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Town Board of Supervisors  
Regular Board Meeting July 9, 2015

Attendance: Mary Anne Daniel, Don Sitter, Dave Edblom, Wendy Gustofson, Travis Stolp

1. Call to order
  - a. Pledge of Allegiance
2. Approve Minutes
  - a. June 11, 2015 Mary Anne Daniel made a motion to approve the minutes, Dave Edblom seconded. Motion passed unanimously.
    - A request was made to tape the meetings but not transcribe the tapes.
3. Approve Agenda
  - a. Wendy Gustofson made a motion to approve the agenda, Travis seconded. Motion passed unanimously.
    - Dave Edblom requested the Joint Use Committee be moved to follow the Fire Department.
4. Finances
  - a. Treasurers Report
    - Beginning Balance      \$1,088,076.29
    - Deposits                      \$ 21,659.60
    - Expenses                      \$ 215,533.04
    - Ending Balance              \$ 894,202.85
    - i. Review Claims List for Approval: Claim 228 Donald Holm construction; 218 Architecture Advantage; 209 Fire Suppressant foam; 223 winter salt and sand were all reviewed for payment.
      - Claim 227 Rodda Grading statement will not be paid in full at this meeting. There is a charge of \$531.00 for materials with no documentation as to where the materials were delivered. \$531.00 will be withheld pending documentation. The remainder of the bill was paid \$3926.88.
    - ii. Approve Bills:
      - Sign Payroll Net Pay Account Distribution: signed
5. Public Comment
  - No comments at this meeting
6. Department Reports
  - a. Police
    - Report was e-mailed.
  - b. Fire
    - No issues.
  - c. Joint Use Committee: Some history from last month, Wendy Gustofson made a motion, Don Sitter amended that motion both motions were tabled. The Joint Use Committee met, an at large member was approved and 9 proposals were received and reviewed. The Joint Use Committee required consensus for a proposal to move forward, 3 proposals met consensus and were sent forward to the Town Board for their review, 6 did not meet consensus but were included in the proposal packet for the Town Board. The Town Board thanked the Joint Use Committee for their hard work.

The process tonight is to make a motion to pass each proposal individually, a second to the motion followed by discussion finally followed by a vote on the motion.

Consensus met proposals: Sue Lawson included Joint Use Committee notes which were agreed upon at the meeting and are attached to the proposals.

Repurposing the slab: Wendy Gustofson made a motion to approve, Mary Anne Daniel seconded.

Discussion:

- A community member would be added to an advisory team made up of one member from each of the three boards. The advisory team would decide how the slab could/would be used, then report back to the Joint Use Committee.
- Funding: The Joint Use Committee recommended funding as the project progresses. NSCS supported the proposal ABC said the total project was to not exceed \$20,000.00. Most contractors look for progress payments, with a final payment upon completion.
- Due to insurance purposes a skate board park is not recommended.
- Phil Strom: The portables will be removed by August 17<sup>th</sup> suggested repurpose date for September.
- The slab is 5000 square foot 9" thick reinforced concrete.
- Phil Strom: Whatever the slab will be used for it will share the space with end of day "parental pickup".
- A survey of community residents was suggested.
- Attorney Tim Strom: The purpose has been filled out, community input sought, it has community use a community center purpose. The only question the town board must ask itself is does the Town board wish to spend \$20,000.00. Town money may not be spent by an advisory board.
- George Sundstrom: ABC and NSCS have not yet had a chance to meet and discuss the proposals.
- Sue Lawson: The Town board can take a vote pending the votes of the other two boards.
- Wendy Gustofson made the motion that the board moves to support the concept to repurpose with a budget not to exceed \$20,000.00 but subject to a final approval by the board after we've seen the plan Dave Edblom seconded.

Discussion on the Motion:

- Tim Strom: We aren't approving the funding request what we are saying is let's get that team together, let's see what the final thing is we are spending our money on.
- Phil Strom: The motion doesn't address the fact that the facilities owner needs to be the project manager, they need input in the design, once we've signed and taken a bid from the contractor we are going to be the pay agent and the project manager.
- Don Sitter: the proposal states the money will go directly to the contractor.
- Tim Strom: The Town board is responsible for spending town funds it cannot delegate responsibility for spending town funds that's not the way the law works. You are approving a concept but it needs to be distinctly understood that the board might withdraw.
- Wendy Gustofson noted she was taping the meeting.
- Travis Stolp made an amendment to the motion on the table to spend up to \$500.00 to get a survey out as soon as possible to the Township residents, Dave Edblom seconded.
- Travis Stolp: The \$500.00 will not be taken from the proposed project amount of \$20,000.00 there is another proposal which will also benefit from a survey. Both projects can be surveyed at the same time. Vote on the amendment to spend \$500.00 for the survey. Amendment passed unanimously.
- Vote on the motion. Motion passed unanimously.

Trails Project: Wendy I make a motion that the Board approve in concept, the spending of funds to upgrade and make more community friendly the trails at North Shore Community School and that when they have that plan they bring it back to the board for final approval, Dave Edblom seconded. Discussion:

- This project seems better filled out than the last one.
- Mary Anne Daniel: There is a teacher at the school who is a gardener or a naturalist who would be a great person to be on the committee.
- There are native plants in the area it would be nice to have plaques to identify them
- Directional signage, composite benches would be nice
- Don Sitter: Would this compromise safety during school hours?
- Phil Strom: No teachers and playground aids all carry walkie-talkies so if there is someone they don't know hanging around they can let the office know.
- Wendy Gustofson: suggested increasing the funding from \$15,000 to \$20-25,000 to include solar lighting.
- Dave Edblom amended the motion to make a target value of \$15,000.00, Wendy Gustofson seconded. Vote on the amendment. Amendment passed unanimously
- Vote on the Motion. Motion passed unanimously.
- Request to add this to the survey.

Hockey Boards: Don Sitter made a motion to support the upgrade of the hockey boards on concept based upon the committee with the condition that it will come back to the board for final approval and the estimated target for this project is \$9,000.00. Dave Edblom seconded. Discussion:

- Again this one is even better filled out than the first two.
- If the decision is to repair for \$4000.00 instead of replace for \$9000.00 a committee should review the project and bring it back to the boards.
- Phil Strom: Point of information that at the Annual Meeting the hockey boards were going to be funded from the Cemetery which was over funded.
- Tim Strom: The Annual Meeting motion is advisory only but yes it is something that should be taken into account.
- Don Sitter: If it comes back that we need the full \$9000.00 then we could take \$7000.00 from the Cemetery fund and \$2000.00 from the Community center fund.
- Travis Stolp: Suggestion for a little child hockey rink and a request to include it in this proposal.
- Travis volunteered to bring the little child hockey rink back as a new proposal.
- Vote on the motion. Motion passed unanimously.

Arboretum: Mary Anne Daniel would like to make a motion on the arboretum to not support the project for lack of data and rational for community benefit. Don Sitter seconded. Discussion:

- This proposal did not meet consensus at the JUC meeting.
- Tim Strom: I recommend that Town boards do not follow parliamentary procedure. It is very difficult for informal town boards to follow the more formal parliamentary procedure it is not a good fit.
- Sue Lawson: the Joint Use Committee was unanimous on 3 proposals, discussion was held on the other 6, agreement could not be found. What the town board chooses to do with the remaining 6 proposals is their decision. Discussion on the proposals was captured, the Joint Use Committee does not vote. The Joint Use Committee does not bind the board their job is to be an advisory committee only.
- Phil Strom: This project is to make the interior hallway access to the greenhouse space useable by adding potting benches and seating. Can be used as a teaching space. Access for the general community would be after 3:00 during school hours.
- Phil Strom: The greenhouse is divided up for classrooms however the arboretum space is available.
- Wendy suggested that the Locavoures could use the space to demonstrate planting techniques.
- Mary Anne Daniel: Survey question suggestion to find out if there is significant interest in using the potting area in the entrance to the greenhouse

- Don Sitter: I see this project proposal is 100% funded by the town but community use is limited, I believe it should be a shared cost. If we are limiting the scope to potting benches and seating benches then there is something to talk about.
- Wendy Gustofson amended the motion, I think we as a board agree on the concept of turning what is a hallway into an arboretum that is accessible to the community and we ask them to come back to us with a plan no greater than \$18,000.00 that we can vote on. Dave Edblom seconded the amendment.

Discussion on the amendment:

- Mary Anne Daniel: Will people have the opportunity to schedule a time to use it?
- Tim Strom discussed municipal law and the legal responsibility of the Town's ability to spend money.
- Dave Edblom withdrew his second on the amendment.
- The vote on the motion is to deny as written. Don Sitter, Mary Anne Daniel in favor of denial, Dave Edblom, Wendy Gustofson, Travis Stolp voted not in favor of not supporting the proposal. Motion failed.
- Wendy Gustofson moved that we consider a proposal for \$18,000.00 to improve an existing hallway at the school into a demonstration area that is a useful arboretum for the community use. Dave Edblom seconded for discussion purposes.
- Tim Strom suggested including "subject to further information".
- Dave Edblom: The \$18,000.00 funding request doesn't lay out where we are going to put the \$18 grand, this is the skeleton we need to find the body of information to complete the request.
- Vote on the Motion Wendy Gustofson, Dave Edblom, Don Sitter, Travis Stolp – Yes; Mary Anne Daniel – No. With one descending vote the motion passed.

Request for 5 minute break in the meeting.

Meeting resumed

Classroom and meeting rooms: Request for \$70,000.00. Wendy Gustofson made a motion to approve, Travis stolp seconded. Discussion:

- Wendy Gustofson: when community education has all of their classes do they have to rent space at Two Harbors
- Don Sitter: No we rent out space and we have never had a need for anymore classrooms. Most activities take place in the gym or the cafeteria.
- The space has air conditioning and built in audio visual.
- Phil Strom: The new classroom space is not covered under the Joint use agreement, that agreement was signed for the facilities that were there at the time.
- Dave Edblom: Can the school bar the community from the building that was put up after the joint use agreement was signed?
- Phil Strom: The use agreement would have to be amended to accommodate the community.
- Sue Lawson: A deeper, clearer rationale is needed. You are talking a large amount of money you need to have written rationale. Revisit this during a special meeting but after there has been time for the projects to be re-written. You would then have a record.
- Janet Johansen: In 5 years the soccer field will need to be redone, North Shore Community School wouldn't maintain either the hockey rink or the soccer fields, so it is up to the township to pay for it if we want it for our community members.
- Don Sitter: Once the community center fund is gone the only option you have is to levy.

On the tabled motions:

Travis agrees to withdraw the second of his motion Wendy agreed to withdraw her motion. Don Sitter withdrew the tabled amendment. Wendy withdrew her motion from the June Meeting.

Travis made a motion to freeze the money in the community center fund \$300,000.00, Wendy seconded. Motion passed

\$62,000.00 in proposed conceptual projects were approved at this meeting and will be brought back with further information for the Boards final approval.

Wendy made a motion to adjourn, Dave Edblom seconded. Motion passed. Motion 10:30 p.m. Remainder of the meeting was not completed.

- d. Planning and Zoning
    - i. Storm Water: A letter was received from the PCA stating our information was incomplete. We wrote the PCA and requested assistance.
      - Ordinance update: pass the two ordinances. Sue Lawson will flesh out the enforcement portion.
    - ii. Directors Report
    - iii. Trails Steering Committee
    - iv. Zoning Ordinance Update
  - e. Recreation: Barry Wolff would be interested in purchasing the lawnmower the volunteers ran it out of oil. Travis will bring the lawnmower value back to the board at the August meeting.
  - f. Legal
  - g. Roads
  - h. Town Hall
    - Facilities Project update
  - i. Materials Management
  - j. Emergency Planning
  - k. Cemetery
  - l. Communications
  - m. Personnel
    - Shed Keeper open position
7. Old Business
  8. New Business
  9. Correspondence
    - St. Louis County Planning – New Duluth Office Location
    - WLSSD field Green program newsletter
    - MN Board of Water and Soil Resources
    - St. Louis County – Comprehensive Water Management Plan Amendment
    - Becky Gamache –e-mail
  10. Meeting Schedule
    - a. Town Board Meeting 7:00 p.m. August 13, 2015
  11. Adjournment