

August 10, 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

2. REVIEW AND APPROVAL OF AGENDA.

MOTION (Depre/Olson): To approve the August 10, 2020, regular agenda as presented. Motion carried.

3. REVIEW AND APPROVAL OF MINUTES.

MOTION (Olson/Depre): To approve the July 13, 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 July.

MOTION (Depre/Olson): To approve the Treasurer's Report as presented with a cash balance of \$438,835.54 for the month ending July 31, 2020. Motion carried.

b. Informational Clerk's Budget Report.

Clerk Lora Eames provided a report on expected revenues and the operating budget for July.

(1) Eames reported that the Township received approximately \$26,000 in Coronavirus CARE funds; and \$2,039 from the Cloquet Area Fire District for Station 2 costs. The Township's next significant revenue will be approximately \$24,000 in property tax settlements in December.

(2) Monthly status of Operating Budget

OPERATING BUDGET FOR JULY 2020

Projected Revenues	\$171,471	
Revenues Received YTD	-134,168	(excluding Coronavirus funds)
Not Yet Received	<u>\$ 37,303</u>	
Projected Expenses	\$181,520	
Disbursements Made YTD	<u>-98,938</u>	
Under Budget YTD	\$ 82,582	

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

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

\$1,167.13	Late claims list for July:	Claim #s 4365, #4366, #4367
7,510.87	Regular claims list for August:	Claim #s 4368 - #4381
2,677.44	Regular payroll for July	
910.69	Election payroll	
<u>\$12,266.13</u>	Total	

6. **REPORTS.**

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

Town Chair Harms reported that the District Chief position has not been filled; and that the Succession Planning Subcommittee, of which he is a member, has called for the position to be:

- Posted both internally and externally for one month.
- Considered as more of a “fire chief” and not as an “administrator.” (This is a change from their previous emphasis on administration.)

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

Supervisor Keith Depre reported that the BLASD website is back up and running. In addition, the FDL Reservation Business Committee has responded to the Town’s request for a meeting; and the Town Board will consider meeting date. (Agenda Item 8-d.)

c. **Road and Bridge.**

Supervisor Olson reported the following:

- Jerry Telcher began ditch mowing in mid-July. His mowing revealed problems in areas where brushing is needed.
- Foreman Tom DeLovely will begin grading tomorrow. (He has not graded in a while because it has been too dry.)
- A County crew recently cut into the blacktop on Brower Drive for culverts; and they will be replaced this week.
- Good news on the Watkins Spur project: Steve Watkins has indicated a willingness to have the loop go through his property.

Harms noted that a County crew recently cut the blacktop both Town Hall approaches; but the crew has not returned to replace the blacktop. (Olson will follow up with the County.)

7. **OLD BUSINESS**

a. **Old Housekeeping Items**

None.

b. **Discussion of Coronavirus Funds**

- (1) Board members approved a motion for the Clerk’s additional online training as needed.

MOTION (Olson/Depre): To approve compensation for the Clerk to participate in additional online training as needed for reporting of CARES Act funds; and to have said training come out of available Coronavirus funds. Motion carried.

- (2/3) Eames described the procedures that the Township must follow to process and report eligible expenses. Then, she asked for authorization to transfer the total cost of eligible expenses - from March through July and some future payroll expenses – from the new Coronavirus CARES Fund to the General Fund.

MOTION (Depre/Olson): To approve the interfund transfer of \$4,186.30 from the Coronavirus CARES Fund 204 to the General Fund 100 to cover expenses listed on the spreadsheet dated August 9, 2020. Motion carried

Board members briefly discussed the possible uses for the rest of the money as shown by the examples posted on the MAT website. For example, the Township could purchase one or more computers or laptops, a projector or TV monitor, and camera and sound equipment for remote meetings.

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

Board members received the draft ordinance from the Town’s Attorney Troy Gilchrist on August 7th (Friday) and had not had sufficient time to review the document. Therefore, they tabled action until the September meeting.

d. **Primary and November Elections**

- (1) Eames reported that two candidates had filed affidavits for the Town Board positions of Supervisor B and Town Clerk – Steve Olson for Supervisor B and Lora Eames for Town Clerk. The filing period closes 5:00 p.m. on August 11, 2020.
- (2) **MOTION (Olson/Depre):** To appoint Barbara DeLovely as an Election Judge for the November election, and to approve the standard compensation and mileage (if eligible) for this position. Motion carried.

8. **NEW BUSINESS**

a. **New Housekeeping Items**

None.

b. **Wage Theft Law – payrolls**

Harms opened discussion of Resolution 2020-008 from Troy Gilchrist, the Town’s Attorney, by asking for background.

Clerk Eames explained that the new Wage Theft Law requires that employees be paid at least once every 31 days. The term “employee” in this case does not apply to elected officials. The Township’s employees include the Recycling Shed Operator (and subs), Building Caretaker, Lawn Mower, and election judges. The Town Board meets monthly to approve payrolls, but some board meetings are more than 31 days apart. So, to comply with the law, Eames consulted with both MAT Attorney Karl Christian-Johannessen and Town Attorney Troy Gilchrist. Both attorneys recommended an additional payroll each month, with Gilchrist providing a model for the Township to follow.

MOTION (Olson/Depre): To approve Resolution No. 20-008, “Establishing a Monthly Payroll Date for Town Employees.” Motion carried.

c. **CAFD Request for Feedback on 2021 Operating Budget & Capital Improvement Plan.**

On August 3, 2020, the Molly Cooper, the CAFD’s Office Administrator, emailed the Draft 2021 Operating Budget to member communities, inviting their feedback.

Harms, who is on the CAFD Budget Committee, announced that he would oppose the proposed 2021 property tax levy increase of 6.4 percent. In fact, he called for a 10 percent cut of several line items. The supervisors acknowledged that labor costs were less amenable to cuts; but agreed that the District should consider ways to cut in other areas. After some discussion, the supervisors agreed to have Harms send a letter of opposition.

d. **Set a Date for Meeting with Reservation Business Committee (RBC)**

The supervisors discussed the response received from Sean Copeland, FDL attorney. They agreed to be available for Monday, September 28, or Tuesday, September 29; and asked the Clerk to check with Gilchrist to see if they would be violating the Open Meeting Law if they did not post it as an open meeting. (The Tribe is not likely to consider it an open meeting.)

e. **County Board of Adjustment: Public Hearings on Tuesday, August 18, 2020:**

Supervisors briefly discussed the following variance requests to be considered by the County Board of Adjustment’s public hearing on Tuesday, August 18, 2020:

County Board of Adjustment (BOA) Public Hearings on August 18, 2020

<u>Name</u>	<u>Request</u>	<u>Address</u>	<u>PIN Nos.</u>
Matthew DeCaigny	Replace nonconforming dwelling with attached garage on nonconforming lot.	882 Wolner Dr.	92-010-3650
John Burskala	Construct an addition and two decks on nonconforming dwelling.	3165 Heritage Rd.	92-034-5400

Depre reported that he had requested information on each request from Heather Cunningham, Zoning and Environmental Services Administrator. Supervisors expressed concern about the number of variances granted for structures so close to Big Lake. Harms asked Depre to attend the BOA hearing to represent the Township’s interest; and Depre said he would attend.

9. **VISITOR COMMENTS.**

Board members discussed several miscellaneous matters but specified no related actions.

10. **ADJOURNMENT.**

Chair Harms adjourned the meeting at approximately 7:50 p.m.

Respectfully submitted,

Approved by Town Board

Lora Eames, Clerk

Gary Harms, Chair