July 13, 2020

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

Contractors: Tom DeLovely, Road Foreman, Susan Seabury, Township Newsletter

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

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

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

MOTION (Olson/Depre): To approve the June 8, 2020, regular minutes as recorded. Motion carried.

4. **TREASURER/CLERK REPORTS**.

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

Treasurer Cheri DeMenge provided the Treasurer's Report for the month of June.

MOTION (Depre/Olson): To approve the Treasurer's Report as presented with a cash balance of $339,308.63 for the month ending June 30, 2020. Motion carried.

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

Clerk Lora Eames provided a report on expected revenues and the operating budget for the month of June.

(1) Eames reported that the Township can expect the following significant revenues in the next couple of months:

- June - $2,039.35 from the Cloquet Area Fire District for the reimbursement of Station 2 quarterly costs.

- July - $104,898.23 from the Carlton County Auditor for the first half of property tax settlements collected from the levy passed by township residents at the 2019 Annual Meeting.

Eames noted that the County's tax settlement of $104,898 was considerably less than the $111,200 collected in July of 2019, and Supervisor Depre pointed to lower tax valuations for Enbridge property.

(2) Monthly status of Operating Budget

OPERATING BUDGET 2020

Projected Revenues	$171,471	
Revenues Received YTD	-26,967	(not incl. County's 07/02 deposit)
Not Yet Received	$ 144,504	
Projected Expenses	$181,520	
Disbursements Made YTD	-65,339	
Under Budget YTD	$ 116,181	

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

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

$295.60	Late claims list for June:	Claim #s 4342-4343
29,696.85	Regular claims list for July:	Claim #s 4344-4364
2,735.07	Regular payroll for July	
$32,727.52	Total	

After reviewing mileage claims, Depre suggested that everyone could do more to reduce mileage costs by consolidating trips and having supplies delivered.

6. **REPORTS**.

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

Town Chair Harms reported that the CAFD Board offered the District Chief position to George Esbensen, (Eden Prairie). Esbensen declined the offer. Roger Waters is still the Acting CAFD Chief. The Succession Planning Committee will meet again soon to determine the next step.

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

It should be noted that the Big Lake Area Sanitary District has suspended its monthly meetings until further notice; however, it continues to exist as a legal entity.

Depre also reported that the BLASD website had been disabled – something he discovered while communicating with a Pine Knot reporter. So, Depre tried to reach BLASD Chair Fredrickson to have the website reactivated, but he never heard back from Fredrickson. Therefore, Depre urged the Town Board to take action to resolve the problem.

MOTION (Depre/Olson): To send a letter to BLASD Chair John Fredrickson, requesting that he reactivate the BLASD website with its documents. Motion carried.

In a separate move, Harms suggested that the Town Board should send a letter to RBC Chair Kevin Dupuis, requesting a meeting to discuss the future of the BLASD; and the supervisors agreed by consensus to take this action.

c. **Road and Bridge**.

(1) Supervisor Olson Report:

(a) Watkins Spur:
Olson met with the County and the Lynches and Andersons from Watkins Spur. The residents proposed moving the loop further north, to go through Tom Martinson's property. (The Andersons' and Watkins' properties would become a driveway.) However, Olson found that Martinson was not interested in having the loop go through his property. In addition, Steve Watkins proposed getting together the next week. The issue is not pressing since the County will not do any design work until after the field season is over.

(b) Striping:
Olson found that Traffic Marking, Inc., the County's contractor, missed striping Pine Grove Drive, and they will not be back this year. Olson will put this on the 2021 "To Do List" for roads.

(c) Rick Norrgard, Assistant County Engineer:
Olson communicated with Norrgard regarding two projects –
- the staking out of Hardwood Lake Road since the pavement will be ground down in August. Olson completed the staking.
- the cutting of pavement on Brower Drive so that Foreman DeLovely can replace two culverts.

(2) Tom DeLovely reported that the County contractor recently laid calcium chloride.

(3) Miscellaneous additional:

(a) Supervisors discussed the following items:
- Harms noted that Maple Drive and Cary Road have some deep potholes. DeLovely will investigate further.
- Harms asked when DeLovely would do brushing, and DeLovely replied that he would do brushing in the fall.
- Supervisors discussed the idea of ditching along Township roads now that the water table is low; but made no ditching plans at this time.
- Olson will check with Contractor Jerry Telcher regarding his schedule for roadside mowing.

7. **OLD BUSINESS**

a. **Old Housekeeping Items**

Chair Harms reported that Contractor Al Soukkala has repaired the kitchen sink drain and installed a telephone jack for the new speakerphone.

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

The Town Board had previously voted to have Town Attorney Troy Gilchrist develop an ordinance for regulating town road rights-of-way. Eames reported that the last significant communication with Gilchrist was his reply to Olson's email on July 8, 2020, in which he offered to "pull together an ordinance that has both the towing provisions and the utility regulations, along with the other ROW provisions, and send it over for review."

c. **Discussion of Recording of Surveyed Roads.**

In June, Board members determined by consensus that they were ready to hold a public hearing for residents on the six surveyed roads. However, after some discussion with the Clerk, they realized that they were not ready to move ahead. They needed to pass a resolution and plan to invite many residents. Citing concerns about the Coronavirus, Board members declined to take this step now; instead, they deferred discussion until early next year.

d. **Status of Upcoming Elections and Candidate Filing Period**

Clerk Eames reminded everyone about the State Primary Election on Tuesday, August 11, 2020.

In addition, Eames announced the filing period for candidates who plan to enter the following local races on the General Election ballot. The filing period begins at 8:00 a.m., on July 28, and ends at 5:00 p.m., on August 11.

November 3, 2020 General Election (Local)		
Elected Position	Incumbent	Term Expiation
Supervisor B	Steve Olson	January 3, 2021
Town Clerk	Lora Eames	January 3, 2021

e. **Approve Compensation for an Additional Judge – Bonnie Anderson.**

MOTION (Olson/Depre): To approve the hiring of an additional election judge – Bonnie Anderson, 799 Salmi Road, Cloquet, MN 55720 – to be compensated at $15.00 per hour and standard mileage (if applicable). Motion carried.

8. **NEW BUSINESS**

a. **New Housekeeping Items**

None.

b. **Proposal for a Video Security Cameral for Town Hall, Fire Hall, and Recycling Shed.**

Chair Harms discussed a recent incident in which a vehicle was stolen from the parking lot in broad daylight. As a result, he considered the overall security and obtained a quote from ESC Systems (Proctor) for a video surveillance system.

The ESC quote for $4,950.33 included the following:

- The video recording equipment to be installed in the Fire Hall.
- All the cameras to be installed on the exterior of the building to cover the parking lot area in front of the Town Hall, the doors and parking lot area of the Fire Hall, and a cameral to be pointed at the drop off area of the Recycling Center.

The supervisors discussed the pros and cons of purchasing a system. Depre questioned the need for a security system; but point out that if the other supervisors want to purchase one, then they should consider cutting expenses elsewhere, or at least obtain another quote. Olson mentioned that he would like to speak with the CAFD folks first.

Supervisors took no action at this time. Harms agreed to return with other quotes.

c. **Approval of Requirement for Masks for Election Judges**.

Clerk Eames asked the Board as an employer to require election judges to wear face coverings during the upcoming elections.

MOTION (Depre/Olson): To require election judges employed by the Township to wear face masks or face shields during the State Primary and General Elections. Motion carried.

Board members asked two questions:

- Would election judges offer masks to voters who did not have one?
  Eames responded that the County would provide masks for election judges and votes.

- How would judges handle voters who refused to wear a face mask?
  Eames responded that if a statewide mask mandate is in effect on Primary Day, the judges would probably handle a refusal incident like any refusal to remove or cover up campaign buttons – allow the individual to vote, but record the incident and report it later to the proper authorities.

d. **COVID-19 Cares Funding**.

Board members briefly discussed the CARES Act funding and authorized two motions.

MOTION (Olson/Depre): To approve compensation for the Clerk's participation in a special teleconference meeting on July 8, 2020, organized by the Minnesota Association of Townships regarding CARES Act funding for townships. Motion carried.

MOTION (Depre/Olson): To authorize the Clerk to apply for funding under the CARES Act, and to submit eligible expenses for reimbursement. Motion carried.

Depre asked if the Township could use the money to provide grants to local businesses. Eames responded that this was not a good idea since the Township would be subject to audits in setting up a program for businesses and monitoring how the grants are spent.

e. **Discussion: News Release from Sheriff's Office re County Multi-Hazard Mitigation**

Olson reported that the County is attempting to develop a county-wide plan to mitigate potential hazards. Olson will contact them to see if he needs to represent the township

9. **VISITOR COMMENTS.**

Resident Kurt Besser and Board members discussed (i) the BLASD's role, if any, in enforcement issues; and (ii) property tax increases.

10. **ADJOURNMENT.**

Chair Harms adjourned the meeting at approximately 8:10 p.m.

Respectfully submitted,

Lora Eames, Clerk

Approved by Town Board

Gary Harms, Chair