

February 12, 2018

**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.

Members present: Chair Gary Harms, Supervisor Steve Olson, Supervisor Tom DeLovely, Treasurer Cheri DeMenge, and Clerk Lora Eames.

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

**MOTION (Olson/DeLovely):** To approve the February 12, 2018, regular meeting agenda with one change - the removal of New Business 8-a (Pine Journal). Motion carried.

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

**MOTION (DeLovely/Olson):** To approve the January 8, 2018, regular minutes as recorded. Motion carried.

Chair Harms acknowledged receipt of Supervisor Olson's notes from the January 15, 2018, signage inspection tour. (See New Business 8-d.)

4. **TREASURER/CLERK REPORTS.**

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

Treasurer DeMenge reported (i) an ending cash balance of \$331,657.60 for January; no issues; and (ii) the receipt of \$11,883.45 from the Gas Tax Road Allotment payout, which will be recorded next month.

**MOTION (DeLovely/Olson):** To approve the Treasurer's Report as presented with a cash balance of \$331,657.60 for the period ending January 31, 2018. Motion carried.

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

Clerk Eames reported a negative difference of \$4,219 between receipts and disbursements in January of 2018, and a negative difference of \$3,810 in January of last year. In addition, Eames noted that the Township will likely see no major receipts for a while (until the next big property tax payout in July).

	JAN 2018	JAN 2017
Receipts	\$3,826	\$3,410
Disbursements	-8,045	-7,220
Difference	\$-4,219	\$-3,810

Eames reviewed the operating budget to date.

<b>SUMMARY OF 2017 OPERATING BUDGET TO DATE</b>	
Projected Revenues	\$170,556
Revenues Received YTD	-3,826
Not Yet Received	\$166,730
Projected Expenses	\$167,564
Disbursements Made YTD	-8,045
Not Yet Spent	\$159,519

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

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

\$599.76	Claims #3833-#3835 from January 2018
7,044.49	Claims #3836-#3847 for February 2018
1,938.77	Payroll for February 2018
<u>\$9,583.02</u>	Total

6. **REPORTS.**

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

Supervisor Harms reminded everyone that the next CAFD regular meeting will be held at Perch Lake Town Hall, at 7:00 p.m., Wednesday, February 20, 2018.

In addition, Harms reported the following:

- The CAFD's request for increased bonding authority is included in the total tax bill at the State Legislature; however, the Legislature is not likely to consider the tax bill until late summer or early fall. If the bill is not passed until the end of the year, then, construction of the new fire hall will be delayed until 2019.
- The Building Committee recently reviewed the entire budget with Boldt Construction and architects from LHB and Five Bugles. The project is within budget except for two alternates - two extra bays. (These costs will not be known until the project is bid out.)

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

Board members received the BLASD Board's January 11, 2018, minutes without comments.

c. **Road and Bridge**

Supervisor DeLovely reported that things have been quiet. Supervisor Olson reported that he recently spoke with Jon Herdegen, MSA, about obtaining legal descriptions for township roads. They agreed to work with platted areas, which specify the size of roads. Olson sent Herdegen a list of roads. Herdegen will review the list to determine which roads have been platted and prepare a proposal for the Town Board.

7. **OLD BUSINESS**

a. **Old Housekeeping Items.**

None.

b. **Review and Approval of Changes to 2018 Budget**

- (1) Approve separate, standalone fund called Road and Bridge Capital Improvements Fund.

**MOTION (Olson/DeLovely):** To approve the reestablishment of the Road & Bridge Capital Improvements Fund, thereby increasing the total number of funds to five; and to authorize the transfer of \$64,000 to the Road & Bridge Capital Improvements Fund from the General Fund. Motion carried.

- (2) Authorize posting of Cloquet Area Fire District checks to Town Hall Fund.

Board members agreed by consensus to authorize the Clerk and Treasurer to post CAFD reimbursement checks to the Town Hall Fund instead of the General Fund.

c. **Discussion/Action: Development of Nuisance Ordinance.**

Board members have previously discussed the pros and cons of passing a nuisance ordinance. Chair Harms reopened discussion of this matter, explained his support of such an ordinance, and gave three examples of nuisance behavior:

- Use of open fire pits 24/, creating toxic fumes.
- Noise disturbing the peace.
- Animals running at large.

Harms noted that removing or demolishing abandoned buildings would not be included in this new ordinance because the Town's attorney previously advised Board members that they already have the authority under statute to resolve specific sites.

Town Attorney Troy Gilchrist previously emailed instructions on how to develop and pass a nuisance ordinance. The Town's electors must authorize the Town Board to pass such an ordinance. Therefore, he prepared a resolution to be presented at the Perch Lake Township Annual Meeting to be held Tuesday, March 13, 2018. Gilchrist estimated that once he received the resolution, he could proceed at a cost of \$200 per hour for 5 hours, or \$1,000.

DeLovely advocated for a public hearing and the other Board members agreed.

**MOTION (DeLovely/Olson):** To authorize presentation of Town Elector Resolution 2018-01 to the electors at the Annual Meeting for a vote to authorize the Town Board to regulate nuisances; and then, to retain the Town's Attorney Troy Gilchrist (if the electors approve the resolution) to draft a nuisance ordinance for an estimated cost of \$1,000. Motion carried.

8. **NEW BUSINESS**

a. **Closing of Pine Journal Office in Carlton County/Township's Official Newspaper.**

This matter has been resolved.

b. **Upcoming Annual Meeting (Township Day) of Tuesday, March 13, 2018**

Clerk Eames distributed a draft Annual Meeting agenda, and reviewed the following agenda items with Board members:

- Recommendation to maintain the 2019 Levy at \$139,000, the same as in 2018.
- Elector Resolution No. 2018-01, which authorizes the Board to regulate nuisances.

Both items will be presented to the voters for consideration and a vote.

In addition, Eames asked Board members to be available to answer questions or provide reports.

c. **Upcoming Roadwork Contract. The Current Contract Expires April 1, 2018.**

Supervisor DeLovely recommended that the roadwork contract be split into two separate contracts, in order to allow each one to remain under \$25,000. This will enable the Township to retain flexible options under the State's Uniform Contracting Law.

**MOTION (DeLovely/Olson):** To approve two postings requesting quotes for (i) loading and hauling; and (ii) grading, brushing, and equipment. Each posting will specify a contract period of April 1, 2018, through March 31, 2019, and list the following requirements:

- General liability insurance, minimum of \$1.5 million per occurrence.  
(This insurance must cover all equipment operated for township work.)
- Tax ID No. (Federal Employer Identification or Social Security Number.
- Worker's Compensation (if required under Minnesota state law.
- Quotes must be submitted by March 12, 2018, 7:00 p.m.

Motion carried.

d. **Discussion/Action on New Signage to Comply with Reflectivity Standards.**

Olson reviewed the sign inspection results with Board members, noted deficiencies, and offered to prepare/submit a list to County Transportation.

**MOTION (Olson/DeLovely):** To proceed with the replacement of traffic signs as needed with new ones which meet reflectivity standards. Cost is unknown at this time. Motion carried.

e. **Discussion of Current Wage Structure.**

Board members authorized Clerk Eames to do a wage survey for all Perch Lake Township positions (supervisor, clerk, treasurer, building caretaker, building maintenance worker, and election judges). The survey should include towns of comparable size.

9. **VISITOR COMMENTS.**

Pat Anderson sought input for Annual Meeting refreshments. Clerk Eames described a recent incident affecting the operation of the Town's computers.

Treasurer Cheri DeMenge asked Board members how they wished to fund the new Road & Bridge Capital Improvements Fund. After some discussion, Board members agreed by consensus to do one transfer of "savings" to the new fund each year.

10. **ADJOURNMENT.**

Chair Harms adjourned the meeting at approximately 7:30 p.m.

Respectfully submitted,

Approved by Town Board

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Lora Eames, Clerk

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Gary Harms, Chair