

March 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.

In addition, Harms announced the closing of the period for accepting quotes for two roadwork contracts. (Both were posted soon after the last meeting.)

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

MOTION (Olson/DeLovely): To approve the March 12, 2018, regular meeting agenda as presented.
Motion carried.

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

MOTION (DeLovely/Olson): To approve the February 12, 2018, regular minutes as recorded.
Motion carried.

MOTION (Olson/DeLovely): To approve the February 12, 2018, Board of Audit minutes as recorded.
Motion carried.

4. **TREASURER/CLERK REPORTS.**

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

Treasurer Cheri DeMenge reported an ending cash balance of \$334,701.29 for February; and the receipt of a claim from Black Diamond Electric in the amount of \$1,275.00, which arrived too late to be included on the claims list.

MOTION (DeLovely/Olson): To approve the Treasurer's Report as presented with a cash balance of \$334,701.29 for the period ending February 28, 2018. Motion carried.

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

Clerk Eames reported a positive difference of \$2,973 in February between receipts and disbursements, and negative difference of \$1,246 year-to-date in 2018.

In addition, Eames anticipated the following receipts in the next few months:

- \$5,000 SCORE Grant - March.
- Approximately \$1,500 in the Cloquet Area Fire District's first quarter reimbursement costs for Station 2 - April.
- Approximately \$113,000 in property tax revenues - June or July.

- (1) Receipts and disbursements:

SUMMARY OF RECEIPTS & DISBURSEMENTS			
	FEB 2018	YTD 2018	YTD 2017
Receipts	\$12,120	\$15,946	\$4
Disbursements	-9,147	-17,192	-8,999
Difference	\$2,973	\$-1,246	\$-8,995

- (2) Operating budget to date:

SUMMARY OF 2018 OPERATING BUDGET TO DATE	
Projected Revenues	\$170,556
Revenues Received YTD	-15,946
Not Yet Received	\$154,610
Projected Expenses	\$167,564
Disbursements Made YTD	-17,192
Not Yet Spent	\$150,372

Harms asked Eames about the status of the Town's application to receive its share of revenue from traffic fines. Eames responded that the Bureau of Criminal Apprehension has assigned the Town an ORI number and has sent this number to the County Attorney (and Sheriff).

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

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

\$ 163.32	Claims #3848 & #3849 from February 2018
4,163.81	Claims #3850-#3864 for March 2018
1,275.00	Claim #3865 from Black Diamond Electric, Inc.
1,427.33	Payroll for March 2018
<u>\$7,029.46</u>	Total

6. **REPORTS.**

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

Harms reported that the new Fire Station Headquarters funding is in limbo at the State Legislature. The Legislature must approve the higher levels of bonding requested by CAFD. Therefore, the District has delayed further design and building committee meetings.

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

- (1) Harms acknowledged receipt of the BLASD Board's January 11, 2018, letter sent to District residents, and the approved February 8, 2018, minutes.
- (2) Town Board members reacted to specific statements in the newsletter:
 - (a) Newsletter statement: "All residents and non-residential owners within the District boundaries and within 500 feet of our line will be required to connect to our sewer system."

Town Board comment: The statement implies that the residential and non-residential owners within 500 feet of the line and outside the District boundary will be required to connect to the sewer system. Is the District going to expand its boundaries, or is this just a misstatement/misunderstanding?

- (b) Newsletter statement: “The estimated monthly billing for a single family year round owner is estimated at \$105 per month.”

Town Board comment: How much higher will the monthly rate go? The monthly rate was \$95, now \$105. This may be unaffordable to many.

- (c) Newsletter statement: “Seasonal owners will be (charged) a little less due to their usage component being smaller.”

Town Board comment: Harms recalled a time when the BLASD Board stated that everyone should have to pay the same fee in order to help keep the District financially stable. Why has this changed?

- (3) Eames reported that she attended the February 8, 2018, BLASD Board meeting. The board is waiting for (i) an extension from the Legislature on the first bonding request and (ii) joint power agreements (JPAs) from the Fond Du Lac and City of Cloquet.

c. **Road and Bridge**

- (1) Supervisor DeLovely reported that he sent the County a list of signs to be replaced (including old and faded stop signs); and arranged for the following:
- The installation of diamond-shaped, reflective "Dead End" signs on Jarvinen Road and Salmi Road;
 - The raising of a sign on Maple Drive to a compliant height.

In addition, DeLovely reported that the County is transitioning to a new method of striping roads - grooving - which is a far better, more durable method. The Township will use the County's contractor for striping.

- (2) Supervisor Olson reported that and Jon Herdegen (MSA) discussed obtaining legal descriptions for the Town's roads. Olson received an estimate of \$80,000 to have a surveyor prepare descriptions for all Township roads. However, Olson told Herdegen that the Town Board preferred to keep costs down and share costs for legal descriptions of roads to be worked on within the District. Construction is on hold for now.
- (3) Board members deferred setting a date for the 2018 Road Inspection Tour. (They will discuss this at the next regular meeting.)

7. **OLD BUSINESS**

a. **Old Housekeeping Items.**

DeLovely reported that Black Diamond Electric replaced four exterior fixtures with LED lights.

b. **Annual Meeting (Next Day, on March 13, 2018)**

Eames provided updates. Board members discussed the resolution seeking electors' authorization of the Town Board's regulation of nuisances.

c. **Roadwork Contracts**

Chair Harms reported that Tom DeLovely was the only contractor who submitted proposals for the two roadwork contracts.

MOTION (Olson/Harms): To award the 2018 Contract for Multiple Contract Work to Tom DeLovely, based on his proposal below for the period of April 1, 2018, through March 31, 2018. Motion carried (2-yes, 1-abstention, DeLovely)

<u>Tom DeLovely - Multiple Contract Work for 2018</u>			
<u>Description</u>		<u>Quote</u>	<u>Unit</u>
▪ Grading		\$105	Hour
▪ Brushing		\$100	Hour
▪ Equipment		\$100	Hour

MOTION (Olson/Harms): To award the 2018 Contract for Loading and Hauling to Tom DeLovely, based on his proposal below for the period of April 1, 2018, through March 31, 2018. Motion carried (2-yes, 1-abstention, DeLovely)

<u>Tom DeLovely - Loading and Hauling for 2018</u>			
<u>Description</u>		<u>Quote</u>	<u>Unit</u>
▪ Loading & hauling Township supplied Class 5		\$6.75	Cubic yard
▪ Loading & hauling Township supplied pit run gravel		\$6.75	Cubic yard

d. **Discussion/Action on Wage Structure**

Board members reviewed and discussed the wage survey prepared and submitted by Clerk Lora Eames, which included wage information from several townships.

MOTION (Harms/Olson): To approve the following changes to elected and nonelected positions within the Perch Lake Township wage structure. Motion carried.			
Changes Effective Wednesday, March 13, 2018			
ELECTED	Meeting Rate		Comment
	From	To	
Supervisor	\$85.00	\$100.00	From \$10/hr. to \$15/hr. as needed.
Road Supervisor	\$85.00	\$100.00	From \$12/hr. to \$18/hr. as needed.
Chair	\$95.00	\$110.00	From \$10/hr. to \$15/hr. as needed.
Clerk	\$85.00	\$100.00	\$200.00 monthly additional remains same. Additional hours to be preauthorized.
Treasurer	\$85.00	\$100.00	\$200.00 monthly additional remains same. Additional hours to be preauthorized.
Training	\$100.00	\$120.00	All day training
NONELECTED	Hourly Rate		Comment
	From	To	
Building Maintenance	\$10.00	\$15.00	
Recycling Shed Op	\$10.00	\$11.50	
Election Judges			To stay the same: \$12/hr. for election judge and \$13/hr. for head judge.

NON-ELECTED	Monthly Rate		Comment
	From	To	
Building Caretaker	\$60.00	\$70.00	

8. **NEW BUSINESS**

a. **New Housekeeping Items**

Board members discussed the possibility of charging renters for damage to the premises or violation of rules. They did not want to revert back to an upfront deposit. They preferred instead the idea of charging for damages after the event; and refusing to rent again to those persons who refuse to pay up. They will discuss this item again next month.

b. **Spring Short Course**

Eames reminded everyone of the Summer Short Course, being held this year at the Duluth Entertainment Convention Center (DECC). Harms asked Pat Anderson to fill in for him at the Recycling Shed that day.

9. **VISITOR COMMENTS.**

None.

10. **ADJOURNMENT.**

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

Respectfully submitted,

Approved by Town Board

Lora Eames, Clerk

Gary Harms, Chair