

Minutes of the regular Board meeting of the Town of North Star, Minnesota, St. Louis County, held in the North Star Town Hall, on Tuesday, August 20th at 6:30 PM. The meeting was called to order by Chair Gary Mantay at 6:30 PM.

Members Present: Supervisor Gary Mantay, Supervisor Jan Keough, Supervisor Rod Saline, and Clerk Ellen Hanson, Treasurer Donna Elsbury, and Deputy Treasurer Ray Barnes.

Others in Attendance: There were 4 others present.

Pledge of Allegiance: The Pledge of Allegiance to the Flag of the United States of America was recited.

Approval of Agenda: Chair Mantay presented the agenda. There was a motion by Supervisor Keough to accept the agenda as presented and seconded by Supervisor Saline. This motion carried unanimously.

Open Forum:

- There were no speakers.

Approval of Board Minutes: The Board of Supervisors meeting of July 16th, 2024, minutes were presented and reviewed. There was a motion by Supervisor Saline to approve the July 16th, 2024 Board minutes as amended and seconded by Supervisor Keough. This motion carried unanimously. Amendment is under financial reports the second bullet; change culvert to culverts.

Financial Reports:

Treasurer Elsbury reported on the July Cash Control Statement and August Net Pay Account Distribution Report for approval.

Beginning Balance -07/01/2024-\$86,826.75

Total Receipts - \$49,350.85

Total Disbursements - \$8,675.48

Outstanding Checks - \$83.11

Total per Bank Statement -07/31/2024 - \$127,585.23

August Net Pay totaled \$3,738.02

- Treasurer Elsbury requested to transfer \$1,171.83 from the money market account to the checking account to pay expenses.
- Treasurer Elsbury provided a spreadsheet with all the town's revenue streams for the Board to review.
- There was a motion by Supervisor Keough to approve the financial report and seconded by Supervisor Saline. This motion carried unanimously.
- Treasurer Elsbury explained the towns bank, National Bank of Commerce (NBC), requires a copy of the minutes that records the appointment of the North Star Clerk and the election of Supervisor Rod Saline and a motion that allows Clerk Ellen Hanson and Supervisor Saline access to all of the NBC accounts. There was a motion by Supervisor Keough to approve Clerk Ellen Hanson & Supervisor Rodney Saline to have access to all of the North Star NBC accounts and seconded by Supervisor Mantay. This motion carried unanimously.
- The towns credit card is in the name of the former clerk. Treasurer Elsbury requested a motion to remove the former clerk, Janae Pitoscia, from the credit card account and add Clerk Ellen Hanson. There was a motion by Supervisor Saline to approve the removal of the former clerk, Janae Pitoscia, from the credit card account and add Clerk Ellen Hanson and seconded by Supervisor Jan Keough. This motion carried unanimously.

Clerk's Report:

- Clerk Hanson presented two claim lists. One is a second claims list from July for two culverts, claim 9130, \$1,236.00. The August claims totaled \$7,999.81 were presented for approval. They were checks 9219-9228 and EFTs #080124 for PERA \$36 and #080224 for AT&T \$152.92. There was a motion by Supervisor Saline to approve the claims lists and seconded by Supervisor Keough. This motion carried unanimously.
- Clerk Hanson stated there is usually a difference in hourly rates between the head election judge and election judges. North Star currently has the same rate for both. She recommended an hourly rate increase to \$20 for the head judges. She specified head judges are required to have additional training and they have additional

responsibilities during the elections. There was a motion by Supervisor Saline to increase the hourly rate to \$20 for head judges and seconded by Supervisor Keough. This motion carried unanimously.

- There was a discussion about posting material and posting placing. The towns four posting places are at Little Alden, Briar Lake Road, Northwoods Lane, and the town hall bulletin board. There was a concern the election notice was not posted. Clerk Hanson responded that she had posted notice at Briar Lake Road but it is a wooden notice area and she was concerned the push pins would not hold. Also, Ray Barnes noted he had posted notice at the town hall and the other places.

Correspondence:

- Notice of the MAT District 10 meeting and election on August 29th.
- Notice of Township Legal Seminar, October 12th.
- Supervisor Keough announced there is a Minnesota State Electric Grid Resilience Grant Program that Cooperative Light & Power (CLP) are submitting an application. They have requested a letter of support from the town board. Supervisor Keough presented the letter of support to the Board and asked for a motion to accept and send the letter. There was a motion from Supervisor Keough to accept and send the letter of support and seconded by Supervisor Saline. This motion carried unanimously.

Recycling Report:

- Supervisor Keough reported there was no new recycling business.

Webpage/Communications Report:

- Supervisor Keough stated most of the website is up-to-date.
- She and the clerk will meet soon for Website training.

North Star Fire Department (NFD)/Fire Liaison:

- There was 1 call in July.
- Supervisor Mantay reported the department had some training.
- Supervisor Saline stated there is a lot of grant money for fire departments and they should explore the possibility of applying for a grant. Chair Mantay will talk with the fire chief about grant planning.

Maintenance Report:

- Supervisor Saline reported the furnace is fixed.
- There was work on the generator needed to be re-programed. It seems to be working now.
- Supervisor Saline talked with a contractor about the sewer drain. The line is free out to about 8 feet past the recycling building. They need to add another extension line. Ray Barnes suggested heat tapes through the sewer drains. The issue is not urgent and can be fix next year. The fire trucks cannot be washed inside during the winter due to the blockage.

Roads Report:

- Supervisor Mantay reported two culverts were installed East Briar Lake Road were installed last week.
- Gravel was hulled in and there will be a few more loads later this year.
- The Board had a discussion about East Briar Lake Road upgrades and how the town should proceed. The decision was to notify property owners of East Briar Lake Road there will be an informal meeting with Chair Mantay to gather input from the residents about updating the road. The meeting will be held at the town hall on Tuesday, September 10 at 6:30 PM. A letter will go to property owners informing them of the gathering.

Other meetings/events:

- Supervisors Saline and Keough attended the DAT meeting.
- Supervisors Saline and Keough attended a state taskforce on broadband meeting. Providers, CTC and Paul Bunyan. spoke from their perspectives. The taskforce is currently in the process of seeking information.

Old Business

- East Briar Lake Road: See under Roads report.

New Business

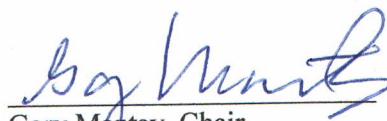
- Resolution 2024:05 Adopting a Township Sick and Safe Time Policy (ESST): Hanson presented a draft of the new resolution addressing a ESST policy. There was a motion by Supervisor Keough to approve the resolution Adopting a Township Sick and Safe Time Policy with the provision to permit employees to carryover accrued but unused sick and safe time into the following year, except that such accrued but unused time not exceed 80 hours at any time and seconded by Supervisor Saline. This motion carried unanimously.

Adjourn There was a motion by Supervisor Keough to adjourn the meeting at 8:05 PM and seconded by Supervisor Saline. This motion carried unanimously.

Respectfully submitted,



Ellen Hanson, Clerk



Gary Mantay, Chair

For the Period : 8/1/2024 To 8/31/2024

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>	<u>Less Deposits In Transit</u>	<u>Plus Outstanding Checks</u>	<u>Total Per Bank Statement</u>
General Fund	\$46,652.25	\$7,656.26	\$30,740.40	\$23,568.11	\$0.00	\$21.76	\$23,589.87
Road and Bridge	\$25,086.77	\$0.00	\$11,263.80	\$13,822.97	\$0.00	\$0.00	\$13,822.97
Fire EMS	\$37,669.41	\$4,954.00	\$19,680.21	\$22,943.20	\$0.00	\$113.52	\$23,056.72
Fire Donations	\$7,078.66	\$100.00	\$0.00	\$7,178.66	\$0.00	\$0.00	\$7,178.66
Building	\$5,744.91	\$0.00	\$8,810.69	(\$3,065.78)	\$0.00	\$984.41	(\$2,081.37)
Recycling	\$5,270.12	\$0.00	\$242.73	\$5,027.39	\$0.00	\$10.00	\$5,037.39
ARPA Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$127,502.12	\$12,710.26	\$70,737.83	\$69,474.55	\$0.00	\$1,129.69	\$70,604.24

<u>Gary A Mantay</u>	<u>Chair, Town Supervisor</u>	<u>9-17-24</u>
		Date
<u>Janet R. Keough</u>	<u>Town Supervisor</u>	<u>9/17/24</u>
		Date
<u>Rodney Saline</u>	<u>Vice Chair, Town Supervisor</u>	<u> </u>
		Date

AUGUST 2024

**RECEIPTS
PLUS INTEREST**

100 GENERAL	\$7,656.26
201 ROAD	\$0.00
202 FIRE	\$4,954.00
203 FIRE DONATIONS	\$100.00
204 BUILDING	\$0.00
205 RECYCLING	\$0.00
225 ARPA	\$0.00
TOTAL	\$12,710.26

INTEREST

\$11.20
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$11.20

DISBURSEMENTS

100 GENERAL	\$4,493.93
201 ROAD	\$5,470.00
202 FIRE	\$157.11
203 FIRE DONATIONS	\$0.00
204 BUILDING	\$1,606.79
205 RECYCLING	\$10.00
225 ARPA	\$0.00
TOTAL	\$11,737.83

**BUDGET
BALANCES**

\$6,511.24
-\$1,831.44
\$13,396.98
\$7,178.66
\$1,098.26
\$5,260.12
\$0.00

**ANNUAL
BUDGET**

\$34,266.63
\$7,500.00
\$25,265.00
\$9,320.00

FUND BALANCES

100 GENERAL	\$50,047.31
201 ROAD	\$19,616.77
202 FIRE	\$42,466.30
203 FIRE DONATIONS	\$7,178.66
204 BUILDING	\$4,138.12
205 RECYCLING	\$5,027.39
225 ARPA	\$0.00
TOTAL	\$128,474.55

**CHECKING
ACCOUNT**

\$990.97

**FUND
BALANCES
AFTER
INVESTMENT
FUNDS ARE
MOVED**

\$24,217.03
\$13,822.97
\$22,943.20
\$7,178.66
-\$3,714.70
\$5,027.39
\$0.00
\$69,474.55

Date Range : 9/1/2024 To 9/30/2024

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
09/17/2024	PERA	DCP Sept. 2024 contributions	090124*	\$163.10			
					100-41110-126-	Council/Town Board	\$18.00
					100-41110-121-	Council/Town Board	\$18.00
					100-41510-126-	Treasurer	\$31.53
					100-41510-121-	Treasurer	\$36.38
					100-41401-126-	Clerk	\$44.69
					100-41401-121-	Clerk	\$51.57
					100-41110-121-	Council/Town Board	(\$37.07)
09/17/2024	AT&T Mobility	Account:287308565673 WIFI SERVICE FOR TOWN HALL	090224	\$152.92			
					100-41901-322-	Other General Government	\$152.92
09/17/2024	Sue Forbragd	Reimbursement for Cleaning Supplies	9236	\$77.15			
					204-41940-223-	General Government Buildings and Plant	\$77.15
09/17/2024	VISA Business	August 2024 Charges	9237	\$1,099.41			
					204-41940-381-	General Government Buildings and Plant	\$97.94
					205-42205-381-	Recycling	\$10.00
					204-41940-222-	General Government Buildings and Plant	\$489.00
					100-41901-206-	Other General Government	\$21.76
					202-42202-310-	Fire	\$435.00
					100-41901-434-	Other General Government	\$45.71
09/17/2024	Minnesota Fire Service Certif Board	Fee for Fire Fighter Certification 1&2 - Kenton Hoffman 1205	9238	\$52.50			
					202-42202-434-	Fire	\$52.50
09/17/2024	PERA	Omitted deductions billing for Donna Elsbury	9239	\$2,956.90			
					100-41510-126-	Treasurer	\$1,203.21
					100-41510-121-	Treasurer	\$1,466.14
					100-41510-435-	Treasurer	\$287.55
09/17/2024	Tim Walter	2024 Weed inspector report	9244	\$600.00			

Date Range : 9/1/2024 To 9/30/2024

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
					100-41901-306-	Other General Government	\$600.00
Total For Selected Claims				\$5,101.98			\$5,101.98

Gary A Mantay	Chair, Town Supervisor	Date
<i>Gary A Mantay</i>		<i>9-17-24</i>
Janet R. Keough	Town Supervisor	Date
<i>Janet R Keough</i>		<i>9/17/24</i>
Rodney Saline	Vice Chair, Town Supervisor	Date

2024 Weed Inspection Summary

North Star Township

Tim Walters

Roads Inspected & Findings:

East Briar Lake Drive: Canada Thistle, Perennial Sowthistle

West Briar Lake Drive: Buckthorn, Japanese Knotweed, Spotted Knapweed

Barrs Lake Road: Canada Thistle, Black Locust

Bloomquist: Canada Thistle

Timberlake: Canada Thistle

Spring Lake Road: Spotted Knapweed

Reports Summary:

16 total reports submitted to EddMapS and are available for public view.

Invoice:

20 hours =\$600 due to Tim Walters