives. **A motion was made by Supervisor Strgar, supported by Supervisor Wilson, to approve purchasing a case of both liquids and solids Kinney Sticks for \$1152.00. Motion passed.**

**CONCERNS AND COMMENTS FROM THE AUDIENCE:**

1. none

**CORRESPONDENCE:**

1. Minnesota PERA sent an email updating employers that EFT payments will be mandatory starting Jan. 1<sup>st</sup>, 2025.

**OLD BUSINESS:**

1. The clerk researched some playground equipment from Menards with prices for the supervisors to review. The supervisors will look for solutions to the current problems with the playground set at the community center. Deb VerSteege mentioned there are specials for playground equipment offered around the State Fair time.
2. The AED machines need new batteries and electrodes for use. The clerk talked with Chisholm EMS Director, Tiffany Larson, about the AED machines and getting them up to date. She said the schools are all required to also carry Narcan with the AED machines. The Balkan supervisors thought this was a good idea. **A motion was made by Supervisor Strgar, supported by Supervisor Wilson, to purchase three batteries and three electrodes' packs for the AED machines and three nasal spray Narcan. Motion passed.**
3. A letter to a resident on Bicanich Road to let them know the road will not be maintained until items in the right-of-way are moved. Balkan Township has consistently sent letters asking this homeowner to remove items out of the right-of-way to plow and maintain the roads for many years.
4. Deb VerSteege talked about the Defensive Driving Class that is planned to be given at the Balkan Community Center. She said the new requirement for the class is only four hours instead of eight hours. She will coordinate with the State Troopers who teach the class to get a date. Once they have the date for the course, postcards will be produced and sent to residents. **A motion was made by Supervisor Strgar, supported by Supervisor Wilson, to approve ordering postcards and mailing them, for under \$150, to residents once a date is made. This motion passed.** AARP members would pay \$20 for the class and non-AARP members will pay \$25 for the class.

**NEW BUSINESS:**

1. The work priority sheets were provided for the supervisors and reviewed.
2. A quote for VOIP phones was presented to the supervisors for the office and the canister site. The phones would run \$23.44 per month each. Once Chris Freeman, IRCS, comes to Balkan to install the networking equipment, he will test the office's internet to see if there is enough latency to work. This will be reported on after the network is installed.
3. After some discussion about needing a skid steer to do some work around the township, it was suggested to use Steve Johnson's skid steer, if offered. **A motion was made by Supervisor Strgar, supported by Supervisor Wilson, to ask to rent Steve Johnson's skid steer for \$75 per hour and a top-off of fuel for the machine. This motion passed.**

**UPCOMING MEETINGS/EVENTS:**

1. Pancake Breakfast – June 22nd, 2024, 8:30am – 11am

**NEWSLETTERS & MEETING MINUTES:**

**ADJOURNMENT:**

**A motion was made by Supervisor Strgar, supported by Supervisor Wilson, to adjourn the meeting. Motion carried unanimously. The meeting was adjourned at 7:23 PM. The next board meeting will be held at 6:00 PM at the Balkan Community Center on June 12th, 2024.**

Respectfully Submitted,

Misty Hendrickson, Clerk

---

(Clerk) Misty Hendrickson

---

(Board Chair) Brad Stgar