

**Biwabik Township Monthly Board Meeting Minutes**  
**Biwabik Township Hall - 6555 Oak Drive, Gilbert, MN**  
**Monday, February 8, 2021**

**Call to Order:** 5:30 PM by Chairman Soderling

Present: Supervisors Paris, and Soderling, Clerk Highland, Treasurer Hines and

2 Guests Via Zoom: Todd & Kirstie Hall

Absent: Supervisor Hautala

**Pledge of Allegiance:** Recited

**Special Agenda Request:** None

**Minutes: Motion** by Supervisor Paris, seconded by Chairman Soderling to approve the January 11, 2021 Monthly Board Meeting minutes. Motion carried unanimously.

**Tabled** January 28, 2021 Board of Audit minutes.

**Financial Report:** Treasurer Hines went over the September Financial Report with the Board.

Opening Balance 01/01/2021	\$ 461,909.21
Receipts	\$ 4,413.83
Disbursements	\$ 36,381.85
Ending Balance 01/31/2021	\$ 429,941.19
Deposits in Transit	\$ - 8.00
Outstanding Checks	\$ 868.16
Petty Cash	\$ - 100.00
<b>Total Checking Acct.</b>	<b>\$ 430,801.35</b>
<b>Total Investments</b>	<b>\$ 210,787.88</b>

The Clerk and Treasurer are in balance with the bank. After the Board of Audit was conducted, the Clerk and Treasurer were balancing January 2021 books and discovered a one cent discrepancy from a claim made on 12/31/2020, but cashed in 2021. They have edited the 2021 books accordingly.

**Motion** by Supervisor Paris, seconded by Chairman Soderling to approve the financial report for January 2021 with the \$0.01 change to Road and Bridge 2021 beginning balance from \$316,296.39 to \$316,296.40 for a PERA claim issue on 12/31/2020 and file it for audit. Motion carried unanimously.

The 2022 budget was discussed with Chairman Soderling since he was unable to attend the Board of Audit. He is concerned that at some point in the near future the levy may need to be raised. Clerk Highland and Treasurer Hines explained the amount the township is receipting is still covering the amount budgeted to spend. There are other ways to raise revenue if needed, i.e. rentals and snowplow contracts. These are services available to all residents, but not utilized by all. During the Board of Audit Supervisors Hautala and Paris moved to propose keeping the budget and levy the same for 2022.

**Claims:** Clerk Highland reviewed the claims with the board. She requested to update the Special Claims list with the updated Health Insurance amount of \$3,066.00. **Motion** by Chairman Soderling, seconded by Supervisor Paris to update the IUOE Fringe Benefit Claims to \$3,066.00 per month. Motion carried unanimously. Highland has not received the IC-134 from Norlander Electric for the LED light project. She also requested approval to pay the remaining 5% when the report is received. **Motion** by Chairman Soderling, seconded by Supervisor Paris to pay Norlander Electric \$599.78 upon receipt of IC-134. Motion carried unanimously.

**Motion** by Supervisor Paris, seconded by Chairman Soderling to pay claims as presented for \$15,987.23. Motion carried unanimously.

**Reports:**

**Road & Equipment-** The road report was submitted. They have been plowing roads on the weekends due to weekend snow falls and drifting snow. The new push arm is now attached and the loader plow cylinder. New cutting edges for the

new truck has been ordered. Chairman Soderling questioned where we were on a road plan. Paris explained Walnut, Chestnut, and Mickleson received class 5 in 2020. Elm is on the docket for 2021. Merritt usually figures out what roads need attention when he is grading. Soderling feels a master plan is better than jumping from road to road or patch to patch. He would like to see the township get ahead of roads before we fall behind.

**Fire-** No report.

**First Responders-** Written report submitted.

**Recreation-** No report. Paris noted that Foreman Merritt is in charge of calling in part-timers.

**Cemetery-** No report

**Motion** by Supervisor Paris, seconded by Chairman Soderling to approve the reports as presented. Motion carried unanimously.

**Old Business:**

Sign Retro-Reflectivity – No update.

Culvert Policy review/edit – No update.

Broadband Info – Chairman Soderling reported Century Link is not actively contacting residents, but they are now offering broadband. You must call and request the service. Story Book Lodge has already received it.

Gazebo/Shade Area – Soderling would like to see a timber framed building. Something that mimics the arch way at the entrance of the town hall.

Office Computers – Will be set up on Wednesday, February 10, 2021.

Walk and Roll packer – There was discussion about the articulating portion. The attachment could possibly drag through 90 degree turns. There is a manual or an electric option. Electric would be easier for the operator because he would not have to get out of the equipment. It would cost about \$34,000.00 to purchase the packer with an electric articulator. Chairman Soderling would like Paris to talk to Kevin about it.

**New Business:**

Pro-rated Payroll for March – Payroll for March may or may not reflect a change in officers. If the treasurer position changes, Hines will receive a pro-rated pay based on days in March and will get an hourly compensation for training in the new treasurer. The incoming treasurer will receive a prorated salary based on the pay policy in place. If there is a change in supervisors the pay will be pro-rated per day for March.

R&B Vacation Request – Clerk Highland reported there is an employee request to take two weeks off in July. Per contract a vacation of a week or longer needs to be approved by the Board. Paris will make sure the two week period can be covered by a temporary employee if need be. **Tabled**

Menards Charge List – The charge list will stay the same as the previous year.

Other Concerns –

Supervisor Paris brought up attendance for the Annual Meeting. Fall Lake Township has already announced they will have a cap of 25 residents present for the Annual Meeting and the remainder of residents will need to call in. Chairman Soderling did some figuring based on capacity per current Covid-19 restrictions. It was figured that 20 residents, not including Election Judges and officials, will be a safe number for attendance. Those who wish to attend, but miss the cut off can join via Zoom. When Clerk Highland posts for the Annual Meeting she will request residents to call and reserve a seat if they plan to attend in person.

**Correspondence:** Clerk Highland reviewed correspondence with the Board.

- St. Louis County
  - Public Health Emergency Communications (weekly email to clerk)
- International Union Local #49
  - Passed Audit
  - Seniority List Request
- SLCAT – Bylaws, minutes, and dues
- ICO – tax-exempt certificate
- Central Applicators – Roadside ROW Management

Clerk Highland reviewed the correspondence with the Board. No action taken.

**Hall Rentals:**

- John Kuitunen – Saturday, March 13, 2021
- Jamie Isaacson – Saturday, April 24, 2021
- Nicole Little – Saturday, May 1, 2021
- Chris Clark – Saturday, May 29, 2021
- Jill Clapsaddle – Friday – Sunday, June 4,5,6, 2021 (Outdoor rental request if not open)

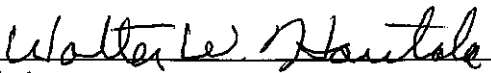
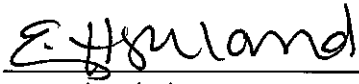
There was discussion on whether or not the hall should be open to the public. Clerk Highland has received many requests for rentals. According to state guidelines, events can be held at 25%. Chairman Soderling figured that 25% of 150 (chairs available for rentals) is 37.5. Supervisor Paris was concerned how a cap of 37 people would be enforced. Highland suggested making an addendum to the rental policy to state the current capacity limits due to Covid-19. Paris questioned if the attorney should be contacted so the Township doesn't get fined if renters do not follow the restrictions. Other concerns were if the renters should provide sanitation cleaning. If rentals are only held on the weekend, the building will be closed long enough before others enter and cleaning can be done by the janitor safely. The addendum will state: *Town Hall rentals are available for weekends only. There is a capacity limit of 37 persons in the hall at a time (up to 250 people out door). Renters must abide by Covid-19 restriction i.e. social distancing, masks, handwashing, no serving food past 10:00 P.M. You are solely responsible for repercussions for not following current Covid-19 guidelines. Any agreement can be rescinded at the Board's discretion.*

**Motion** by Chairman Soderling, seconded by Supervisor Paris to approve opening the hall with addendum and approving rentals if they still want to hold rental acknowledging addendum. Motion carried unanimously.

**Comments from the Audience:** None

The next Board meeting will be held in the same format, officials present and public via Zoom.

**Adjourn:** Chairman Soderling adjourned the meeting at 7:19 P.M.


4-12-21


Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_ Attest by Clerk: \_\_\_\_\_

