

Town Board Meeting
November 11, 2010

Roll Call: Present - Dave Mount, Danny Tanner, Stephen Dahl, Mary Ann Sironen, Wendy Meierhoff

1. Approve Minutes

- October 14, 2010
 - Wendy Meierhoff made a motion to approve the minutes as sent, Danny Tanner seconded.
Motion passed.

2. Meeting Schedule

- December 2, 2010. Date changed to January 27th at the Town Hall. (discussion under Planning)
- December 8, 2010. Second Worden hearing at the Community Center library. Mary Ann Sironen will reserve the room.
- December 9, 2010. Town Board Meeting.

3. Concerns from the Audience

No concerns

4. Approve Agenda

- Two job descriptions were added to the file. Cemetery and Roads
- Community Center: Construction
- Community School Signs: Dave has been unable to contact Vic Lund, he will try again.
- Danny Tanner made a motion to approve the agenda as amended, Mary Ann Sironen seconded.
Motion approved

5. Treasurers Report

No Report this meeting

- Claim 10045: pay bill, then bill back to the school.
- Pay bills

6. Tabled agenda items from previous month

- Welcome to Duluth signs

7. Department Reports

a. Police Report

- Job description is extensive

b. Fire Report

- In order to make a larger purchase there must be (2) two quotes in writing.
- Warren Peterson has a water source in his pit if we need one during a fire.

c. Planning and Zoning

- Worden hearing: The Town Board is now the BoA. Last night (November 10) the Town Board heard an appeal on their Short Term Rental at 5249 Greenwood Road, the Worden's attorney attended, the Worden's did not. This hearing will be continued 6:30 p.m. December 8, 2010 at the Community Center Library. The intent is to open the meeting allowing people to speak hopefully resolving a number of issues.
- McQuade Harbor Representatives presented their interpretive structure plans for the safe harbor. There was concern about the structure and what it would do to the view, as presented the structure was quite high but has now been reduced to 15 feet. The Planning Commission has offered to host an open house so people could discuss the structure. The DNR was going back to talk to their bosses, the Planning Commission has asked them to come back with design criteria.
- Dave Chura brought forth a Short Term Rental resolution to the Planning Commission. The resolution is requesting a repeal of short term rental language from the Ordinance, or licensing.

A joint meeting with the Town Board and the Planning Commission is scheduled for 6:00 – 7:30 p.m., January 27th at the Town Hall.

- December 2nd meeting:
 - Sue Lawson: We understand that Community Education needs the kitchen but I find it ironic that we have to move civic activities to the Community Center because the Community Center kitchen is not available for Community Education.
 - Mary Ann Sironen: To use the kitchen the cost is higher; you are required to have a kitchen employee on standby besides the general cost of licensing and using the kitchen.
 - Sue: It is a question about the partnership between the Charter school and the Township. It seems that it is a part of a bigger issue.
 - Dave Mount: In terms of scheduling issues, are all Community Education classes on the same night of the week?
 - Jo Thompson, no they were scheduled for when nothing else was going on at the Town Hall.

The Town Hall will not be rented on Wednesdays and Thursdays once all of our current obligations have been fulfilled.

d. Legal

- Broadband: Two documents for signatures.
 - Joint Powers agreement: Attorney Tim Strom presented a handout explaining the bonding process.
 - Resolution authorizing the County to operate the system within the Township.
 - MAT insures us but will not insure joint powers agreements.
 - They will ask for an ordinance in the future.

Mary Ann Sironen made a motion to approve the resolution approving a joint powers agreement with Lake County with respect to a fiber-optic network project, Stephen Dahl seconded. Motion passed unopposed. Documents were signed.

e. Roads

- MS4 application needs a \$400.00 check to accompany the application.
- Roads: Danny Tanner had a meeting with Bob Rodda who believes the actual parking lot is lower than the culvert. If that statement is true the County will need to lower the culvert.
 - Cost for extension of the lower parking lot to the Lismore Road would be approximately \$20,000.00.
- Olson Road: the culvert will be cut hopefully correcting the water flow down the road.
- Stop sign on the lower Alseth (coming up to Scenic 61) needs to be brushed.

f. Community Center

- Community Education
 - Jo Thompson and Michelle Libby are brain storming to become self supporting. Adult class sizes are generally small (about 6); fees cover instructors and room charges. DNR community service fees go right to the DNR, Community Education receives nothing from these classes. Wendy Meierhoff suggested kid based classes which have proven to be larger in the past.
- Construction: Architect Wayne Dahlberg, we are probably 3 weeks away from being done. One question pending is how quickly the concrete slab will dry before it can accept the rubber floor. The school is anticipating not moving classes into the new section until Christmas vacation. The General contractor is asking if he could give a credit for not doing the landscaping with the thought our own people could take on the project. Wayne has reservations; it is a tall order asking people to do the landscaping around the building. The Contractor will finish the landscaping; he will complete the contract as it was agreed upon.
- George Sundstrom had a question about prevailing wages. Mary Ann Sironen reviewed the wage reports, classifications do not match up exactly but when they did they were correct.
- Stephen would like to purchase new garbage and recycling cans for outside at the Community Center replacing the current 55 gallon drums. \$1322.97 from Community Center funds

- Lines in the tunnels need insulating. \$4590.00 from Community Center funds
 - Community center insurance: MAT would like to reevaluate at their cost. They will send us a quote.
 - Recreation Coordinator: 5 people were interviewed for the position. The position is a salaried at \$500.00 per month, 11.3 hours per week. The job description presented is a draft with details continuing to evolve. Danny Tanner presented the possible structure of using a second person for 3 months of the year during skating season and possibly more time during the winter of 15 hours per week. For the other 9 months can we justify paying someone \$500.00 per month for 11.3 hours per week? This might not be the way to deal with the wages. Kevin Pettis is the recommended candidate, we will need to create a contract and hire Kevin as a 1099 private contractor. It was suggested to provide Kevin with a list of the other candidates in the event he might need an assistant. Mary Ann offered to contact Kevin to offer the position. Danny will contact Kevin, offer him the position, discuss the suggestions made at this evenings meeting and the need to cement the job description.
 - Warming shack, budget is close, at some point when it is not essential we will have to say “no it will have to wait”.
- g. Town Hall
- h. Materials management
- Recycling
 - WLSSD has received a grant and will be visiting different townships 4 times within the next year for electronic pick up. The first one in our township will be November 19th.
 - Winter hours have started Tuesday and Thursday evenings (2:00p.m. – 6:00 p.m.).
 - Marlis/DEED: many people who do work for the Town are treated like 1099 private contractors and pay their own taxes. Dave Mount is not exactly sure how it came up but the State is following up with a questionnaire on a Shed Keeper to see if the employee is an employee. Some businesses use the 1099 approach to keep from paying unemployment, retirement and other withholdings. Dave is unsure where this might go and what our liabilities may be if the State determines they are not independent contractors and are in fact employees of the Town. This situation is not clear; we are hiring employees to complete a grant by WLSSD and are the fiduciary agent. Should we consider it a stipend not a wage? Dave will contact the State to discuss the issue.
 - Re-election to D/NSSD board of Managers: We need another representative on the D/NSSD board. Dave Mount made a motion to approve the resolution electing members to the Board of Managers of the D/NSSD, pursuant to MN Statutes, section 115.23, subd 7. Wendy Meierhoff seconded. Motion passed unopposed.
 - D/NSSD. We need to appoint another person as our representative to serve on the non-compensated board.
- i. Cemetery
- position description is now complete
- j. Communication
- k. Personnel
8. Correspondence
9. Old Business
- What are the next steps once we have all of the job descriptions? Will we need to schedule another meeting? Mary Ann will e-mail a format to the Clerk who will forward it to everyone along with a reminder this issue will be on the December calendar. We need to create a list of those descriptions we have and make a list of those we need. The goal is to approve a standard format at the December meeting.
10. New Business
- No new business at this meeting
11. Motion to adjourn Stephen Dahl made a motion to adjourn 9:40, Danny Tanner seconded. Motion passed.