

October 12, 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 October 12, 2020, regular agenda as revised below:

- OB 7-b Postpone the virtual meeting with DSGW architects.
- NB 8-c Set aside the consent agenda to vote on all three items separately.
- NB 8-d Reschedule the Board of Canvass.

Motion carried.

3. REVIEW AND APPROVAL OF MINUTES.

MOTION (Olson/Depre): To approve the September 14, 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 September.

MOTION (Depre/Olson): To approve the Treasurer's Report as presented with a cash balance of \$418,444.03 for the month ending September 30, 2020. Motion carried.

b. Informational Clerk's Budget Report.

Clerk Lora Eames reported significant revenues for the next three months:

- October: \$1,150.89 from the Cloquet Area Fire District for the third quarter reimbursement of Station 2 (Perch Lake) costs.
- December: Approximately \$24,000 from County for property tax settlements.

In addition, she reported on the current operating budget.

<u>OPERATING BUDGET FOR SEPTEMBER 2020</u>		
Projected Revenues	\$171,471	
Revenues Received YTD	<u>-133,596</u>	(not incl Coronavirus CARES \$)
Not Yet Received	\$ 37,875	
Projected Expenses	\$181,520	
Disbursements Made YTD	<u>-119,599</u>	(not incl CC expenses)
Under Budget YTD	\$ 61,921	

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

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

\$ 342.61	Late claims list for September	Claim #s 4396-#4397
3,533.21	Regular claims list for October	Claim #s 4398-#4409
2,374.87	Officer payroll for October	
1,017.37	Employee payroll for October	
322.53	Election Judge payroll	
<u>\$7,590.59</u>	Total	

6. **REPORTS.**

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

Town Chair Harms reported that the Succession Planning Committee had interviewed four candidates and narrowed the focus to two finalists. They eliminated one candidate due to his lack of certification in a critical area. As of this meeting, they were about to select another finalist so that they could interview two and make a recommendation. The goal has been to hire someone before Acting Chief Roger Watters retires in November.

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

Supervisor Depre reported that Town officers met with the FDL Reservation Business Committee (RBC) last week and found that tribal officers were not in favor of moving forward with the current BLASD structure. The RBC cited several issues with the BLASD Board, including communication problems. The Town supervisors asked the RBC what they wished to do with the District, and the RBC indicated that they would consider this question and respond to the Town Board through their attorney Sean Copeland.

Depre said he met with Heather Cunningham, Zoning/Environmental Services Administrator, to discuss the latest on the BLASD. She had planned to ask the County Board for permission to seek compliance from noncompliant Big Lake propertyowners; but instead, she will wait to hear from the Town Board, pending FDL-Township talks.

c. **Road and Bridge.**

(1) Supervisor Olson reported that he had completed a hazard mitigation worksheet for the County Emergency Manager and included two sites in Perch Lake Township for engineering and erosion control – Ditchbank Hill and Benson Hill (Lakeview Drive).

(2) In addition, Olson recalled that he had:

- Received a call from County Transportation regarding screws and nails strewn along Reponen Road. The County had the City of Cloquet send a truck with a big magnet to pick up the worst of the mess. In addition, Olson cleaned up a small area missed by the big magnet. Thankfully, there were no accidents (at least none reported).
- Favored the tabling of the draft ordinance on rights-of-way last month because it did not address the depositing of snow and ice on roads.

- Contacted County Transportation regarding the Township’s signs, and heard that they were working on replacement signs, and that they would install the speed limit signs on Maple Drive soon. (Olson has not checked Maple.)
- Failed to mention last month that Steve Watkins had suggested some changes in the curve for Watkins Spur. His proposal would make it easier for snowplows to make the swing there. Olson sent the proposal to County Engineering, but he has not heard back.
- Received a call from Crystal Randall on Bob’s Drive regarding collapsed Culvert #34 which goes across the road. She asked to have it rerouted because it is causing erosion, including a channel down to the lake. Olson did not favor rerouting the culvert but would check further to see what could be done.
- Received a call from a propertyowner looking for a new culvert. The draft ordinance says replacements are the responsibility of the propertyowner.

(3) Miscellaneous:

- Tom DeLovely reported that he is brushing with a new tool for limbing – an elevated chain saw mounted on a lift.
- Depre reported a culvert cave-in on Brower Drive.

7. **OLD BUSINESS**

a. **Old Housekeeping Items**

None

b. **Discussion with DSGW Architects (Remotely) and Acting CAFD Chief Roger Waters re Perch Lake (Station 2) Firehall Expansion**

Chair Harms reported that the architects were not ready for this meeting; therefore, the discussion was deferred until a later date.

c. **Review Proposals for Purchase of Video Conference Room Equipment and Outdoor Camera Surveillance System**

Chair Harms opened discussion of proposals.

Three firms submitted proposals for video conference room equipment and/or an outdoor camera surveillance system:

- CW Technology (Duluth).
- Downtown Computer (Duluth).
- ESC Systems (Proctor).

Clerk Eames provided a rough tabulation of proposals in Board member and public information packets. This tabulation was intended as a rough display of information only, and not a detailed comparison of proposals.

Tabulation of Quotes Received							
Video Conferencing Equipment and Outdoor Camera Surveillance System							
Monday, October 12, 2020							
Vendor	Video Conf System	Laptop for System	Add'l Laptops	Tablets	Outdoor Camera Surveillance System	Notes	Total
ALL SALES TAX HAS BEEN REMOVED FROM QUOTES							
CW Technology Duluth	\$20,495.00	Incl	Incl	Incl.	\$6,961.00	- 1 workstation laptop - 5 additional laptops - 5 tablets	\$27,456.00
Downtown Comp Duluth	\$8,747.28	\$1,210.95		\$1,879.96	\$7,059.56	- Option #1 w <u>commercial</u> grade monitor - 1 workstation laptop - 4 tablets	\$18,897.75
Downtown Comp Duluth	\$6,956.32	\$1,210.95		\$1,879.96	\$7,059.56	Option #2 w Consumer grade monitor 1 workstation laptop 4 tablets	\$17,106.79
ESC Systems Proctor					\$4,950.53		\$4,950.53

Board members discussed two questions:

- Can the Board justify the use of Coronavirus CARES funds, and if so, how?
- Which proposal is the best one for the Township?

Early in the discussion, Board members agreed not to use CARES funds to purchase an outdoor surveillance system. This eliminated ESC Systems from consideration.

Instead, they justified the use of CARES funds for the purchase of the video conference system and laptops as follows:

- The COVID-19 Pandemic is likely to limit in-person attendance at future meetings.
- This technology will encourage remote citizen participation at meetings, not only at monthly Town Board meetings, but also future meetings regarding a new ordinance the Watkins Spur Project, the recording of town roads, and the Annual Meeting.

At this point, the Board considered CW Technology and Downtown Computer only. They compared specific options between the two proposals, such as the size of the TV monitor and the quality of the equipment. They decided to purchase laptops instead of tablets. In addition, they considered experience with vendors. Board members had had positive experience with both vendors. The fact that the CAFD (of which the Township is a member) has used CW Technology also carried weight.

Both vendors had provided competitive proposals, but in the end, the Town Board decided that CW Technology made the best offer for the money.

MOTION (Olson/Depre): To approve the quote from CW Technology, 5614 Grand Ave, Duluth, MN 55807, in the amount of \$13,115 to include the following options:

▪ Video conference equipment	\$5,085.00
▪ Laptops (5)	3,795.00
▪ Software	1,255.00
▪ Software installation and configuration	2,980.00
▪ Total	<u>\$13,115.00</u>

Motion carried.

d. **Discussion of Options from Meetings with FDL Reservation Business Committee**

Previously discussed under the BLASD Report.

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

Eames reported that the current balance of the CARES Funds balance was \$21,105.57 as of September 30, 2020. The purchase of \$13,115.00 would bring the balance down to \$7,990.57. Harms asked for additional ideas to use the remaining funds.

Board members discussed two possibilities:

- Providing a grant to the Cloquet Area Fire District.
- Purchasing upgraded internet service.

Eames noted that November 15, 2020, is the firm deadline for expending funds and delivery of the product or service. She was not sure she would have time to prepare a grant and written agreement for the CAFD.

After additional discussion about upgrading the Town's internet service, Eames offered to do some research if she had time; or at least, check on the availability of upgraded internet service through Aaniin (FDL).

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

The supervisors agreed to table discussion until next month, since they had just received Town Attorney Troy Gilchrist's document and needed time to review the changes.

8. **NEW BUSINESS**

a. **New Housekeeping Items**

None.

b. **BLASD Appointments due to Expire December 31, 2020 – J Fredrickson & W Jaskari**

Board members determined that the BLASD is still a legal entity despite the lack of a project and participation by the FDL Reservation. Therefore, they continued to make appointments as required by the District's bylaws.

MOTION (Harms/Olson): To approve the reappointment of John Fredrickson and the new appointment of Keith Depre to the Big Lake Area Sanitary District Board, each for a three-year term, beginning January 1, 2021, and expiring December 31, 2023. (The appointment of Keith Depre is intended to replace that of William Jaskari, which expires on December 31, 2020.)

Motion carried.

c. **Consent Agenda**

Board members agreed to set aside the consent agenda and voted on each motion separately.

- (1) **MOTION (Depre/Harms):** To approve standard compensation for Jeanette Olson as the new Deputy Treasurer, appointed by Treasurer Cheri DeMenge. Motion carried. *2 voting in favor-Depre, Harms; 1 abstaining-Olson.*
- (2) **MOTION (Depre/Harms):** To approve Resolution No. 2020-012, authorizing a new list of check signers at Frandsen Bank. The new list removes Stephanie Schmitz and adds Jeanette Olson. Motion carried. *2 voting in favor-Depre, Harms; 1 abstaining-Olson.*
- (3) **MOTION (Depre/Harms):** To approve Resolution No. 2020-013, authorizing contract with interested officer's family member. Motion carried. *2 voting in favor-Depre, Harms; 1 abstaining-Olson.*

d. **Set New Date for November's Board of Canvass.**

MOTION (Depre/Olson): To reschedule the Perch Lake Township Board of Canvass from Monday, November 9, 2020, to Thursday, November 12, 2020, at 7:00 p.m., as required by the Minnesota Secretary of State and Carlton County Auditor. Motion carried.

9. **VISITOR COMMENTS.**

Resident Kurt Besser and Board members discussed the communication problems between the BLASD Board and the FDL.

Resident Kurt Besser asked Harms why the Board has dispensed with the Pledge of Allegiance. Harms explained that citing the Pledge is not a legal requirement; and that the Board has done what others have done to streamline their agendas.

10. **ADJOURNMENT.**

Chair Harms adjourned the meeting at approximately 8:15 p.m.

Respectfully submitted,

Approved by Town Board

Lora Eames, Clerk

Gary Harms, Chair