

**January 13, 2020**

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

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

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

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

Guests: James Langenbrunner, CAFD Board Chair  
Roger Waters, CAFD Assistant Fire Chief.

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

**MOTION (Olson/Depre):** To approve the January 13, 2020, regular agenda as presented.  
Motion carried.

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

**MOTION (Depre/Olson):** To approve the December 9, 2019, regular minutes as recorded.  
Motion carried.

**MOTION (Olson/Depre):** To approve the December 30, 2019, Special Meeting (Future Direction of the Big Lake Area Sanitary District) as recorded. Motion carried.

**MOTION (Depre/Olson):** To approve the January 7, 2020, Public Information Meeting (Next Phase of Watkins Spur Road Improvement Project) as recorded. Motion carried.

**4. TREASURER/CLERK REPORTS.**

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

Treasurer Cheri DeMenge provided a report for the month of December.

**MOTION (Depre/Olson):** To approve the Treasurer's Report as presented with a cash balance of \$377,680.16 for the month ending December 31, 2019. Motion carried.

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

**(1) Monthly Cash Flow and Expected Revenues**

Clerk Eames reported a \$12,587 positive difference between receipts and disbursements in December; and that she had billed the Cloquet Area Fire District in the amount of \$1,114.36 for fourth quarter of 2019. In addition, she anticipated receipt of the following significant revenues:

- March - approximately \$11,600 for Gas Tax Road Allotment.
- April - \$5,000 for SCORE Grant, recycling grant.
- July - approximately \$111,200 in property tax settlements from 2019 Levy.

(2) Monthly Operating Budget.

<b>2019 OPERATING BUDGET TO DATE</b>	
Projected Revenues	\$170,168
Revenues Received YTD	-164,747
Not Yet Received	\$5,421
Projected Expenses	\$171,274
Disbursements Made YTD	-144,387
Not Yet Disbursed	\$26,887

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

**MOTION (Olson/Depre):** To approve payment of the following claims. Motion carried.

\$1,189.46	Late claims list for December: #4239, #4240, #4241
5,654.58	Regular claims list for November: #4210 - #4222
3,100.88	Regular payroll
<u>\$9,944.92</u>	Total

6. **REPORTS.**

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

Harms announced that he had invited Langenbrunner and Waters here to report on recent developments which will impact Perch Lake Township and the entire CAFD.

Langenbrunner reported that the District is no longer focused on building a new fire station, but on investing in its facilities such as Station 2 at Perch Lake Town Hall. The plan for Station 2 includes providing 24-hour staffing with paramedic services to serve the District's western area. The District is in the process of finalizing an agreement with the architect, who will then prepare design options for living quarters at Station 2. The goal is to have an ambulance stationed here and a fully-functioning station within the calendar year.

Waters provided more details:

- 8-10 hours duty crews for now; career staff by summer
- Design options for living quarters and showers could include a modular unit in the back of the building, or the remodeling of two bays.

The Township would provide a long-term lease to the CAFD.

Both CAFD representatives reported that the Fire Chief's job will be administrative in nature and the Assistant Fire Chief's job will be operational. Everyone discussed the challenges to recruiting, specifically, that the District has not assigned recruitment duties to a specific job description, nor done enough to recruit or retain both paid-on-call and career staff.

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

Supervisor Depre reported that the BLASD Board still has no joint powers agreement with the FDL Reservation Business Committee (RBC). Therefore, the board has no business at this time and has suspended its January meeting.

Supervisor Olson reported that he met with Nancy Schuldt, FDL Water Projects Coordinator. She informed him that she was preparing something for the RBC; and raised the issue of the Town's refusal to connect to the proposed sewer pipeline. Olson updated her on that issue, stating the Town supervisors had voted unanimously in 2018 to connect if the opportunity became available. He recommended that the Town Board send a letter to update Schuldt and the RBC on the situation. Harms will follow up with a letter.

c. **Road and Bridge.**

- (1) Supervisor Olson reported that he:
  - (a) Heard from Foreman DeLovely regarding a caller complaining about slippery driving conditions at Maple Drive and Cary Road (south side). Olson contacted County Transportation.
  - (b) Visited with Aaron Gunderson, Assistant County Engineer, on January 8, the day after the Watkins Spur meeting on January 7 to discuss the permit and right-of-way acquisition. Olson reported that they will incorporate changes, showing the loop further north. Also, the project would qualify for a wetlands credit, but be subject to a long processing period for the permit.
  - (c) Discussed solutions for Hardwood Lake Road with Gunderson. Olson recommended that the Town Board should approach the County about reclaiming the blacktop on Hardwood Lake Road for a minimal cost.
- (2) After some discussion, the Board approved Olson's solution for Hardwood Lake Road.

**MOTION (Depre/Olson):** To authorize the County-approved contractor to reclaim approximately 900 feet of blacktop on Hardwood Lake Road. Motion carried.

7. **CONSENT AGENDA.**

- MOTION (Depre/Olson/Harms):** To approve the consent agenda items listed below. Motion carried
- a. Approval of schedule of regular meeting dates for 2020 as listed on Exhibit A (attached), to include the designation of Monday, October 12, 2020, Columbus Day as a non-holiday for the purpose of conducting public business.
  - b. Approval of compensation and mileage for officers attending training and non-regular meetings listed on attached Exhibit A (attached).
  - c. Approval of compensation and mileage for Clerk and Treasurer to attend all election-related meetings and training.
  - d. Approval of compensation and mileage for authorized persons working on the Township's newsletter or National Night Out event.
  - e. Approval of Resolution No. 20-001, authorizing contract with interested officer (Harms). Abstain 1 - Harms.
  - f. Approval of Resolution No. 20-002, authorizing contract with interested officer (Eames).

- g. Approval of Resolution No. 20-003, authorizing contract with interested officer (DeMenge).
- h. Approval of Resolution No. 20-004, authorizing contract with interested officer (Eames).
- i. Approval of Resolution No. 20-005, authorizing contract with interested officer (Olson).  
Abstain 1 - Olson.
- j. Approval of standard legal notices to be published in the newspaper for the Annual Meeting, Board of Appeal & Equalization, elections, and other events.
- k. Approval of posting sites for meeting notices - Town Hall, Recycling Shed, Lounge on Big Lake Shores, Sawyer Tribal Community Center, and websites.
- l. Designation of Town's depositories: Frandsen Bank, Members Cooperative Credit Union, and Cornerstone State Bank as an alternative if needed.
- m. Designation of Town's official newspaper as the Pine Knot (now a legal newspaper in accordance with Minnesota Statute).
- n. Adoption of 2020 IRS standard mileage rate of \$.575.

8. **OLD BUSINESS**

a. **Old Housekeeping Items**

None.

b. **Approve Interfund Transfer to the Road & Bridge Capital Improvements Fund.**

Eames recommended the approval of interfund transfer in the amount of \$25,000 from the Road & Bridge Fund to the Road & Bridge Capital Improvements Fund. (This paper transfer simply reserves unused funds from 2019 and does not involve an actual bank transaction.) DeMenge reported that she had previously discussed this with Eames and supported the transfer of funds. Both Eames and DeMenge will ensure that sufficient funds are kept in the Road & Bridge Fund to cover operating expenses, minimum levy requirements, and use of gas tax funds. After some discussion, supervisors passed a motion to authorize the transfer.

**MOTION (Olson/Depre):** To approve the interfund transfer of \$25,000 from the Road and Bridge Fund to the Road and Bridge Capital Improvements Fund. Motion carried.

c. **Discussion/Approval of Next Stage in Watkins Spur Project.**

The Watkins Spur Project is still in the engineering phase. After some discussion, supervisors found their consensus to continue forward with engineering while incorporating changes based on feedback from the meeting with residents on January 7, 2020.

9. **NEW BUSINESS**

a. **New Housekeeping Items.**

None.

b. **Town Board Members Election of Chair and Vice-Chair.**

**MOTION (Depre/Olson):** To keep Supervisor Harms as the Chair and Supervisor Olson as the Vice Chair. Motion carried.

c. **Town Board Members' Selection of Assignments.**

The supervisors agreed by consensus to maintain current assignments. Olson will continue as the Road and Bridge Supervisor.

d. **Approve Specifications in RFQ for CrackPatching.**

Eames distributed a draft Request for Quotes (RFQ) document, based on the one used in 2019. Olson added hot mix patching as an acceptable alternative to spray patching, and Jarvinen Road as the only road to be done this year.

**MOTION (Olson/Depre):** To approve the revised specifications in the Request for Quotes (RFQ) for Crackpatching. Motion carried.

e. **Approve List of Election Judges for the March 3, 2020, Presidential Primary Election.**

**MOTION (Depre/Olson):** To approve compensation and mileage for the following list of election judges for the Presidential Nomination Primary Election of March 3, 2020

Pat Anderson	David Eames	Mae Nelson
Kyle Ashcroft	Lora Eames	Jeanette Olson
Cheri DeMenge	Cindy Molstad	Jim Thurmes

f. **Approve Susan Seabury as an Authorized Contractor.**

**MOTION (Depre/Olson):** To contract with Susan Seabury in 2020, at a cost of \$15.00 per hour and standard rate of mileage, to perform professional services as needed for the newsletters and National Night Out event. Motion carried.

g. **Letter to BLASD regarding Perch Lake's Prior Approval of Connection to Sewerline.**

This was discussed under Reports, Item 6-b, Big Lake Area Sanitary District.

10. **VISITOR COMMENTS.**

Supervisor Depre expressed concern that the CAFD's past recruitment efforts have not been effective and that Perch Lake (as a District member) must monitor future recruitment efforts closely.

11. **ADJOURNMENT.**

Chair Harms adjourned the meeting at approximately 8:15 p.m.

Respectfully submitted,

Approved by Town Board

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Lora Eames, Clerk

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Gary Harms, Chair