

April 12, 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

Contractor: Tom DeLovely

2. REVIEW AND APPROVAL OF AGENDA.

MOTION (Depre/Olson): To approve the April 12, 2021, agenda with the following change: Add NB 9e: "CCATO (Carlton County Association of Township Officers) Meeting." Motion carried. Roll call: Harms-yes, Olson-yes, Depre-yes.

3. REVIEW AND APPROVAL OF MINUTES.

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

4. ACKNOWLEDGE RECEIPT OF MARCH 9, 2021, ANNUAL MEETING MINUTES (PART 1)

Chair Harms acknowledged receipt of the minutes of the March 9, 2021, Annual Meeting (Part 1). The electors who attended the March 9th meeting voted to continue the Annual Meeting (Part 2) on September 7, 2021, 7:00 p.m., Perch Lake Town Hall.

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 \$382,789.90 for the month ending March 31, 2021. Motion carried. Roll call: Harms-yes, Olson-yes, Depre-yes.

b. Informational Clerk's Budget Report.

Clerk Lora Eames reported that the Township:

- Received \$5,000 from the County for the SCORE Recycling Grant, to be recorded next month, in May.
- Billed the Cloquet Area Fire District \$2,621.13 for the reimbursement of first quarter Station 2 costs. (The Township will likely receive this check by the end of April.)

Monthly Status of Operating Budget

| | |
|---------------------------|----------------|
| Projected Revenues | \$171,967 |
| Revenues Received YTD | <u>-13,833</u> |
| Revenues Not Yet Received | \$158,134 |
| | |
| Projected Expenses | \$185,396 |
| Disbursements Made YTD | <u>-29,359</u> |
| Under Budget YTD | \$156,037 |

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.

| | |
|-------------------|-----------------------------------------------------------------------|
| \$625.15 | Late claims list for March 2021 Claim #s 4488-#4490 |
| \$4,508.79 | Regular claims list for April 1-April 30, 2021 Claim #s 4491-#4502 |
| \$1,074.32 | Employee payroll for April 5, 2021 |
| \$2,725.55 | Regular officer payroll for March 8, 2021 |
| <u>\$8,933.81</u> | Total |

7. **REPORTS.**

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

Town Chair Harms reported on two items:

- The District still has not received the drawings from DSGW Architects, the firm previously hired by the District to prepare plan options for the Perch Lake (Station 2) Firehall Expansion. Harms will contact DSGW himself.
- The Strategic Planning Committee has recommended that the CAFD Board hire a consultant to conduct a districtwide study of facility needs.

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

Supervisor Depre referenced a letter received from the Fond du Lac Band of Lake Superior Chippewa Reservation Business Committee, dated March 18, 2021, terminating the joint powers agreement with the BLASD. The termination is final thirty days after the BLASD acknowledges receipt of the letter.

Board members asked the Clerk to invite BLASD Chair John Fredrickson to the regular Town Board meeting on May 10, 2021, to discuss the next steps.

In addition, Depre noted that Carlton County is waiting for the Town Board to request the enforcement of compliance of failing septic systems on Big Lake.

c. **Road and Bridge.**

(1) **Watkins Spur**

Supervisor Olson reported that he spoke with Steve Watkins about the easement on his property, 3231 Watkins Spur. They agreed that the Township, instead of paying Watkins for the easement, would grind up the old pavement and install topsoil. (The idea is to make the land look less like a cul-de-sac.) Watkins has thirty days to sign and return the paperwork.

In addition, Olson noted that Chris Anderson and his wife, 3235 Watkins Spur also wanted the Township to grind their pavement and install topsoil. There is no payment for an easement here; the Township will simply abandon that portion of the easement on their property and return the property to them.

(2) **Enbridge**

Olson reported that he received a call from Patrick DeChant regarding roads that Enbridge impacted during its construction activities. Road Foreman Tom DeLovely accompanied DeChant on an inspection tour and prepared an estimate.

(3) **Pine Grove Road and Maple Drive**

Olson spoke with Assistant County Engineer Rick Norrgard about Pine Grove Road and Maple Drive. The County contract (County Road 7) will cover the east 50 feet of Maple Drive which is in extremely poor condition. Norrgard also provided an estimate of \$84,000 to blacktop 1,780 feet on Pine Grove Drive. In addition, Olson found that bids for County Road 7 came in at 15% below the County's estimate.

(4) **Future Planning**

Board members discussed the importance for the long-term planning and budgeting for the maintenance of paved Township roads.

Olson had previously asked for some basic information about Township roads – the dates (years) for original paving; overlays, improvements, resurfacing; crackpatching, striping, and installation of culverts. (DeMenge and Eames are working on this project.)

Ultimately, the supervisors would like to have spreadsheets to document these activities – one for each road – and prospective maintenance dates, based on planning and budgeting. Only then will the Town Board be able to plan, budget, and justify a levy increase. The Town's current levy and budget are not keeping pace with project costs. Ideally, Olson would like to have this planning done before the Annual Meeting reconvenes on September 7, 2021.

(5) **Miscellaneous:**

Tom DeLovely and Shirley Soukkala spoke regarding a beaver on Strand Road. Olson called Brett Collier, trapper, who will take care of the problem tomorrow. Also, Olson plans to purchase a measuring wheel.

- (6) Perch Lake ROW Ordinance.

Olson mentioned that he had consulted with the Sheriff's Office, the County, and FDL Police regarding NO PARKING signs on Magney Drive. Previously, he had sent the Sheriff's Office a copy of the draft ordinance; and the Sheriff's Office had the County Attorney review the draft. Now, the draft ordinance cites state statutes; so, if someone writes a ticket, the matter can be litigated in state court and the Township would not be responsible for the prosecutions. The Board must first approve the ordinance.

Board members set a public hearing date for Monday, April 26, 2021, 7:00 p.m., and asked the Clerk to publish the notice and summary in the newspaper.

8. **OLD BUSINESS**

a. **Old Housekeeping Items**

None.

b. **Review of COVID-19 Procedures and In-Person Attendance at Future Meetings.**

Presently, the Governor's Order allows limited public attendance at meetings; attendees must follow safety protocols with masks and social distancing. The Town Board will now allow limited attendance and continue to conduct its meetings on Zoom.

After some discussion, Board members agreed to discuss rentals in May.

c. **Status of Legal Road Descriptions and RFP (Prev. Tabled).**

Supervisors agreed by to keep this project tabled for the time being.

d. **Status of Records Retention Project.**

Eames reported that she has not been able to work on the project. DeMenge said she has done some work through year 2015. The shredder works well. One of the castor wheels came off while it was being moved; Eames has ordered a free replacement from Fellows.

9. **NEW BUSINESS**

a. **New Housekeeping Items.**

None.

b. **Request Quotes for Mowing Roadsides.**

The Clerk confirmed that the Town Board had not requested quotes for mowing roadsides, but she had received two communications:

- A written quote from Jerry Telker, the contractor who did the work last year.
- An email inquiry from Eric Carlson asking if we were going to request quotes.

MOTION (Depre/Olson): To request quotes for roadside mowing for 2021. Motion carried.
Roll call: Gary Harms-yes, Steve Olson-yes, Keith Depre.

c. **Board Discussion/Action on Repair of Township Roads Impacted by Enbridge Pipeline.**

Board members reviewed a written estimate submitted by Tom DeLovely for Enbridge impacts to Township Roads. Enbridge has not yet seen the estimate. Depre raised the issue that this payment should not end discussion of the need for ongoing repairs and reimbursements. Board members added 8% for administrative costs.

MOTION (Harms/Depre): To approve a modified estimate of \$32,473.00 for Enbridge repairs to Ditchbank Road from the blacktop at Mission Road to the first bridge in the amount of \$32,473,00, as verified in a letter to Patrick DeChant, dated April 13, 2021. Motion carried. Roll call: Gary Harms-yes, Steve Olson-yes, Keith Depre-yes.

| | |
|-------------------------------------------|--------------------|
| Township supplied class 5 | \$13,194.00 |
| Loading class 5 | 2,932.00 |
| Hauling class 5 | 10,262.00 |
| Hours leveling class 5 with grader | 1,840.00 |
| Hours packing class 5 with roller | 1,840.00 |
| Inspections and administrative costs (8%) | 2,405.00 |
| | \$32,473.00 |

The Township will invoice Enbridge; in turn, Enbridge will compensate the Township for work done by the contractor. The actual work will likely be done by Tom DeLovely.

On a side note, DeLovely recommended that when the Township has depleted its current supply of Class 5, it should purchase directly from Matt DeCaigny, owner of Blonde's Pit.

d. **Set Date for 2021 Road Inspection Tour.**

Supervisors agreed to meet 9:00 AM, on April 27, 2021, at the Town Hall for the road inspection tour. They also invited Foreman DeLovely to join them.

e. **CCATO (Carlton County Association of Township Officers) Meeting.**

The Clerk received a notice stating that the next CCATO meeting on Monday, April 19, 2021, will be limited to one person per township. After some discussion, everyone agreed - the Clerk or Treasurer will attend the meeting in person and the supervisors can attend remotely.

10. **VISITOR COMMENTS.**

DeMenge asked whether Pat Anderson, the Building Caretaker, should continue her COVID-19 cleaning. Currently, she disinfects surfaces one hour per day, Monday-Friday, in addition to her caretaker duties. Board members deferred discussion on the matter until next month.

11. **ADJOURNMENT.**

Chair Harms adjourned the meeting at approximately 8:05 p.m.

Respectfully submitted,

Approved by Town Board

Lora Eames, Clerk

Gary Harms, Chair