

November 9, 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 November 9, 2020, regular agenda, as presented.  
Motion carried.

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

**MOTION (Olson/Depre):** To approve the October 12, 2020, regular meeting minutes as recorded.  
Motion carried.

**MOTION (Depre/Olson):** To approve the October 13, 2020, Special Budget meeting minutes as recorded. Motion carried.

**4. TREASURER/CLERK REPORTS.**

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

Treasurer Cheri DeMenge provided the Treasurer's Report for October; and asked the Board to consider increasing the limit authorized for purchasing office supplies between meetings. The current limit is \$300, which was approved by the Town Board on July 8, 2013.

**MOTION (Olson/Depre):** To approve the Treasurer's Report as presented with a cash balance of \$411,964.22 for the month ending October 31, 2020. Motion carried.

**MOTION (Depre/Olson):** To increase the limit authorized for purchasing office supplies and materials between meetings from \$300 to \$500, with the claims to be submitted for approval at the next Board meeting. Motion carried.

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

Clerk Eames (i) projected the receipt of approximately \$24,000 from the County soon for property tax settlements; and (ii) provided a monthly operating budget:

<u>OPERATING BUDGET FOR OCTOBER 2020</u>		
Projected Revenues	\$171,471	
Revenues Received YTD	<u>-135,941</u>	(not incl Coronavirus CARES \$)
Not Yet Received	\$ 35,530	
Projected Expenses	\$181,520	
Disbursements Made YTD	<u>-122,723</u>	(not incl CC expenses)
Under Budget YTD	\$ 58,797	

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

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

\$473.04	Late claims list for October 12, 2020 Claim #s 4410-4412
\$24,227.25	Regular claims list for November 9, 2020 Claim #s 4413-4426
\$2,817.23	Officer payroll for November
\$1,112.73	Employee payroll for November
\$1,736.50	Election Judge payroll
<u>\$30,366.75</u>	Total

6. **REPORTS.**

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

Chair Harms reported that the District has hired a new chief, Matthew Ashmore from the Hibbing Fire Department. Ashmore will begin November 30, 2020. The CAFD will likely have Roger Waters return on an hourly basis to help with the transition.

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

The Town Board and FDL Reservation Business Committee (RBC) held a virtual Zoom meeting on Tuesday, October 6, 2020. Harms and Depre reported that they had heard nothing since that meeting. So, Harms followed up with Tribal Attorney Sean Copeland, who had no news, but promised to put it on the RBC's next agenda.

Meanwhile, Depre recalled that the Town Board had previously discussed sending BLASD Chair Fredrickson a letter recommending that the grant and loan funds be voluntarily released back to the USDA.

**MOTION (Depre/Olson):** To send a letter to John Fredrickson, Chair of the Big Lake Area Sanitary District, with the recommendation that the District voluntarily release grant and loan funds back to the USDA (United States Department of Agriculture). Motion carried.

c. **Road and Bridge.**

Supervisor Olson reported that he had contacted County Transportation recently regarding:

- the realignment and snowplowing of Watkins Spur.
- brushing.
- their culvert policy for private culverts.

Olson spoke with Chris Anderson, 3235 Watkins Spur, about how the alignment will change his property. The County staked it out last week and Olson will contact Anderson again to see what he thinks of the configuration.

In addition, Olson reported that Shirley Soukkala had called him regarding beaver activity on Strand Road. The trapper is working on the road.

7. **OLD BUSINESS**

a. **Old Housekeeping Items**

None.

b. **Report on Coronavirus CARES Act Funds and Actions:**

- (1) **MOTION (Depre/Olson):** To approve Resolution 2020-014 to authorize transfer of \$5,000 in CARES Act funds to the Cloquet Area Fire District. Motion carried
- (2) **MOTION (Olson/Depre):** To approve use of CARES Act funds to purchase a conference table from Uline for \$1,289.48. Motion carried.

c. **Discussion of Draft Perch Lake Township’s Right-of-Way Ordinance (prev. tabled).**

Olson opened discussion of the draft ordinance with two questions:

- (1) Who should be responsible for replacing damaged driveway culverts?  
Driveway culverts can be damaged by a truck or by rust. The proposed ordinance makes landowners responsible for replacing them. Right now, Carlton County replaces culverts. The Township will want to replace culverts which are hindering drainage; but will also want to seek compensation if it can identify the party responsible for the damage. Olson recommended sending the draft ordinance back to Town Attorney Gilchrist for help in determining how to handle this situation.
- (2) Who will administer/enforce an ordinance passed by the Town Board?  
Article 2 states that the Town Board may “delegate individuals the authority to administer and enforce this Article.” The Town Board will have to designate the following:
  - a parking and towing enforcement officer.
  - a towing company.
  - a citation and towing report.
  - a permit system for utilities operating in the rights-of-way.

After some discussion, the supervisors came to a consensus on the following points:

- The Township could contract with the FDL Reservation Tribal Police to perform enforcement duties.
- Olson should send the ordinance back to Attorney Troy Gilchrist for policy direction regarding damaged private culverts.
- The Board would develop a permit system later when it seeks to implement this section of the ordinance.

Board members tabled the ordinance until the December 14, 2020, meeting.

d. **Operating Budget for 2021: Delay Approval of Draft Budget until December after Wage Survey.** (See NB 8b.)

**MOTION (Depre/Olson):** To delay approval of the 2021 Budget until after a review of the current wage structure at the December 14, 2020, regular meeting. Motion carried.

e. **Brief Report on November 3, 2020, General Election.**

Clerk Eames previously distributed a report she downloaded from the Minnesota Secretary of State’s website. This report included the results of all candidate races. In addition, Eames provided the following statistics:

<b>2020 General Election</b>	
November 3, 2020	
Number of persons voting at the Town Hall	403
Number of absentee voters (regular, military, overseas)	181
Number of federal-only absentee ballots	1
Total voters	585
Voter turnout: 585 (total voters) /642 (total registered voters) .91 or 91%	

Eames reported that she had received no major complaints or issues from Carlton County or the public.

f. **Report on Status of Fall Newsletter.**

The fall/winter newsletter has been delayed. Clerk Eames will not be available to work on the newsletter. However, Supervisor Olson has expressed interest in coordinating the effort.

8. **NEW BUSINESS**

a. **New Housekeeping Items**

Board members discussed the need to build a cabinet for the new TV and video conference equipment. They considered the possibility of using Coronavirus Cares funds; but found it would be impossible to cut a check for the cabinet and have it installed by November 15, 2020 (CARES Act deadline). Therefore, they decided to use regular Town funds and have Harms seek a quote from Contractor Al Soukkala.

b. **Discuss Possible Compensation Changes for 2021**

**MOTION (Olson/Depre):** To authorize the Clerk to conduct a wage survey on compensation for Board members and employees. Motion carried.

9. **VISITOR COMMENTS.**

None.

10. **ADJOURNMENT.**

Chair Harms adjourned the meeting at approximately 7:45 p.m.

Respectfully submitted,

Approved by Town Board

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Lora Eames, Clerk

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Gary Harms, Chair