

January 11, 2021

**PERCH LAKE TOWNSHIP  
MINUTES OF THE REGULAR MONTHLY MEETING**

1. **CALL TO ORDER AND ROLL CALL**

Chair Gary Harms opened the meeting at 7:00 p.m. with a roll call.

Members: Chair Gary Harms, Supervisor Steve Olson, Supervisor Keith DePre, Treasurer Cheri DeMenge, Clerk Lora Eames

2. **REVIEW AND APPROVAL OF AGENDA.**

**MOTION (DePre/Olson):** To approve the January 11, 2021, agenda with the following addition:

- OB 8-d Newsletter Update.

Motion carried. Roll call: Harms-yes, Olson-yes, DePre-yes.

3. **REVIEW AND APPROVAL OF MINUTES.**

**MOTION (Olson/DePre):** To approve the December 14, 2020, regular meeting minutes as recorded.

Motion carried. Roll Call: Harms-yes, Olson-yes, DePre-yes.

4. **TREASURER/CLERK REPORTS.**

a. **Review/Approve Treasurer's Report**

(1-a) Treasurer Cheri DeMenge provided the Treasurer's Report for December.

**MOTION (DePre/Olson):** To approve the Treasurer's Report as presented with a cash balance of \$398,311.00 for the month ending December 31, 2020. Motion carried. Roll call: Harms-yes, Olson-yes, DePre-yes.

(1-b) Discussion of options regarding the Township's Certificate of Deposit (CD)

DeMenge discussed the options for renewing the CD held with Members Cooperative Credit Union, set to expire February 21. Board members postponed a decision until the February 8, 2021, meeting.

DeMenge and Olson suggested that it might be a good idea to keep the funds in a savings account until after the Board has decided what to do with the Watkins Spur project. They could always reinvest it later in a CD.

b. **Informational Clerk's Budget Report.**

(1) Revenues

Eames reported that she recently billed the Cloquet Area Fire District \$1,015.33 for fourth quarter Station 2 costs. (She expected to receive a check later in January.) Also, she projected that the Town could receive the following significant amounts from the County in the first half of 2021, based on last year's figures:

- March – \$12,000 in Gas Tax Road Allotment.
- June – \$105,000 in property tax settlements.

(2) Monthly Status of Operating Budget

Projected Revenues	\$171,471	
Revenues Received YTD	-166,973	*
Revenues Not Yet Received	<u>\$ 4,498</u>	
Projected Expenses	\$181,520	
Disbursements Made YTD	-146,278	*
Under Budget YTD	<u>\$ 35,242</u>	

\*Does not include Coronavirus revenues or disbursements.

5. **REVIEW AND APPROVAL OF CLAIMS FOR PAYMENT.**

**MOTION (Depre/Olson):** To approve payment of the following claims. Motion carried.  
Roll call: Harms-yes, Olson-yes, Depre-yes.

\$989.21	Late claims list for December 2020 Claim #s 4443-4444
4,075.23	Regular claims list for January 1-January 31, 2021 Claim #s 4437-4442
1,008.94	Employee (Harms, Anderson) payroll for January 5, 2021
1,129.41	Regular (officer) payroll for January 11, 2021
<u>\$7,202.79</u>	Total

6. **REPORTS.**

a. **Cloquet Area Fire District (CAFD).**

Town Chair Harms had nothing new to report. The District is “revamping” its Strategic Planning Committee. That committee will meet Wednesday.

Harms reported that the new chief has not been out to Station 2. However, he (Harms) had one phone conversation with Chief Matthew Ashmore; and heard him talk about terminating Station 2 (Perch Lake) and Station 5 (Brevator) and building a new station on Brookston Road.

b. **Big Lake Area Sanitary District (BLASD)**

Supervisor Depre had nothing new to report.

c. **Road and Bridge.**

(1) Researching for Road Orders

Supervisor Olson reported that he researched records at the Recorder’s Office to ensure that roads being surveyed were not already recorded. He found nothing; but realized that he already had copies of road orders for both Township Road 535, Township Road 536. No further research on remaining roads is necessary.

(2) Reponen Road

Supervisor Olson summarized the Reponen Road discussion held earlier in the day with the County Engineer in a Zoom meeting. Olson had described the safety issue with

drivers failing to navigate the ninety-degree corners on the road, especially one close to 1075 Reponen Road. He had also expressed concern over the Township's potential liability. Assistant County Engineer Rick Norrgard had responded that the Town had installed improved signage and done what is necessary to limit its liability. Board members did not talk about spending money to engineer the road corners.

7. **CONSENT AGENDA.**

**MOTION (Depre/Olson):** To approve the consent agenda items listed below. Motion carried.  
Roll call: Harms-yes, Olson-yes, Depre-yes

- a. Approval of schedule of regular meeting dates for 2021 as listed on Exhibit A attached to these minutes, to include the designation of Monday, October 11, 2021, Columbus Day as a non-holiday for the purpose of conducting public business.
- b. Approval of compensation and mileage at the standard rates for officers attending meetings listed on Exhibit A.
- c. Approval of compensation and mileage at the standard rates for persons preparing and distributing the newsletter and other assigned projects.
- d. Approval of standard legal notices to be published in the newspaper as required by statute or as requested by the Town Board.
- e. Approval of posting sites for meeting notices – Town Hall, Recycling Shed, Lounge on Big Lake Shores, Sawyer Tribal Community Center, and website.
- f. Designation of Town's depositories: Frandsen Bank, Members Cooperative Credit Union, and Cornerstone State Bank as an alternative.
- g. Designation of Town's official newspaper as the Pine Knot.
- h. Adoption of 2021 IRS standard mileage rate of \$.56.
- i. Reappointment of Supervisor Gary Harms to another term on the CAFD Board. (Term expired on December 31, 2020.)

8. **OLD BUSINESS**

a. **Old Housekeeping Items**

None.

b. **Consideration of Draft Right-of-Way Ordinance (prev. tabled).**

(1) Motion to adopt Ordinance 2021-01:

**MOTION (Olson/Depre):** To adopt Ordinance 2021-01, the Perch Lake Township Right-of Way Ordinance, dated January 11, 2021, as prepared by Town Attorney Troy Gilchrist. Motion carried. Roll call: Harms-yes, Olson-yes, Depre-yes.

(2) Motion to adopt Summary Resolution No. 2021-006:

**MOTION (Depre/Olson):** To adopt Summary Resolution No. 2021-006, as prepared by Town Attorney Troy Gilchrist, approving summary language for publication of the

Perch Lake Township Right-of-Way Ordinance in the newspaper. Motion carried.  
Roll call: Harms-yes, Olson-yes, Depre-yes.

(3) Discussion.

Later in the meeting, Clerk Eames recalled that the Town Board had “promised” Town residents at the March 10, 2020, Annual Meeting that the Board would seek their input in a public hearing about the ordinance. So, supervisors reviewed the Annual Meeting minutes and found the following paragraph:

From March 10, 2020, Annual Meeting minutes:

“DISCUSSION AND VOTE ON RESOLUTION AUTHORIZING THE TOWN BOARD TO DEVELOP AN ORDINANCE TO REGULATE TOWN ROAD RIGHTS-OF-WAY:

*Olson discussed the need for the ordinance to regulate town road rights-of-way. He assured the electors that if they authorized the Town Board to proceed to develop a resolution, the Board would seek their input in public hearings and be transparent in its actions.”*

After some discussion, the supervisors agreed by consensus that (i) that the electors had authorized the Board to develop an ordinance; (ii) that the Board had a viable draft, prepared by the Town Attorney; and (iii) that they should approve it as a draft to be presented for public input at the Annual Meeting on March 9, 2021.

(4) Motion to rescind previous motion adopting Summary Resolution 2021-006

**MOTION (Depre/Olson):** To rescind the previous motion adopting Summary Resolution 2021-006, approving language for publication of the Perch Lake Township Right-of-Way Ordinance in the newspaper, as the Board will not publish the resolution until after an ordinance has been approved. Motion carried. Roll call: Harms-yes, Olson-yes, Depre-yes

(5) Motion to modify previous motion adopting Ordinance No. 2021-01

**MOTION (Olson/Depre):** To amend the previous motion adopting Ordinance 2021-01 by approving the ordinance, dated January 11, 2021, as a draft document to be presented for public input at the Annual Meeting on March 9, 2021. Motion carried. Roll call: Harms-yes, Olson-yes, Depre-yes.

c. **Discussion of Status of Legal Road Descriptions and RFP (tabled last month).**

Supervisors agreed by consensus to table this matter until after the February 10, 2021, meeting with Watkins Spur residents. (The supervisors discussed the option of using budgeted funds for the Watkins Spur project.)

d. **Newsletter Update.**

Olson presented a draft issue, reporting that he planned to include some additional articles. The final draft could be ready for review by the end of the week.

9. **NEW BUSINESS**

a. **New Housekeeping Items.**

None.

b. **Local Road Improvement Program.**

Harms reviewed the discussion at the special meeting with the County Engineer earlier in the day. He concluded that the Township's application for LRIP would be a long shot and the effort is likely not worth the trouble. The supervisors agreed by consensus not to move ahead with an application.

c. **Annual Resolutions Authorizing Contracts with Interested Officers.**

(1) Resolution No. 2021-001, Harms

**MOTION (Depre/Olson):** To approve Resolution No. 2021-001, authorizing contract with interested officer Gary Harms, who is a town supervisor also serving as Recycling Shed Operator. Motion carried. Roll call: Harms-abstaining, Olson-yes, Depre-yes.

(2) Resolution No. 2021-002, DeMenge

**MOTION (Depre/Olson):** To approve Resolution No. 2021-002, authorizing contract with interested officer Cheri DeMenge, who is the town treasurer also serving in other capacities as needed. Motion carried. Roll call: Harms-yes, Olson-yes, Depre-yes.

(3) Resolution No. 2021-003, Eames

**MOTION (Olson/Depre):** To approve Resolution No. 2021-003, authorizing contract with interested officer Lora Eames, who is the town clerk also serving in other capacities as needed. Motion carried. Roll call: Harms-yes, Olson-yes, Depre-yes.

(4) Resolution No. 2021-004, Olson

**MOTION (Depre/Harms):** To approve Resolution No. 2021-004, authorizing contract with interested officer Steve Olson, who is a town supervisor, and spouse Jeanette Olson, both of whom are serving in other capacities as needed. Motion carried. Roll call: Harms-yes, Olson-abstaining, Depre-yes.

(5) Resolution No. 2021-005, Depre

**MOTION (Harms/Olson):** To approve Resolution No. 2021-005, authorizing contract with interested officer Keith Depre, who is a town supervisor, and spouse Sheila Depre, both of whom are serving in other capacities as needed. Motion carried. Roll call: Harms-yes, Olson-yes, Depre-abstaining.

d. **Town Board Member Election of Chair and Vice-Chair.**

**MOTION (Depre/Olson):** To appoint Gary Harms as Chair and Steve Olson as Vice-Chair for year 2021. Motion carried. Roll call: Harms-yes, Olson-yes, Depre-yes.

e. **Town Board Member Selection of Assignments.**

The supervisors made no changes in current assignments. Harms will continue as Facilities Manager and Olson will continue as Road Supervisor. Board members discussed possible wage changes and Harms deferred discussion until February when a wage survey is presented.

f. **Approval of Additional Hours of Training (Webinars) for New Deputy Treasurer.**

**MOTION (Depre/Harms):** To approve additional hours of training and webinars for the new Deputy Treasurer. Motion carried. Roll call: Harms-yes, Olson-abstaining, Depre-yes

g. **Approval of extra hours in 2021 for Clerk and Treasurer to work on Record Retention Schedule**

**MOTION (Depre/Harms):** To approve up to one extra day per month for each officer – the Clerk and the Treasurer – to review and dispose of files as part of the Minnesota Historical Society’s Record Retention Schedule. Motion carried. Roll call: Harms-yes, Olson-yes, Depre-yes

h. **Annual Meeting, March 9, 2021**

Clerk Eames discussed her dilemma: To hold a Zoom meeting with a roll call vote on the levy; or continue the meeting at a later date when in-person attendance is possible. Board members asked Eames to report back on the deadline for certifying the levy to the County Auditor.

i. **Approval of Interfund Transfers.**

**MOTION (Depre/Olson):** To approve the following interfund transfers in accordance with Minnesota Statute 366.04:

- \$23,000 from Road & Bridge Fund to Road & Bridge Capital Improvements Fund
- \$629.19 from Coronavirus CARES Fund to General Fund.

Motion carried. Roll call: Harms-yes, Olson-yes, Depre-yes.

j. **Discussion of Possible Solutions for Curve near 1075 Reponen Road.**

Previously discussed. See 6c-2.

10. **VISITOR COMMENTS.**

None.

11. **ADJOURNMENT.**

Chair Harms adjourned the meeting at approximately 8:00 p.m.

Respectfully submitted,

Approved by Town Board

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Lora Eames, Clerk

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Gary Harms, Chair

Attached: Exhibit A – Schedule of Meeting Dates & Events

2021 Meeting Dates & Events	
Schedule A	
January 4	Swearing in of officers elected in November 3, 2020, General Election.
January 11	Regular meeting & reorganization.
February 8	Regular meeting & Board of Audit.
February 10	Public information meeting – Watkins Spur Project
February 17	CAFD meeting at Perch Lake Town Hall.
March 8	Regular meeting.
March 9	Township Day – Annual Meeting.
April 2	MAT Spring Course - DECC
April 12	Regular meeting.
April 30	Board of Appeal & Equalization by County Assessor at Courthouse.
April (unknown)	CCATO meeting.
May 10	Regular meeting.
June 14	Regular meeting.
July 12	Regular meeting.
August 9	Regular meeting.
August 26	MAT District 10 meeting.
September 13	Regular meeting.
October 11	Regular meeting: Columbus Day
October (unknown)	CCATO meeting.
November 8	Regular meeting.
December 13	Regular meeting.