

**April 13, 2020**

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

Certain regular items on the agenda were deleted to shorten the meeting due to the COVID-19 threat. \*

**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, Road Foreman.

In addition, Harms announced that the Town Board would accept no additional quotes for the 2020 Roadside Mowing Contract.

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

**MOTION (Depre/Olson):** To approve the April 13, 2020, regular agenda as presented.  
Motion carried.

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

**MOTION (Olson/Depre):** To approve the March 16, 2020, regular minutes as recorded.  
Motion carried. (This meeting had been rescheduled from March 9, 2020.)

**4. TREASURER/CLERK REPORTS.**

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

Treasurer Cheri DeMenge provided a report for the month of March.

**MOTION (Depre/Olson):** To approve the Treasurer's Report as presented with a cash balance of \$374,758.30 for the month ending March 31, 2020. Motion carried.

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

This item was deleted from the agenda. \*

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

**MOTION (Depre/Olson):** To approve payment of the following claims. Motion carried.  
(See Clerk for 2020 Master Claims List details.)

\$622.41	Late claims list for March 16:	Claim #s 4297-4298
10,266.89	Regular claims list for April 13:	Claim #s 4299-4312
2,349.59	Regular payroll for April 13	
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\$13,238.89	Total	

6. **REPORTS.**

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

This item was deleted from the agenda. \*

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

This item was deleted from the agenda. \*

c. **Road and Bridge.**

This item was deleted from the agenda. \*

7. **OLD BUSINESS**

a. **Old Housekeeping Items**

None.

b. **Quotes for Roadside Mowing in 2020.**

<b>Perch Lake Township Summary of Quotes for Mowing Township Roadsides 04/13/2020</b>	
<u>Name</u>	<u>Quote</u>
Jerry Telker Jerry's Road Side Mowing LLC 94102 Telker Road Sturgeon Lake, MN 55783	\$1,294.00 (includes insurance at level of \$1.5 million per occurrence).
Eric Carlson 1008 Spring Lake Road Cloquet, MN 55720	\$1,183.80 (without insurance) \$3,183.80 (includes insurance at level of \$1.5 million per occurrence)

Board members reviewed the quotes from Jerry Telker and Eric Carlson. They noted the cost of Carlson's liability insurance at \$1.5 million per occurrence; and recalled that last year, the Town's insurer, MATIT, had accepted his insurance certificate at \$1.0 million.

Eames explained that she had requested \$1.5 million per occurrence in her email asking for quotes. Last year, she had received an email from a MATIT underwriter who "accepted" Carlson's insurance certificate of \$1.0 million per occurrence; but "strongly suggested" that Carlson carry a minimum of \$1.5 million per occurrence, which is the limit the Township carries; anything less creates a gap in coverage that puts MATIT on the hook.

Board supervisors considered whether they should obtain additional information; but after some discussion, they decided to accept Telker's quote of \$1,294.

**MOTION (Depre/Olson):** To contract with Jerry Telcher, Jerry's Road Side Mowing LLC, 94102 Telker Road, Sturgeon Lake in the amount of \$1,294 for the mowing of Perch Lake Township roadsides in 2020. Motion carried.

c. **Developing Ordinance for Regulating Town Road Rights-of-Way (ROWS)**

Background: On March 10, 2020, the Annual Meeting electors approved a resolution authorizing the Town Board to develop an ordinance to regulate town road rights-of-way. Then, on March 16, the Board decided to review a sample ordinance attached to the resolution; and tabled a motion to have the Town's attorney draft an ordinance until after the review.

At the April 13th meeting, Olson acknowledged that he had not had a chance to consider language for driveway permits. Supervisors tabled the motion for another month.

d. **Status of Board of Appeal and Equalization**

The Town Board has canceled its local Board of Appeal and Equalization due to the Coronavirus (COVID-19) threat. Appeals are being referred to the County Assessor.

e. **National Night Out (NNO).**

Supervisors passed a motion to cancel the NNO event. Eames and DeMenge will provide a report next month on refunds obtained.

**MOTION (Depre/Olson):** To cancel the National Night Out event scheduled for August 4, 2020, in accordance with COVID-19 (Coronavirus) guidelines; to obtain refunds from all vendors; and to inform all relevant parties. Motion carried.

8. **NEW BUSINESS**

a. **New Housekeeping Items**

This item was deleted from the agenda. \*

b. **Resolution Supporting Legislation to Authorize Exception to MN Statute 274.014**

**MOTION (Olson/Depre):** To adopt Resolution No. 20-007, supporting COVID-19 legislation authorizing towns to conduct local boards of appeal and equalization (LBAE) in 2021 after transferring LBAE duties to counties in 2020 during the COVID-19 Pandemic. Motion carried.

Harms and Eames will collaborate to complete the supporting document to be attached to the resolution before sending it to the Legislative Committee at the Minnesota Association of Townships.

c. **Next Meeting in May.**

Board members discussed how to conduct the May 11, 2020, meeting. The meeting will almost certainly include the request for face masks and social distancing. Also, Eames reported that she had spoken with Molly Cooper, CAFD Office Administrator, about using "GoToMeeting" software for virtual meetings. Eames will research the software for possible use at future Perch Lake Township meetings.

d. **Increase Pay for Building Caretaker Position.**

Harms noted that the CAFD first responders and firefighters who are present here daily have been using the Town Hall bathrooms and kitchen. So, he asked Pat Anderson, the Building

Caretaker, to work extra hours disinfecting bathroom and kitchen areas during the COVID-19 threat. Now he asked the Town Board to approve this adjustment in pay.

**MOTION (Depre/Olson):** To provide an increase in compensation for Pat Anderson, the Building Caretaker, to disinfect the bathrooms and kitchen area during the Coronavirus threat, at a rate of \$16.00 per hour, one hour per day, \$80.00 per week, Monday through Friday, for approximately one year. This is in addition to her regular \$70 monthly wage. Motion carried.

9. **COMMENTS.**

Depre asked the other supervisors if they wished to set a date for the Annual Road Inspection Tour. Olson offered to send the 2019 Updated Inspection Tour to Gary, Keith, and Tom so that everyone could go inspect sites of concern, and email suggestions back to Olson. Everyone seemed to agree on this method. (No posting of a meeting is required.)

10. **ADJOURNMENT.**

Chair Harms adjourned the meeting at approximately 7:27 p.m.

Respectfully submitted,

Approved by Town Board

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Lora Eames, Clerk

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Gary Harms, Chair