

Town of Duluth
6092 Homestead Road
Duluth, MN 55804

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Town Board of Supervisors
Regular Board Meeting August 14, 2014

Attendance: Jim Ward, Dave Edblom, Mary Sironen, Don Sitter, Mary Anne Daniel

1. Call to order
 - a. Pledge of Allegiance
2. Approve Minutes
 - a. June 19, June 30, July 7, Subordination and Assignment of Lease.
 - b. Don Sitter made a motion to approve the minutes with the changes, Jim Ward seconded. Motion passed unanimously.
 - i. Don Sitter: June 19; very bottom of the page; if we said meeting time and date was set for the assignment of lease on June 30th at 5:00 p.m. if required.
 - ii. Don Sitter: June 30; page 2; the minutes state Don Sitter made a motion and Mary Anne Daniel seconded when in fact Mary Anne Daniel made the motion, Don Sitter seconded.
 - iii. Don Sitter: July 7; approximately 5 lines down; Don Sitter – “I said if the use agreement changes would have to get approval by the bank” that was not a question mark that was a statement. And then Phil answered it as if it was a question.
 - iv. Don Sitter: July 7; top of page two; just again rewording instead of saying a one page document wouldn't serve I would say wouldn't a one page document serve the same 20 page document question mark.
 - v. Don Sitter: I asked Phil if the use agreement has to change would he be willing to say “I'll do everything to get it done” let's get Phil's name in there because that's who I was asking to do that.
 - c. July 10, 2014 Town Board Meeting: Don Sitter made a motion to approve the minutes, Jim Ward seconded.
 - i. Don Sitter: shouldn't we list Jim because he was in attendance for the meeting although we didn't appoint him until later. Under “C” include “Jim joined the board”.
 - ii. Don Sitter: D/2/3 typographical error “law” should be “lawn”.
 - iii. With those changes the Motion passed unanimously
3. Approval of Agenda
 - a. George Sundstrom: Old Business
 - b. Dave Edblom made a motion to approve the agenda Don Sitter seconded motion passed unanimously.
4. Finances
 - a. Treasurers Report
 - i. Beginning Balance \$1,137,936.70
 - ii. Deposits \$ 13,592.19
 - iii. Expenses \$ 31,871.47
 - iv. Ending Balance \$1,119,657.42
 - v. Minus Reserve \$ 200,000.00
 - vi. Ending Balance \$ 919 657.42
 - vii. Review Claims List for Approval
 - viii. George Sundstrom requested the balances of the capital improvement fund and the community center fund.
 - ix. Approve Bills:
 1. Don Sitter road maintenance \$3480? Was that an expected expense? Treasurer: \$48,000.00 has been spent so far on roads.

2. Don Sitter: the Duluth Lawn and Sport Bill did not get paid according to Kevin. Clerk: it was paid July 10th claim # 3433.
 3. Kevin: duplicate payment claim numbers 3482 & 3496 Claim 3496 will not be approved.
5. Public Comment
- a. George Sundstrom: I asked for a copy of the draft July Minutes and was told I could not have them because they were not completed. Mary Sironen asked our attorney to look into it, Tim is aware of no time frame for the completion of minutes. Don Sitter made a motion that we have the minutes available for public viewing two weeks at the close of the board meeting, noted as draft minutes with one copy available for public viewing Dave Edblom seconded. Motion passed unanimously. Mary Sironen recommended a copy be available at the Town Hall for public viewing. Tim Strom noted a charge could be applied if photo copies were requested.
6. Department Reports
- a. Police
 - i. Police Report sent by e-mail
 - ii. We are doing extra patrol on the Scenic highway it seems as if speed goes up as soon as new black top is laid down.
 - b. Emergency Operations
 - i. Federal government is releasing in Minnesota four hundred some thousand dollars for grants. It has to do with oil being transferred across the state in the event of a spill.
 - ii. WLSSD disaster draft was passed to Mary Anne Daniel.
 - c. Fire
 - i. Pager problems continue. Bob has some telephone numbers to call to see if we can resolve the issue. Someone else is going to Duluth Superior Communications and talk to them to see if the problem is with our pagers.
 - ii. We have received a \$7000.00 grant with others slowly coming in.
 - d. Planning and Zoning
 - i. Storm water, Val has been busy all summer. Jo, Sue and Val will get together soon to discuss necessary changes to our Zoning ordinance bringing it into compliance.
 - ii. Directors Report:
 1. Quite a bit of work done discussions focused on trails the new brochure and information.
 2. Jerry will look into cloud storage
 3. Permits continue to steadily come in.
 4. Sue will contact James Gitmyre from the Metropolitan Interstate Commission to begin looking into a trail plan for the Town.
 5. There are no public hearings to date scheduled for September.
 - e. Recreation
 - i. Rec. report is in the supervisor package
 1. Kevin gave his financial report to the board.
 2. 40 casual users were observed 8 times on the athletic fields
 3. Baseball and Football program had 16 registrants with 10 showing up each week
 4. AYSA program has 4 teams enrolled.
 5. Todd Sironen has volunteered to continue mowing.
 - ii. Lawn Tractor Tabled until September
 - f. Legal
 - i. Has nothing to report unless someone has questions.
 - g. Roads
 - i. Dave reviewed the culvert list from Carlson Concrete and then gave an update on the 4 culverts we had in storage at the beginning of the year.
 - ii. Calcium chloride was ordered at the end of May for delivery in July. 3500 gallons were ordered and placed a second order of 2000 gallons was also placed. Next year 5000 gallons will be ordered and placed.

- iii. Dave received a call from a resident on Greenwood Road who was upset when his driveway was damaged by the grader. The portion in question is within the town right of way at 9.5 feet from the centerline of the road. Dave viewed the damage the driveway appears to be scratched. Bob Rodda suggested private driveway blacktopping stop at the culvert. Tim Strom; there is a statute that makes it a misdemeanor to not obstruct a town road it might be good to remind people of the statute.
- iv. Jim Ward will work with Dave Edblom on Roads.
- v. Appreciation was shown for the nice job Bob Rodda does on roads.
- vi. Dave (possibly Jim Ward) will attend the next Duluth Area Township meeting.
- h. Joint Use Committee
 - i. There was no quorum the last time we met. The next meeting will be August 27th at 5:00 in the town hall. We have one request for funding of a storage addition at the School.
- i. Town Hall
 - i. Facilities Project
 - 1. Don Sitter everyone has a copy of the survey in their packet, soil borings have been completed.
 - 2. July 25th meeting with Don Sitter, Don McTavish, Mary Anne Daniel, and Wayne Dahlberg.
 - Suggested additions not yet discussed with the Building Committee to be considered addendum items or add alternatives. These items will be included in the plan to the bidding process and can be accepted or dropped as budget constraints apply. Building Committee will be reconvened to discuss the changes.
 - i. Chair/Table/ladder storage 8'x16' 160 square feet cost between \$15,000 – \$18,000
 - ii. Generator/Maintenance room off the back of the Fire Hall 8' x 25' 200 square feet cost between \$24,000 - \$30,000. Higher cost will run approximately \$100 per square foot plus by the time you pin the new slab to the old.
 - iii. Furniture/equipment \$15,000 - \$20,000 range
 - iv. Total add alternatives or addendum items \$54,000 - \$68,000.
 - v. Request by Town Board for a summary of what has already been approved.
 - vi. Don Sitter I make a motion to include the fire hall changes the chair/table storage area and the furniture and equipment audiovisual equipment needed to be included in the overall design but handled on an alternate basis so we could pull them off if budgets do not allow Mary Anne Daniel seconded. Motion passed unanimously
 - 3. Open House, October time frame discussion

Question: Judy Sundstrom – Are you going to have an open house?
 Answer: Mary Sironen – yes we will hold an open house sometime in October
 Question: Judy Sundstrom – who is on the building committee?
 Answer: Don Sitter – Don McTavish, Jo Thompson, Wayne, Myself, Sue, Dave Edblom
 Question: Judy Sundstrom did you take out any other bids other than Wayne?
 Answer: Dave Edblom – we aren't required to
 Comment: Wayne – I am a consultant to Architecture Advantage, I don't have a contract I'm an independent.
 Comment: Dave Mount – my recollection is professional services are not subject to something that the town board needs to seek bids.
 Question: George Sundstrom to Attorney TimStrom – you are spending up to \$675 thousand for improvements and are looking at \$50,000 - \$60,000 in soft costs shouldn't you have an "RFP"?
 Answer: Mary Sironen – Dave Mount commented that townships are not required to bid for professional services
 Attorney Tim Strom –correct. The municipal contracting act has been interpreted to have an exception for professional services, architects, engineers, attorneys.
 Comment: Don Sitter – we will go through the sealed bid process for contractors.
 - 4. Patio.
 - The driveway in front will be removed for safety issues and will become a patio. A second entrance will be added.

- During the survey an error was found. The Homestead Road is 23 feet East from the center or section line which makes the space between the Town Hall and the Homestead road tight.
- Recycling will be reorganized, some stalls will be shifted to free up parking spaces for 38 vehicles. In the future we will add additional parking for 26 vehicles.
- Mary Sironen talked to the McCorrisons who were not anxious to sell the land behind the town hall they would prefer the land not developed. When it was discussed the land would probably be for a driveway and otherwise remain undeveloped they became interested and would like to see the plans.
- Mary Sironen: it might be a good idea to bring Pete Stauber up to speed on the Road issue.
- Sue Lawson: we will need to talk to the County garage for permission to place an entrance.
- Tim Strom: it is important that the Town and the County are on the same page and to have something written in terms of to what our standing is.
- Don Sitter will be making contact regarding the road issue.
- The patio bidding process will be discussed at Building Committee meeting.

j. Materials Management

- i. Very busy, people whom I don't see for 6 months are now coming out to recycle.
- ii. Question by Mary Sironen: Are the plans you see for recycling working for you? Carolyn – yes but my only question is where is the other driveway going to be, in the winter going out onto the Homestead Road can be difficult.

k. Cemetery

- i. Molly attended the Homesteaders Meeting and did a wonderful job. Molly will have an open house in September.

l. Communications

- i. Lake Connections – We will need to complete an application either at their site in Two Harbors or by downloading an application from their web site.
 1. Will the township want to apply? The services they offer are internet, telephone and TV. The Township is interested in telephone and internet.
 2. Dave Mount – we have dual routers, Co-op (Lakenet) added those to us at no cost, if we switch over we need to consider in terms of replicating what we currently have.
 3. Mary Sironen, the Clerk and Sue will get together and discuss what we need.
 4. Sue – Lakenet stepped up for the town and the citizens of the town, there should be a similar discussion with Lake Connections. Jim Ward will work with Mary Sironen, Sue and the clerk.
- ii. Linda Holliday and Mary Sironen are looking at different options for managing the web site. No matter what we do there will have to be someone who feeds the web site.

m. Personnel

7. Old Business

- a. Question: George Sundstrom - At your June meeting you approved 675,000 for town hall improvements where is the 675,000 coming from in the budget? You have \$237,000 in the capital improvement fund. Answer: Mary Sironen you remember we had an excess in the general fund last year, there was some talk about reducing the levy. We kept a good cushion there not knowing what might be needed especially over at the school in case something big happened over there and so now we feel that we are able to divert those funds for what we need here.
George Sundstrom – I know that you anticipate some more IRRRB fund.
Mary Sironen – We are not going to spend \$675,000 immediately this is a projection and we will be looking at it being phased and budgeted.

8. New Business

- a. No new business

9. Correspondence

- a. MAT – District 10 Meeting Notice
- b. Township Legal Seminar
- c. DAT – Annual BBQ

- d. WLSSD – 2015 Budget Notice
- e. WLSSD – Disaster Draft
- f. MIC – meeting packet
- g. Rupp – Meeting invitation

10. Meeting Schedule

- a. September 11, 2014 Town Board meeting

11. Adjournment

- a. Don Sitter made a motion to adjourn the meeting, Mary Anne Daniel seconded. Motion passed.