

**BOARD OF SUPERVISORS
REGULAR MONTHLY MEETING
BAY LAKE TOWN HALL
January 12, 2021 - 7:00pm**

Present: Don Hales, Jon Steblay, Carol Pundt, Justin Smith, Mindy Tix

Absent: None

Community members present:

Don Hales called the meeting to order at 7:00 p.m. The Pledge of Allegiance was led by Justin Smith.

A motion was made by Jon Steblay and seconded by Justin Smith to approve the agenda. All voted in favor of the motion. Motion passed unanimously.

A motion was made by Justin Smith and seconded by Jon Steblay to approve the minutes of the regular monthly meeting of the Board of Supervisors held on December 8, 2020. All voted in favor of the motion. Motion passed unanimously.

A motion was made by Jon Steblay and seconded by Justin Smith to approve the Treasurers Report subject to audit. All voted in favor of the motion. Motion passed unanimously. The ending balance as of December 31, 2020 was \$464,716.10.

A motion was made by Justin Smith and seconded by Jon Steblay to include Carol Pundt, Donald Hales, Mindy Tix, RaeJean Anderson and Jon Steblay on the signature cards on the Township checking account at Deerwood Bank. All voted in favor of the motion. Motion passed unanimously.

A motion was made by Justin Smith and seconded by Jon Steblay to approve the claims as submitted (ck#10573 - 10586 ET-M1-01-21, ET-M2-01-21, ET-C-01-21, ET-S1-01-21, ET-S2-01021, ET3-01-21, ET-MN-01-21 and ET-P-12-20) in the amount of \$43,489.87. All voted in favor of the motion. Motion passed unanimously.

Road Report: Don Hales gave the Board an updated expense report. A resident of the Township made an inquiry as to how to have their road maintained by the Township. She was referred to the Township website regarding the procedures for the Township to take over a road.

2021 Road Improvements Update: Don Hales presented the Board with suggestion for the road improvement projects for 2021. A motion was made by Justin Smith and seconded by Jon Steblay include Scott Lake Road, Partridge Road and Maghan Lane in the 2021 Road Improvement project with the bid opening at the March 11th Board meeting. All voted in favor of the motion. Motion passed unanimously. Don Hales will talk to the Township lawyer to start working on the bid specifications.

Hazelton Township Road Maintenance Contract (Partridge Rd) Discussion: Don Hales will phone Brad Holmvgig to ask him to quit snow plowing Partridge Avenue per contract with Hazelton Township.

Variance Requests: 1989 Investments LLC/Ruttger's Bay Lake Lodge variance request was recommended by the Township Board to the Crow Wing County Planning and Zoning Board at the December Board of Supervisors meeting.

Cemetery Report: Nothing to report from Jon Stebaly. Justin Smith reported to the Board there were two burials last month.

Columbarium: The Board decided to move forward with plans to install a columbarium for cremains internment at the Bay Lake cemetery. More research needs to be done regarding the cost of the site preparation, concrete work, and design. Discussion continues at the Budget/Levy meeting on February 11th.

Town Hall Update: The Town Hall ceiling lights have been replaced. The electric heater in the Clerk's office has been deemed a fire hazard by Mooers Electric. Don Hales will be working on adjusting the heat in the town hall building to accommodate a working environment for the clerk. Also, the copier and desk top computer need to be housed in area which has a room temperature of at least 60 degrees.

Lighting Fixture Disposal: Don Hales will recycle lighting ballasts. The light housing structures will be taken to Habitate for Humanity Restore.

Recycling: Jon Steblay, with the help of Erik Twistol, removed the recycling sign from the town hall parking lot.

Town Board Administrative Procedures Manuel: Board members are in the process of reviewing.

Annual Township Election and Meeting Location: The annual meeting will be held at the Bay Lake Town Hall after the annual election. Residents of the Township will also be able to participate in the meeting via ZOOM.

A motion was made by Jon Steblay and seconded by Justin Smith to change the time of the Budget/Audit meeting on February 11, 2021 to 1pm. All voted in favor of the motion. Motion passed unanimously.

A motion was made by Justin Smith and seconded by Jon Steblay to approve the election judges on file by the clerk for the Township annual election. All voted in favor of the motion. Motion passed unanimously.

2021 IRS Standard Mileage Rate: A motion was made by Justin Smith and seconded by Jon Steblay for the Township to adopt the IRS Standard Mileage rate of \$.56. All voted in favor of the motion. Motion passed unanimously.

Other Business to Come Before The Board/Public Comment: None

All correspondence and e-mails received by the clerk were read.

A motion was made by Justin Smith to adjourn the meeting at 8:03pm. All voted in favor of the motion.

Supervisor _____

Supervisor _____

Supervisor _____

Clerk _____