

May 11, 2020

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

1. CALL TO ORDER AND ROLL

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.

2. REVIEW AND APPROVAL OF AGENDA.

MOTION (DePre/Olson): To approve the May 11, 2020, regular agenda as presented with one change – to move 9b to 4b: “Consideration of Renewal of Liquor License: William Jaskari.” Motion carried.

3. REVIEW AND APPROVAL OF MINUTES.

MOTION (DePre/Olson): To approve the April 13, 2020, regular minutes as recorded. Motion carried.

4a. REVIEW/APPROVAL OF 2020 ROAD AND BRIDGE INSPECTION RESULTS.

Board members reviewed the results of the inspection survey of Township roads. Harms noted that he had not visited any of the sites. Olson, DePre, and DeLovely had each made separate trips.

MOTION (Olson/DePre): To approve the 2020 Road and Bridge Inspection results with one change – to move the comment on the need for signage from Strand Road to Reponen Road. Motion carried.

Harms asked if anyone had recently contacted the County regarding the status of signage requested a couple of years ago. Olson responded that his last contact was more than a year ago; so, he will contact them again. Supervisors discussed the possibility of using a different contractor for signs.

4b. CONSIDERATION OF RENEWAL OF LIQUOR LICENSE: WILLIAM JASKARI.

William Jaskari was not in attendance, so Board members tabled his request until next month.

5. TREASURER/CLERK REPORTS.

a. Review/Approve Treasurer's Report.

Treasurer Cheri DeMenge provided two reports:

- the monthly Treasurer’s Report showing an April 30th balance of \$364,000.37; and
- a report showing the status of refunds from the recent cancellation of the National Night Out event. A total of \$525.00 had been refunded. The rest – a credit card balance of \$597.45 - will be refunded by check.

MOTION (Olson/Depre): To approve the Treasurer's Report as presented with a cash balance of \$364,000.37 for the month ending April 30, 2020. Motion carried.

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

(1) Expected Revenues

Clerk Lora Eames reported that the Township can expect the following significant revenues in the next couple of months:

- June - \$1,808.72 from the State for reimbursement of the Presidential Primary Election held earlier this year.
- July - approx. \$111,200, property tax settlements from 2019 Levy.

(2) Monthly status of Operating Budget

OPERATING BUDGET 2020

Projected Revenues	\$171,471
Revenues Received YTD	-24,084
Not Yet Received	\$ 147,387
Projected Expenses	\$181,520
Disbursements Made YTD	-37,763
Under Budget YTD	\$ 143,757

6. **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:	Claim #s 4297 - 4298
10,266.89	Regular claims list for April:	Claim #s 4299 - 4312
2,349.59	Regular payroll for April	
\$13,238.89	Total	

7. **REPORTS.**

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

The CAFD Board is still in the process of hiring a Fire Chief. Recently, two candidates were interviewed; neither was offered the position. Since then, CAFD Board has reopened the process, and two more individuals have applied. The Board will interview them soon.

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

The BLASD Board had suspended their meetings this year because they had heard nothing new from the FDL Reservation Business Committee regarding the sewer project. At this point, BLASD Chair John Fredrickson is awaiting direction from the Town Board. Town Board members briefly discussed the situation; but saw no viable pathway forward. As a next step, Depre indicated that he would contact Heather Cunningham, Zoning and Environmental Services Administrator, regarding enforcement action against the failing systems on Big Lake.

c. **Road and Bridge.**

(1) Supervisor Olson reported the following:

- (a) Hardwood Lake Road - Olson sent letters to residents, informing them that the road will be converted to gravel. Later, he received a call from resident Miles Langenbrunner, complaining about this action. Olson invited him to address the Board at this meeting, but he was not in attendance.
- (b) Trees in Township ROWs - Olson attended a webinar sponsored by the Minnesota Association of Townships called "Managing Trees in the Right-of-Way." He learned that the Township must follow certain steps to legally remove a tree in the right-of-way:
 - Ensure that the road is properly recorded; and
 - Notify the propertyowner prior to removal.

Olson further explained that Perch Lake Township does not have its roads recorded, except for platted roads. Ben Anderson from Straightline Survey will have the legal road descriptions ready by June 1. Once the Town Board has legal descriptions, they can do more to manage trees on certain roads, such as aggressive brushing or removal.

- (c) Watkins Spur Project – Olson sent letters to residents regarding the rebuild, informing them that the County will be staking the road to show proposed construction limits. Later, Olson found out that Aaron Gunderson, the project leader, will be leaving the County for another job. Will Bomier will be taking charge of the project.

(2) Foreman DeLovely said he received a call from a Brower Drive resident asking who would be responsible for the removal of a big pine tree in his yard near the road – the Township or propertyowner? After some discussion, the supervisors agreed that the propertyowner would be responsible for removal of the tree.

8. **OLD BUSINESS**

a. **Old Housekeeping Items**

None.

b. **Ordinance for Regulating Town Road Rights-of-Way (ROWs)**

(1) 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. On April 13, 2020, Board members tabled the motion again to give Olson a chance to consider language for driveway permits.

(2) As of May 11, 2020, Board members tabled the motion until June.

c. **National Night Out Wrap-up:**

On April 13, 2020, the Town Board canceled the National Night Out event scheduled for August 4, 2020.

- (1) Clerk Eames reported that they successfully obtained all refunds.
- (2) Motion needed to return donations accepted by Resolution No. 20-006.

MOTION (Olson/Depre): To authorize the return of donations listed in Resolution No. 20-006, which was approved by the Town Board on February 10, 2020.
Motion carried.

9. **NEW BUSINESS**

a. **New Housekeeping Items**

Chair Harms recommended that the Town Hall toilets be replaced with raised, elongated, handicapped toilets. Contractor Al Soukkala had provided an estimate of \$600 for the work - \$400 for the toilets, and \$200 for labor.

MOTION (Depre/Olson): To contract with Al Soukkala for the purchase and installation of new handicapped toilets for an estimated cost of \$600.00. Motion carried.

b. **Consideration of Renewal of Liquor License: William Jaskari**

This item was moved to 4b.

William Jaskari, owner of the “Lounge on Big Lake Shores,” had requested that the renewal of his liquor license be placed on the agenda for Board consideration. (Board members must make a recommendation to the County Board of Commissioners for the approval of a license for the period of July 1, 2020 through June 30, 2021.) He was not at this meeting, so Board members tabled the request until next month.

c. **Pre-Approve Order for Calcium Chloride**

Calcium chloride is used for dust control on township roads.

MOTION (Olson/Depre): To pre-approve the purchase of 6,461.4 gallons of liquid calcium chloride at \$1.50 per gallon from Carlton County for a total cost of \$9,692.10. Motion carried.

d. **Strategy for Future Meetings during COVID-19 Pandemic.**

Chair Harms announced that the Town Board will continue to hold meetings as currently being done now – with social distancing. He asked Eames to post a sign on the door asking all attendees to follow social distancing rules, and wear face masks. Eames noted that she will learn ways to set up a remote meeting, if necessary, as a backup.

e. **Approval of Reimbursement for Seminar Fee and Compensation for Steve Olson.**

MOTION (Harms/Depre): To approve the registration fee (\$25) and compensation (\$100) for Supervisor Steve Olson’s participation in the webinar, “Managing Trees in the Right-of-Way, sponsored by the Minnesota Association of Townships. Motion carried.

f. **Spring Issue of Township Newsletter.**

The Board authorized the “newsletter team” to begin work on a draft spring/summer issue of the Township Newsletter, and to have a draft ready for review at the June 8, 2020, meeting. They discussed appropriate content, including an article on the Cloquet Area Fire District’s goal to expand services at Perch Lake Station 2.

10. **VISITOR COMMENTS.**

Board members discussed whether they should seek COVID-19-related funds as a township. However, the Township has not declared an emergency or incurred COVID-related claims. As a first responder, the Cloquet Area Fire District is more likely to be eligible for such funds.

DeLovely mentioned that the County’s contractor had successfully trapped ten beavers.

11. **ADJOURNMENT.**

Chair Harms adjourned the meeting at approximately 8:00 p.m.

Respectfully submitted,

Approved by Town Board

Lora Eames, Clerk

Gary Harms, Chair