

September 14, 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 September 14, 2020, regular agenda as presented.  
Motion carried.

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

**MOTION (Depre/Olson):** To approve the August 10, 2020, regular minutes as recorded with one minor correction. Motion carried.

4. **TREASURER/CLERK REPORTS.**

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

Treasurer Cheri DeMenge provided the Treasurer's Report for August.

**MOTION (Olson/Depre):** To approve the Treasurer's Report as presented with a cash balance of \$427,676.64 for the month ending August 31, 2020. Motion carried.

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

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

- (1) Clerk Eames reported that the Township:
- will receive approximately \$24,000 in property tax settlements in December.
  - will be eligible for a \$670 CARES Election Grant from the Office of the Secretary of State. (See Agenda Item 7-b(1).)

- (2) Monthly status of Operating Budget

OPERATING BUDGET FOR AUGUST 2020

Projected Revenues	\$171,471
Revenues Received YTD	-160,585
Not Yet Received	<u>\$ 10,886</u>
Projected Expenses	\$181,520
Disbursements Made YTD	-109,955
Under Budget YTD	<u>\$ 71,565</u>

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

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

\$551.82	Late claims list for August	Claim #s 4382-4383
4,655.92	Regular claims list for September	Claim #s 4384-4395
2,118.09	Regular payroll for September	Town Board officers only
961.90	Employee payroll for September	
1,211.07	Election Judge payroll	
<u>\$9,498.80</u>	Total	

6. **REPORTS.**

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

Town Chair Harms reported that the CAFD Budget Committee found ways to reduce the proposed levy from 7.0 percent to 1.57 percent. This was an example of how everyone's persistence and willingness to review all budget items paid off!

In addition, Harms provided an update on the hiring of a new Fire Chief: The Succession Committee will continue the process with Terch and Associates (Duluth) leading the charge. The Committee hopes to have a new chief on board by the time Interim Chief Roger Waters retires in early November.

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

Supervisor Depre reported that recently, the USDA (US Department of Agriculture) had informed the District that the USDA funds must be spent by April 7, 2021. Since the District is not likely to spend the funds before the deadline, the USDA would like the District to voluntarily return the funds. Depre noted that the BLASD Board will have to make a decision soon. The District's course of action may be clearer after September 29, 2020, when the Perch Lake Town Board meets virtually with the FDL Reservation Business Committee (RBC).

c. **Road and Bridge.**

Supervisor Olson reported the following:

- A County crew ground up the pavement on the west end of Hardwood Lake Road. This made everything smoother, so now the area can be graded.
- The Board may now act on the driveway access permit request for Sarah Davis, 910 Lyndhurst Bay Drive. (See Agenda Item 8-c.)
- The culverts on Brower Drive are done. The pavement needs a patch.

In addition, Harms presented the following requests from residents:

- Place Class 5 on the Pine Grove boat launch site to protect it from erosion; and
- Speed limit signs on Maple Drive. Supposedly, the road has one advisory sign hidden away in the woods. Olson said he would follow up with the County sign shop regarding the status of the Town Board's sign requests, since the supervisors had previously declared Maple Drive to be a rural residential road with an established speed limit of 35 miles per hour.

7. **OLD BUSINESS**

a. **Old Housekeeping Items**

None.

b. **Report on Coronavirus CARES Act Funds**

- (1) New grant from Secretary of State for elections

Clerk Eames reported that the Township was eligible for a new election grant, under the CARES Act, from the Office of the Secretary of State.

**MOTION (Depre/Olson):** To approve Resolution No. 2020-009, accepting the funds of \$670.00 and authorizing the election expenses listed on the accompanying spreadsheet. The funds require an 80/20 match. Motion carried.

- (2) Status of spending funds from first grant.

Eames reported that she had not had sufficient time to prepare a report for this meeting. However, she estimated that the Township has spent or reserved approximately \$5,000 of the \$25,000 grant.

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

**Background:** In August, Board members had received the draft ordinance from the Town's Attorney Troy Gilchrist on the Friday before the meeting, and had not had sufficient time to review the document. Therefore, they tabled action until the September meeting.

Now, this month (September), Olson noticed that the draft document was lacking provisions for persons who push or deposit snow onto public rights of way. The supervisors tabled action on the draft ordinance again until October.

d. **Consent Agenda.**

Board members approved the following routine items with one motion.

**MOTION (Olson/Depre):** To approve the consent agenda items listed below. Motion carried

- (1) Authorization of additional appointments for regular and substitute election judges, and approval of compensation and mileage (if applicable):
- Sheila Depre (Perch Lake)
  - Tim Hafvenstein (Perch Lake)
  - Cindy Hafvenstein (Perch Lake)
  - Susan Johnson (Perch Lake)
  - Diane Wippler (Esko)
- (2) Approval of Resolution 2020-010 authorizing contract with interested officer's family member (Keith Depre).
- (3) Authorization of two webinar courses each for the Clerk and Treasurer, at the standard meeting rate, for topics normally covered during the Minnesota Association of Townships' spring and summer training sessions.

e. **Brief report on August 11, 2020, State Primary.**

Clerk Eames provided some statistics for the August 11, 2020, Primary:

2020 State Primary  
August 11, 2020

Number of persons voting at the Town Hall	98
Number of absentee voters	49
Total voters	147
Voter turnout: 147 (total voters) /630 (total registered voters)	23.4%

f. **Discussion of the Minnesota Association of Township's (MAT) District 10 Virtual Meeting, August 27, 2020.**

Clerk Eames and Treasurer DeMenge attended the virtual meeting. Eames recalled the following:

- There was no election for the District 10 Representative.
- Several legislators, including US Representative Stauber, participated in the discussion of a wide variety of issues.
- MAT gave its usual agency financial presentation.

f. **Discussion of the County Multi-Hazard Mitigation Plan (MHMP) Virtual Meeting, September 9, 2020.**

The supervisors had previously received a copy of the Carlton County Multi-Hazard Mitigation Plan Update 2020, Planning Team #1

Supervisor Olson reported that he had attended this meeting, noting that the last time a Mitigation Plan was done was in 2014. The purpose was to formally convene the MHMP Planning Team for a presentation of the plan update and discussion of some key items. Olson specifically referenced page 12 in the plan which prioritized hazards based on natural disasters. He expressed hope that the plan will help Perch Lake Township identify areas for potential mitigation with federal funding.

8. **NEW BUSINESS**

a. **New Housekeeping Items**

None.

b. **Discussion of Purchase of Video Conferencing Equipment.**

Clerk Eames and Supervisor Olson spent time researching the purchase of video conferencing equipment and seeking quotes.

Best Buy sent Troy Stoddard, a salesperson, to Perch Lake Town Hall for an onsite visit and consultation. He came out on Monday, August 31, 2020, and even had an expert from the Metro Area contact Eames. However, Best Buy never came through with a quote, nor did they respond to Eames' emails and phone calls for information.

After the disappointing episode with Best Buy, Olson searched the internet and prepared a rough list of equipment with estimates. After reviewing the list, Board members decided by consensus to:

- Go with a TV monitor rather than a projector screen.
- Obtain quotes from Downtown Computer (Duluth) and CW Technology (Duluth) for all video conferencing equipment, including laptops and tablets as needed.
- Include the purchase of an outdoor camera security system.

Both Eames and Olson were confident that this purchase would be eligible for CARES funds.

c. **Approval of Driveway Permit: Joseph and Sarah Davis**

**MOTION (Davis/Olson):** To approve the following access or driveway permit:

- PERMIT NO. 20-01 Joseph and Sarah Davis, 9101 Lyndhurst Bay Drive (Homestead and Lyndhurst Bay Drive)

Motion carried.

d. **Upcoming Items**

- (1) Set date for budget meeting.

**MOTION (Olson/Depre):** To hold a Special Budget Meeting at 6:00 p.m., on Tuesday, October 13, 2020, for the purpose of developing a 2021 budget for approval by the Town Board at the December 14, 2020, regular meeting. Motion carried.

- (2) Work on fall-winter newsletter.

Clerk Eames requested authorization to begin work on a fall/winter newsletter. Instead, Chair Harms offered a motion to authorize work on all future issues until further notice. Eames will bring only finished drafts to the Board for approval.

**MOTION (Harms/Olson):** To approve the need for a newsletter on a continuous basis, twice a year, spring, and fall. Motion carried.

- (3) BLASD appointments expire December 31, 2020.

Board members discussed the expiring appointments for Chair John Fredrickson and William Jaskari, but decided to take no action until after their September 29, 2020, meeting with the FDL Reservation Business Committee (RBC).

9. **VISITOR COMMENTS.**

Kurt Besser and Board members exchanged comments on several items. The Board took no action.

10. **ADJOURNMENT.**

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

Respectfully submitted,

Approved by Town Board

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Lora Eames, Clerk

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Gary Harms, Chair