

March 8, 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

Other: Watkins Spur residents: Chris Anderson, Kevin Hamre, Craig MacRae, Grace Overend, Steve Watkins - *All virtual*

Patrick Dechant (Enbridge) – *in person*, Tom DeLovely – *virtual*,
William Jaskari - *virtual*

In addition, Harms announced the closing of the period for accepting quotes for the 2021 Annual Road Maintenance contract.

2. REVIEW AND APPROVAL OF AGENDA.

MOTION (DePre/Olson): To approve the March 8, 2021, agenda with the following changes:

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

- 9b Liquor License – Bill Jaskari to 3a
- 3 Enbridge (Patrick Dechant) to 3b

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

3a. LIQUOR LICENSE – BILL (WILLIAM) JASKARI

Jaskari explained that his new business, the Big Lake Golf Resort, Inc., which he purchased last October, requires approval for a liquor license. After some discussion, the supervisors moved to recommend approval to the County Board. Jaskari told supervisors that he planned to open the golf course on May 1, and the rest of the business on Memorial Day weekend.

MOTION (Olson/DePre): To recommend approval to the Carlton County Board of Commissioners for the approval of the liquor license for William Jaskari, owner of the Big Lake Golf Resort, Inc. Motion carried. Roll call: Harms-yes, Olson-yes, DePre-yes.

3b. ENBRIDGE (PATRICK DECHANT): ACCESS ON TOWNSHIP ROADS T535 AND T536.

Dechant requested a change in the Enbridge road agreement with the Township. Enbridge, together with the FDL Reservation and Carlton County, wants to limit protestor access to the Line 3 construction site. The plan is to install a semi-permanent gate for construction access on Ditchbank Road south of Township Road T535, Township Road T536, and the State Forest Road intersection to limit access for security reasons. The supervisors pointed out that the proposed gate would block traffic on Ditchbank Road; so, they authorized limiting access only to T535 and T536.

MOTION (Olson/DePre): To authorize Enbridge to gate Township Road T535 and Township Road T536, but not Ditchbank Road, for security purposes per written terms submitted on March 8, 2021. Motion carried. Roll call: Harms-yes, Olson-yes, DePre-yes.

4. **REVIEW AND APPROVAL OF MINUTES.**

MOTION (Depre/Olson): To approve the February 8, 2021, regular minutes as revised, Motion carried. Roll Call: Harms-yes, Olson-yes, Depre-yes.

MOTION (Olson/Depre): To approve the February 8, 2021, Board of Audit minutes as recorded. Motion carried. Roll call: Harms-yes, Olson-yes, Depre-yes.

MOTION (Depre/Olson): To approve the February 10, 2021, Watkins Spur Project public meeting minutes as recorded. Motion carried. Roll call: Harms-yes, Olson-yes, Depre-yes.

5. **TREASURER/CLERK REPORTS.**

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

Treasurer Cheri DeMenge provided the Treasurer’s Report for January.

MOTION (Depre/Olson): To approve the Treasurer’s Report as presented with a cash balance of \$392,201.39 for the month ending February 28, 2021. Motion carried. Roll call: Harms-yes, Olson-yes, Depre-yes.

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

Eames reported that:

- The Township received \$11,159 from Carlton County for the Gas Tax Road Allotment.
- She and Gary Harms completed the SCORE Grant application; and they expect to receive \$5,000 from the Carlton County Auditor soon.

Monthly Status of Operating Budget

Projected Revenues	\$171,967
Revenues Received YTD	<u>-11,659</u>
Revenues Not Yet Received	\$160,308
Projected Expenses	\$185,396
Disbursements Made YTD	<u>-11,365</u>
Under Budget YTD	\$174,031

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

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

\$232.45	Late claims list for February 2021 Claim # 4477
3,713.30	Regular claims list for March 1-March 31, 2021 Claim #s 4478-4487
997.68	Employee payroll for March 5, 2021
2,663.83	Regular officer payroll for March 8, 2021
<u>\$7,607.26</u>	Total

7. **REPORTS.**

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

Town Chair Gary Harms reported that he had nothing new to report. He noted that District Chief Ashmore planned to attend the Annual Meeting on Tuesday and provide a report.

On another note, Supervisor Depre asked if DSGW Architects had forwarded the promised drawings and information; Harms replied they had not yet done so.

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

Supervisor Keith Depre reported that he had nothing to report.

c. **Road and Bridge.**

Supervisor Olson reported that he had requested NO PARKING signs from the County to be placed on Magney Drive, near the protestors' encampment. When the County asked how this action would be enforced. Olson forwarded the Township's Draft ROW (Right-of-Way) Ordinance to Brian Belich, Chief Deputy Sheriff, who in turn, forwarded it to the County Attorney. The County Attorney reviewed the draft and determined that the Township could post NO PARKING signs and the Sheriff or the FDL Police could enforce the ordinance.

Olson emphasized two Township needs - passing the ordinance and putting aside additional funds for future projects. For example, he has received requests for driveway permits, which would be covered by the ordinance. Also, he estimated that Pine Grove's deteriorating blacktop will cost an estimated \$100,000 to repave, which illustrates the need for additional funds.

8. **OLD BUSINESS**

a. **Old Housekeeping Items**

None.

b. **Action on Watkins Spur Road Project**

Olson opened the session by describing the public information session and the options which were presented at the February 10, 2021, meeting.

(O-1) The full project with loop out to Lakeview Drive and new pavement. The full project would involve grinding the existing pavement, improving the subsurface where necessary, and extending the road out to Lakeview Drive through the Watkins property. Estimated construction cost: $\$178,000.00 + \$18,300 = \$196,300$. The \$18,300 is for engineering, inspection work, plus land acquisition.

(O-2) The same as Option 1 but without the paving. Then the Township would maintain as a gravel road (paving could be done later). Estimated cost: $\$75,000 + \$8,000 = \$83,000$.

(O-3) Maintaining current alignment and hauling Class V gravel on existing pavement. Then, the Township would maintain as a gravel road. This would be done by our regular road contractor with no additional County involvement. The subsurface improvements would not be done, nor would the extension to Lakeview. Then, because the subsurface

has not been dealt with, the road would NOT be ready for pavement later. A minimum of \$26,000 would have to be spent to improve the subsurface prior to paving. Estimated cost: \$2,500.

- (O-4) Extending the road through the Watkins property to make the loop but leaving the rest of the existing road “as it is for now.” Estimated cost: \$56,000 + \$6,100 = \$62,100.

Olson repeated what supervisors had said before – that Option 1 is too expensive; that Option 2 provides a full rebuild without the paving and lays the foundation for paving later; and that the Town Board must begin to put more aside for these kinds of projects.

Supervisors asked for comments or questions from Watkins Spur residents

Steve Watkins stated his preference for Option 1 or Option 2.

Grace Overend and Craig MacCrae both stated their preference for Option 3 based on privacy. Craig MacCrae, 3253 Watkins, asked if the Option 3 project could take care of a raised culvert in front of his home. Olson responded that Option 3 would take care of the culvert.

Depre noted that Option 3 makes Watkins Spur a minimum maintenance road which is barely passable, and he reminded residents that the Township is obligated to make roads passable for fire truck, ambulance, and snowplow operations. If the residents want to keep the cul-de-sac, they could ask the Town to abandon the road and designate it as a private road.

MOTION (Depre/Olson): To authorize County Transportation (Engineers) to solicit bids on behalf of the Township for Option 2 at an estimated cost of \$83,000. Motion carried. Roll call: Harms-yes, Olson-yes, Depre-yes.

During the vote, someone asked if Option 3 had been tabled and supervisors replied that the motion was to seek a bid on Option 2; Option 3 is still on the table. Chris Anderson asked about his sewer and electrical line running under the road. Olson replied that the County Engineer is aware of this situation and has made adjustments.

c. **PROPOSALS RECEIVED FOR ANNUAL ROAD MAINTENANCE CONTRACTS.**

MOTION (Olson/Depre): To contract with Tom DeLovely for road maintenance work from April 1, 2021 - March 31, 2022. Motion carried. Roll call: Harms-yes, Olson-yes, Depre-yes

(1)	Description	<u>Quote</u>	<u>Unit</u>
	▪ Grading	\$115.00	Hour
	▪ Brushing	\$115.00	Hour
	▪ Equipment	\$115.00	Hour
(2)	Description	<u>Quote</u>	<u>Unit</u>
	▪ Loading & hauling Township supplied Class 5	\$7.00	Cubic yard
	▪ Loading & hauling Township supplied pit run gravel	\$7.00	Cubic yard

d. **STATUS OF LEGAL ROAD DESCRIPTIONS AND RFP (PREV. TABLED).**

Supervisors agreed by to keep this project tabled until after receiving the bids for the Watkins Spur project.

e. **CLERK: LAST MINUTE DETAILS RE ANNUAL MEETING, ZOOM, 7 PM, TUESDAY, MARCH 9, 2021.**

Board members reconsidered their previous recommendation for a 0% increase in the levy. After looking at the facts, they agreed by consensus that they should encourage the electorate to pass an increase in the levy to fund upcoming projects. This can be done as a recommendation to the electorate or simply by a citizen.

Clerk Eames reported that she was ready for the meeting, that either Olson or DePre would host the meeting on Zoom. The law requires the selection of a meeting moderator. After the moderator is elected, he or she can call for a vote to recess the meeting until September.

f. **STATUS OF RECORDS RETENTION PROJECT.**

DeMenge and Eames reported that they were making progress and had completed years 2011 through 2014. Board members requested additional information on roads - the last time that each township road was paved (or overlaid), crackpatched, and striped.

9. **NEW BUSINESS**

a. **New Housekeeping Items.**

Purchase of new shredding machine.

Harms reported that he and the Clerk had researched the best way to handle the shredding of confidential documents and determined that outsourcing was not the answer. Instead, they recommended ordering a large, continuously feeding shredding machine from Uline for \$1,070. The internal shredding team will include the Clerk, Treasurer, and Building Caretaker.

MOTION (Harms/DePre): To purchase a large, continuous feed shredding machine from Ulline in the amount of \$1,070. Motion carried. Roll call: Harms-yes, Olson-yes, DePre-yes.

b. **Liquor License – Bill Jaskari**

See 3-a.

c. **Discussion on use of electronic documents/signatures**

Clerk Eames consulted with Town Attorney Troy Gilchrist and found that approval of a resolution would lay the groundwork for developing an appropriate policy and procedures.

MOTION (DePre/Olson): To approve Resolution No. 2021-009 prepared by Town Attorney Troy Gilchrist authorizing the use of electronic documents/signature in accordance with Minnesota Statutes. Motion carried. Harms-yes, Olson-yes, DePre-yes.

d. **Variance request: Hearing at 7 PM, Tuesday, March 16, 2021.**

David Otterson, 3101 Pine Grove Drive

Supervisor DePre had not requested reports. The County will likely require some shoreline mitigation. Board members asked him to attend the hearing, if possible.

10. **VISITOR COMMENTS.**

Cheri asked the Board to have Al Soukkala install lights in the storage area. Tom DeLovely commented that Option 2 was the best way to go for Watkins Spur.

11. **ADJOURNMENT.**

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

Respectfully submitted,

Approved by Town Board

Lora Eames, Clerk

Gary Harms, Chair