

Town Board of Supervisors
Regular Board Meeting January 8, 2015

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

1. Call to order
 - a. A. Pledge of Allegiance
2. Approve Minutes
 - a. December 11, 2014
 - Don Sitter made a motion to approve the minutes as written, Dave Edblom seconded. Motion passed unopposed.
3. Approve Agenda
 - Don Sitter made a motion to approve the agenda as written, Dave Edblom seconded. Motion passed unopposed.
4. Finances
 - a. Treasurers Report
 - i. Review Claims List for Approval
 - ii. Approve Bills:
 - Continue to hold "anySite Hosting" check #13451 until approved for payment by Mary Ann Sironen.
 - Hold Como Oil and Propane for Dave Edblom's approval. Price per gallon is not the price quoted. Como Oil and Propane has now replaced Federated Co-operatives as our fuel oil service.
 - Remainder of the bills are good to pay.
 - iii. Sign Payroll Net Pay Account Distribution
 - iv. Set Date for Budget meeting (2016 Budget) Tuesday February 10th. Board of Audit 5:00 p.m.
Budget meeting 5:30 p.m.
 - Beginning Balance \$1,155,639.84
 - Deposits \$198.00
 - Expenses \$15,333.27
 - Ending Balance \$1,140,640.90
 - Less \$200,000.00
 - Spendable Balance \$940,640.90
 - a. The Lake Bank has 15 month CD's at 1.5%. Don Sitter made a motion to put the \$200,000.00 reserve in the Lake Bank CD at 1.5%, Dave Edblom seconded. Motion passed unopposed.
5. Public Comment: Travis Stolp spoke on lights/heat for the skating rink and porta potty. Brief discussion.
6. Department Reports
 - a. Police
Ryan Road/Lismore Road - people are forgetting to stop.
 - b. Emergency Operations
 - i. Emergency Operations Plan:
 - Should copies also be in the Town Hall as well as Hall #1?
 - Sue Lawson will send the maps for the ECO electronically.

- Page 2: The Gas Pipeline is not Enbridge, Northern Natural Gas Company 13750 runs the pipeline.
 - Page 9 function 4 search and Rescue: We are a Fire Department not a search and rescue department, Lake County and St. Louis County provide those services. Clifton would be a secondary/mutual aid to assist.
 - Page 9 function 6: we could be secondary to the police department for evacuation and traffic control.
 - Do we want to put the police cell phone number on the document? Yes
 - Congregate care functions 9 and 14: what is the function of the fire department? We cannot prepare for some of these cases.
 - Page 12 each unit represented at the EOC: where are those duties listed so we know what they are? SOP's. NIMS will be implemented.
 - Page 16 Annex F part D: We do not transport? What is legal? Take off last sentence. Add school.
 - Page 23 was the same discussion: Hazardous materials list.
 - Criteria for Activation page 11:
 - Page 22: radiological – remove. Revisit this one. MN Duty Officer.
- c. Fire
- b. Memorandum of Understanding (MOU): The DNR French River Hatchery have a water supply and a couple of hydrants, they wondered if the fire department could benefit from their use. The Hatchery will allow us to use the hydrants, we supply the generator, the MOU is an agreement working out the details. We would use this system to top off fire trucks and it is a water supply if the power is out. Mary Ann Sironen suggested we send the MOU to Tim for his review. Could the fire department get a generator for the EOC? You could make a fair argument that it is to keep the fire trucks warm if the power goes out.
- c. Fourth bay on Hall #1. Is it possible to have Wayne do conceptual drawings? The Facility bids are coming in Tuesday, the request is noted but we would prefer to wait until we know where we are with the bids.
- d. WIFI Hall #1: waiting until spring.
- d. Planning and Zoning
- i. Storm Water: Jo, Val, Don and Sue met to discuss the amendments needed to meet the MS4 requirements. If 1 acre of soil will be disturbed the PCA will have to issue the permit which would be purchased by the property owner. We have to comply with MS4.
 - ii. Proposed Revisions to St. Louis County Zoning Regulations: No big issues so far. This document will be reviewed at the Commission meeting in January.
 - iii. Directors Report: Variance hearing at the next Commission meeting.
- e. Recreation
- i. Report in packet
 - Kevin missed the updated budget changes for December however the figures are correct.
 - There were a number of rentals.
 - The Supply budget changed, maintenance budget didn't.
 - New K-6 volleyball deadline is February 14.
 - Skating rink is finally starting to come back around again now that it is cold.
- f. Legal: Nothing.
- g. Roads: During Dave Miller's time as Supervisor Bob Rodda had done some ditch work on the Gamble Road which involved clearing some stumps from the ditch line. The stumps were not removed, balsams were bumped and pushed, Dave Edblom will have Bob do a little clean up and removal in the area.
- Statement from Bob Rodda will come off the 2015 budget.

- h. Joint Use Committee
 - i. Matrix: What check marks were moved from the former matrix? Why are the township residents paying for lights, porta potty, heat, cleanup and the outhouse pumping? Kevin: Why is trash removal ours? No one was quite sure how trash removal was being handled. It would be helpful to know what dollar amounts went into the little boxes on the matrix. The concession stand is being overseen by the PTA. If we stop paying for all this what will happen? Will we see what we really spent? Legally the Township residents still must get value from the transfer of the building. We need to get all the facts and get all of the costs together. We will hold the Matrix until we have more information. Clearly "Use" and "program" are becoming separated. Table until February.
 - Neither ABC nor the school should be charging the Township for anything.
 - The joint use committee shouldn't have anything to do with the recreation program. Volunteers are stepping forward to keep things running. The intent was the recreation program would become self- sustaining which doesn't appear going to happen.
 - ii. The joint use agreement is now a year old does it need to be reviewed yearly? No.
 - iii. The committee is going to appoint an alternate for the community representative.
- i. Town Hall
 - e. Homesteaders request for piano tuning. It was suggested just getting rid of the piano be brought back to the Homesteaders for discussion.
 - f. Chet McCarrison is available the week of the 19th to meet with Dave Edblom. Initially we were talking about going to the East line but instead we should pick up 100 – 150 feet of property on both East and South sides. Wayne would like to be included in the discussion.
 - g. Approve Election Judges for 2015: Motion made and passed to approve the election judges.
 - h. Facilities Project: Bids will be due Tuesday. Prevailing wage rates: any government work automatically is the prevailing wage rate and can be added as an addendum. Following discussion it was decided to move the bid deadline back another week to the 20th.
 - j. Materials Management:
 - k. Cemetery:
 - l. Communications: website is not moving forward continue to hold the check. Newsletter is good.
 - m. Personnel
 - i. COLA Wage resolution:

Resolution 010815

Whereas the Town of Duluth wishes to compensate its employees in a fair and consistent manner;
 Whereas the Town of Duluth wishes to adjust employee's wages in a timely manner to reflect their continuing good work;

Whereas the Federal Cost of Living Adjustment (COLA) has been set at 1.7% for the year 2015;
 Therefore, be it resolved that all employees of the Town of Duluth will receive a 1.7% increase in their pay effective January 1, 2015

This compensation change resolution does not include:

- Supervisor's stipends
- Police Department salaries that are guided by their employment contract
- Extra meeting stipends
- Planning commission stipends
- Mary Anne Daniel made a motion to approve the resolution, Dave Edblom seconded. Motion passed.
- Supervisor wage increase will be discussed following the next Duluth Area Townships meeting.
 - ii. Deputy Treasurer: The Township will appoint a deputy treasurer to fill in when the Treasurer is out of town.

7. Old Business

8. New Business
9. Correspondence
 - j. Co-op Light and Power Notice of Deferred Patronage Dividend Allocation
 - k. Minnesota Association of Townships Financial Report 2014
 - l. SLCAT: Minutes
10. Meeting Schedule
 - February 10, 2015. 5:00 p.m. Audit Meeting 5:30 p.m. Budget meeting
 - February 12, 2015
11. Adjournment: Dave Edblom made a motion to adjourn, Mary Anne Daniel seconded. Motion passed.