

January 14, 2019

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

Motions are tagged in bold. Meetings are recorded to facilitate preparation of minutes.

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, and welcomed newly-elected Supervisor Keith Depre.

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

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

MOTION (Depre/Olson): To approve the January 14, 2019, regular meeting agenda as presented. Motion carried.

3. **MINUTES.**

MOTION (Olson/Depre): To approve the December 10, 2018, regular minutes as recorded. Motion carried.

4. **TREASURER/CLERK REPORTS.**

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

Treasurer DeMenge reported a total cash balance of \$357,320.48 for December.

MOTION (Depre/Olson): To approve the Treasurer's Report as presented with a cash balance of \$357,320.48 for the month ending December 31, 2018. Motion carried.

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

Clerk Eames reported that the Township has billed the Cloquet Area Fire District for quarterly reimbursement costs; and should receive a \$1,798.94 check in January. Further, the Township can expect, based on last year, to receive approximately \$11,880 in Gas Tax Road Allotment funds from Carlton County in February.

In addition, Eames provided the following reports.

DIFFERENCES IN RECEIPTS & DISBURSEMENTS			
	2018	YTD 2018	YTD 2017
Receipts	\$24,502	\$166,529	\$166,226
Disbursements	-32,863	-145,165	-104,433
Difference	\$-8,361	\$21,364	\$61,793

2018 OPERATING BUDGET TO DATE	
Projected Revenues	\$170,556
Revenues Received YTD	-166,529
Not Yet Received	<u>\$4,027</u>
Projected Expenses	\$170,812
Disbursements Made YTD	-145,165
Not Yet Spent	<u>\$25,647</u>

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

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

\$ 1,082.17	Claims #4031-#4033 (Late December)
5,573.35	Claims #4034-#4053 (January)
<u>2,425.13</u>	Regular payroll
\$9,080.65	Total

6. **REPORTS.**

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

Chair Harms reported that the CAFD Board held a public hearing for the 2019 Budget and Levy on December 13, 2018, and then approved both at the regular meeting on December 19, 2018. The overall levy is 10.4% and the actual increase to residential properties is 2.04% (verified by Molly Cooper (CAFD) on February 4, 2019 by email).

Harms also reported the following:

- The Station 1 (Cloquet Avenue) roof repair has been completed. Internal repairs are in process. Total building repairs will cost \$240,000.
- The District will have another opportunity at the upcoming state legislative session to seek funds for the proposed \$13 million fire station by (i) seeking to increase its bonding limits; and (ii) by requesting state bonding money.

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

Chair Harms reported that the Fond Du Lac Reservation, based on recent correspondence, has declined to support the current sewer project, citing a lack of affordability to its members. As a next step, the BLASD Board has formed an Affordability Task Force. Harms recently contacted Chair Fredrickson about including a Perch Lake representative on the task force. He (Harms) was informed that the task force's formal structure had already been established, but that a Perch Lake representative could attend meetings and provide input.

Town Board members generally agreed that they would like a stronger connection with BLASD Board, to include regular updates. Therefore, they approved two motions.

MOTION (Harms/Depre): To request that the Big Lake Area Sanitary District Board send a representative to future regular meetings of the Perch Lake Town Board to report on the status of the sewer project (the representative to be compensated by the BLASD). Motion carried.

MOTION (Harms/Olson): To authorize compensation at the current meeting rate to Supervisor Keith Depre for attendance at Affordability Task Force meetings called by the Big Lake Area Sanitary District. Motion carried. 2-Yes (Harms, Olson); 1-Abstained (Depre).

c. **Road and Bridge**

Supervisor Olson reported that he received a call from County Transportation on December 28, the day after the snowstorm. Evidently County plow operators were having issues with tree obstructions on township roads. So, Olson drove around, checked roads, and completed an assessment of brushing needs on township roads.

Olson expressed concern that residents are pushing snow across roads. This is illegal and was mentioned in the last newsletter. Town Board supervisors raised other issues:

- Status of sign requests, based on the Sign Inspection Tour completed in 2017.
- The road signs on Kotiranta Road and Brower Drive should be replaced.

7. **CONSENT AGENDA**

MOTION (Depre/Olson): To approve the consent agenda items listed below, with a supervisor abstaining as noted on Resolution 19-002 (Item 7-e). Motion carried

- a. Approval of schedule of 2019 regular meeting dates listed, the second Monday of each month, with the following exceptions.
 - (1) Designation of Monday, October 14, 2019, Columbus Day as a non-holiday for the purpose of conducting public business.
 - (2) Rescheduling of regular meeting from Monday, November 11, 2019 (Veteran's Day) to Tuesday, November 12.
- b. Approval of compensation and mileage for officers attending training and non-regular meetings listed on Exhibit A.
- c. Approval of compensation and mileage for Clerk and Treasurer to attend meetings or training set up by the County Auditor for elections.
- d. Approval of Resolution No. 19-001, designating polling site for 2019.
- e. Approval of Resolution No. 19-002, authorizing contract with interested officer. Abstain-1 (Harms)
- f. Approval of standard legal notices to be published in the newspaper for the Annual Meeting, Board of Appeal & Equalization, elections, and other events.
- g. Approval of posting sites for meeting notices at the Town Hall, Recycling Shed, Big Lake Golf Club (when open), and Lounge on Big Lake Shores, and website.
- h. Designation of Town's depositories: Frandsen Bank & Trust, Members Cooperative Credit Union, and Cornerstone State Bank as an alternative, if needed.
- i. Designation of town's official newspaper as the Cloquet Pine Journal with legals also being published in the Northland Smart Shopper.
- j. Approval of IRS standard mileage rate of \$.58 for 2019.
- k. Approval of resolutions updating authorized signers lists for bank and credit union:
 - (1) Resolution No. 19-003 for Frandsen Bank & Trust.
 - (2) Resolution No. 19-004 for Members Cooperative Credit Union.
- l. Approval of 2019 Pay Equity Report, as required by Minnesota Department of Revenue.

8. **OLD BUSINESS**

a. **Old Housekeeping Items.**

Pat Anderson reported that the new vacuum cleaner is working well.

b. **Ordinance to Regulate Utility Work in Township Road Rights-of Way.**

Since last month, Board members had received several items from Troy Gilchrist, the Town's Attorney. Clerk Eames recalled that supervisors had discussed and tabled this item off and on since December of 2017.

Supervisor Depre wondered aloud if the town needs an ordinance since the existing state law already provides many protections. After some discussion, Board members decided to table action again until after they consult professionals at the spring training to be held by the Minnesota Association of Townships.

MOTION (Depre/Olson): To table discussion of an ordinance regulating utility work in Perch Lake Township road rights-of-way until after Board members consult with professionals at the spring training to be held by the Minnesota Association of Townships in April. Motion carried.

c. **Fallen Building, 3165 Maple Drive**

Building Address: 3165 Maple Drive
Parcel ID: 92-170-0160
New Owner Neil McPhail

Board members reviewed two draft documents:

- A draft letter to Neil McPhail regarding the fallen building on his property;
- A draft procedure, "Hazardous Buildings and Properties," prepared by Supervisor Olson and submitted to the Town's Attorney Troy Gilchrist for his review.

After some discussion, the supervisors made constructive changes to the letter, making it more like a "step one" letter in the process.

MOTION (Depre/Olson): To send a revised letter to Neil McPhail regarding the fallen building on his property, advising him that it is a hazard, and requesting that he resolve the situation by repairing or removing structure. Motion carried. (The letter asks for a response by February 28, 2019.)

MOTION (Depre/Olson): To adopt the procedure, "Hazardous Buildings and Properties," dated December 10, 2018. Motion carried.

d. **Leftover Items from 2019 Budget**

- (1) Creation of new fund, the Enbridge Property Tax Refund Fund.

Supervisors, by consensus, declined to approve creating this new fund. Instead, they determined that the Township (i) needs all available funds for road projects, including Watkins Spur; and (ii) can always make long-term payment arrangements with Enbridge when the liability is settled.

- (2) Approval of paper transfer of unused funds from 2018 to Road and Bridge Capital Improvements (CI) Fund.

MODIFIED MOTION (Olson/Depre): To approve the paper transfer of \$26,000 in unused funds from 2018 to the Road & Bridge Capital Improvements (CI) Fund as follows:

- From General Fund to Road & Bridge CI Fund - \$13,000
- From Road & Bridge Fund to Road CI Fund - \$13,000

Motion carried.

- (3) Approval of interfund transfers from the General Fund to cover negative year-end balances in the Town Hall Fund and Recycling Shed Fund.

MOTION (Olson/Depre): To approve the paper transfer of \$16,000 from the General Fund to cover negative year-end balances as follows:

- From General Fund to Town Hall Fund - \$6,000
- From General Fund to Recycling Shed Fund - \$10,000

Motion carried.

9. **NEW BUSINESS**

a. **New Housekeeping Items**

None.

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

MOTION (Consensus): To retain Gary Harms as Chair and Steve Olson as Vice-Chair.
Motion carried.

c. **Board Member Assignments**

Chair Harms discussed the various assignments taken on by supervisors, particularly the Road Supervisor position, now vacant, due to Tom DeLovely not seeking reelection. After some discussion, Supervisor Olson offered to be the Road Supervisor.

MOTION (Depre/Harms): To appoint Supervisor Steve Olson as the Road Supervisor at the current rate of \$18.00 per hour beyond the normal meeting rate. Motion carried.

d. **Watkins Spur**

Board members, including Harms, Olson, and DeLovely, met with the County Engineer and staff to discuss improvements to Watkins Spur. Olson reported that the County would do the engineering, permitting, and easements for this project.

After some discussion, the supervisors determined that they would like to have feedback from Watkins Spur residents.

MOTION (Harms/Depre): To hold a public information meeting for the proposed Watkins Spur road improvement project on Tuesday, February 12, 2019, 7:00 p.m., at the Perch Lake Town Hall; and to send a letter to be sent to residents regarding the meeting. Motion carried.

e. **Approval of List of Election Judges and Compensation/Mileage for Special Elections.**

MOTION (Harms/Olson): To approve the following items related to the Special Primary Election (January 22) and the Special General Election (February 5). Motion carried.

- The Clerk's recommended list of election judges, dated January 14, 2019.
- Compensation rate increase from \$12/hour to \$15/hour for Election Judges; and from \$13/hour to \$16/hour for Head Election Judges.
- Mileage, if applicable, at the current IRS rate.

f. **Approval of Hiring of Temporary Worker to Help with Non-Election Judge Tasks.**

MOTION (Harms/Depre): To approve the hiring of Greg Warren, 827 Salmi Road, as a temporary worker to help set up tables and chairs and other non-election judge tasks for the special primary elections. Motion carried.

10. **VISITOR COMMENTS.**

None.

11. **ADJOURNMENT.**

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

Respectfully submitted,

Approved by Town Board

Lora Eames, Clerk

Gary Harms, Chair