

Town Board Meeting  
August 11, 2011

Roll Call: Barb Crow, Barry Lobbestael, Dave Mount, Dave Miller, Mary Ann Sironen  
Absent:

Pledge of Allegiance

1. Approve Minutes

- Worden Minutes: November 10, December 8, January 25, February 3 and February 27.
  - Dave Mount made a motion to approve the 5 sets of minutes, Barb Crow seconded. Motion passed.
- Town Board Meeting July 14, 2011
  - Dave Miller made a motion to approve the minutes as amended, Mary Ann Sironen seconded motion passed.
    - Amendment: Page 2 North Shore Management Board Meeting, replace “funds are being used” with “City of Silver Bay is starting a pellet plant”.

2. Meeting Schedule

- August 15, 2011: Stephen Dahl appreciation Pot Luck at the Pavilion.
- September 8, 2011: Town Board meeting.

3. Concerns from the Audience

- George Sundstrom: Does the Town have an audit every year? Speed up the meeting by limiting comments and reports to 5 minutes. No one should be allowed to speak unless you are recognized by the chair.

4. Approve Agenda

- Add: Program of Work under New Business
- Barb Crow made a motion to approve the agenda as amended, Mary Ann Sironen seconded. Motion passed.

5. Treasurers Report

Beginning Balance	\$744,299.68
Deposits	\$ 54,340.50
Expenses	\$ 57,723.05
Ending Balance	\$740,917.13

- Review Claims List for Approval
- Pay Bills Mary Ann Sironen made a motion to pay the bills, Dave Mount seconded. Motion passed.
- Barb Crow will look into the audit question.

6. Tabled agenda items from previous month

7. Department Reports

a. Police Report

- Hall Rental Agreement: New form has been completed. Mary Ann Sironen made a motion to amend the hall rental agreement as submitted, Dave Miller seconded. Motion passed.

b. Fire Report

- Relief Association: Request to increase the maximum payout to \$1100.00 which is well below our maximum lump sum benefit level under Minn. Stat. §424A.02, subd. 3. Dave Mount made a motion to increase the Clifton Volunteer Fire Department Relief yearly benefit from \$950.00 to \$1100.00 Barry Lobbestael seconded, motion passed.
- Fire Department thanks the Town Board for their hard work the past few years, we wouldn't be where we were without the Town Board.

c. Planning and Zoning

- Short Term Rental Ordinance: Would the Board like the Planning Commission to proceed with the changes based on the document provided to the Town Board? There were some concerns about rental periods. The change would say is you could rent it for 30 days, if someone stays for only 5 days the remaining 25 days would not be rented. The Boards decision is to go with the presented language.
- School project with parking: A Stormwater management plan is needed. Bocht could do a stormwater plan but it will need to be approved by either the Planning Director or Assistant Director and might require different grading or a settling pond.
- Township Facility Planning: Wayne Dahlberg and Sue Lawson met last week to discuss the results of the last facilities meeting.
  - Clint Little is making maps for us.
  - Town hall is 3 acres.
  - Next meeting will be September 15<sup>th</sup> at 7:00 p.m. in the Town Hall.
- Ordinance – repealing the ordinance and creating a new one. Editorial changes and clarifications were reviewed at the last Planning Commission meeting. Septic systems no longer count as impervious surfaces so that number will need to be changed. We would like to be ready for a public hearing in October.
- The Planning Commission reviewed the short term rental of 5249 Greenwood Road at their last meeting. On the last day we received conflicting information from the MN Department of Health which also stated there would be a meeting and review of the property August 11<sup>th</sup>. Based on the letter handed out to their clients the owners will be required to obtain a license. The Commission will complete their review of the 5429 Greenwood Road CUP at the August meeting.
- September Planning Meeting will be a public hearing for the SAMI Interpretative Center.

d. Legal

e. Roads

- Stormwater: The comment period has been extended. Dave Mount and Valerie Brady both sent in comments.
- Road Work:
  - The Torgeson Road has been spot graveled
  - Englund Road had a washout last month. The County will provide a replacement culvert for the intersection of the Ryan Road and the Englund Road
  - There was a major washout on the Mace Road which also needs a larger culvert along with a backup culvert.
  - The Alseth Road will be ditched
  - Mowing has been completed on all the roads.

f. Community center

- Facility: proposals were awarded to Cedar Drive
  - We have County permission for work activities along Ryan Road.
  - Getting black dirt ready for the soccer fields.
  - We will begin work on the front part of the school. The plan has been modified to a one way driving system where you come in one driveway and out the other. We hope by the end of next week that part of the project will be done.
  - Auxiliary parking will be started the week after next once the stormwater management plan is in place.
  - The school will have a Septic inspection.
  - The site plan will need updating.
  - Air exchange valves have been replaced. The air exchanger has been cleaned, some ducts were clogged.
  - Sidewalk crack: work will start tomorrow and be completed next week.
  - Landscaping: we will not landscape this year.
- Community Education

- We are planning the fall schedule but are having an issue with no computer. We could possibly take the old records and put them on the office desk computer. If we purchased a new computer it would have to stay at the town hall and be checked out. We do not have one budgeted for this year. A laptop can be purchased for something under \$500.00 now; funding should be taken from General fund. Word, Power Point and Excel can be downloaded. Any motion should include an external hard drive or flash drive. Dave Miller made a motion to spend up to \$500.00 for a computer and external data storage Barb Crow seconded, motion passed. Jo Thompson will purchase.

- Recreation

- We will coordinate with Cedar Drive on fields, as of now the date set for that project is September 15<sup>th</sup>.
- I spoke to Dean Johnson from North Shore Mining trying to obtain 80 railroad ties. North Shore Mining gave us 80 ties at no charge for setting the hockey boards. Mary Ann will contact Ray Sundberg to find out if the ties have been received.
- A recreation meeting is needed; the topic will focus on completing the warming shack.
- There has been a request to have Cedar Drive stop work at 5:00 on soccer nights.

- g. Town Hall

- The new sign is up.
- The drainage project is done. Many thanks to Jody Anderson for watering the new grass every day.
- We need some sort of fence between the two town hall driveways. Suggestions have been: a split rail cedar fence or PVC fencing like a horse fence. Whatever is installed will need to be break away.
- Blinds for the windows. Quotes came in and were enormously expensive. We are again looking into cheap blinds.
- We are meeting Calico painting co. next week. Some carpentry work is needed before painting, some siding is damaged and the caulking on the kitchen window needs to be investigated.
- Foam on the perimeter.

- h. Materials Management

- Recycling – everything is still busy.
- D/NSSD

- i. Cemetery

- Dave Mount met with Molly Tillotson last week. Molly is doing a great job.
- Mary Ann received one complaint about mowing at the Cemetery.
- Total of 3 monuments which were leaning noticeably, 11 that were in serious trouble. Some will need to be professionally checked.
- There are some long term issues which will eventually need to be addressed such as the building has no lentil over the door.

- j. Communication

- News letter comes out the first part of September.
- Mary Ann will attend the DAT meeting next week.

- k. Personnel

- Everything is just fine right now.

## 8. Correspondence

- i) U.S. Department of Commerce
- ii) DAT Annual Bar-B-Q
- iii) University of Minnesota
- iv) St. Louis County – Memo

## 9. Old Business

- A couple of packages of information were sent. We need to send information before the meetings but cannot have or hold e-mail discussions for fear of breaking the open meeting law. Send all information to the clerk who will forward it to the rest of the board. Save comments for the meeting.

- Dave Mount will send information on the survey OLA which is due on the 19th.

#### 10. New Business

- Program of Work: things which were vacated when Stephen stepped down from the board. A copy of the new matrix will be sent to Don McTavish for the newsletter.
  - Dave Miller will continue on the Community center and Roads.
  - Mary Ann Sironen will continue on the Community Center
  - Barry Lobbestael will be an alternate on the Community center and become the Primary board contact for the fire department and half primary contact for Town Hall.
    - Make sure only two attend Community Center meetings unless they are posted.
- Meeting management: Meetings should be open and everyone should be allowed to participate. Each Board member has a different style and brings a good mix to the meetings. Most of what gets done in this town is not done for money, or if it is, it is a smaller amount of money. The intent is not to remove the value of the person giving their story. We have been complimented on our meetings by people from outside the township.

Recommendations are:

- Information and reports should be sent out before the meetings if there are questions they can be dealt with before hand.
- Stay out of the details.
- Action items could maybe be up front in the agenda if there are any or incorporated in departments.
- Set a time limit for the end of the meeting. If we go over, take a break and ask members if that is OK.
- Hold a dedicated meeting: Where we get into trouble is with big decisions when we have to hash out the details.
- Table issues and come back to them at a later date.
- Create a Consent agenda?
- Overflow meeting schedule: General consensus of the Board was they preferred to get everything done at one meeting instead of holding a second meeting.

Action: revisit the issue next month.

11. Motion to adjourn. Mary Ann made a motion to adjourn at 9:20 p.m., Barb Crow seconded. Motion passed.

Barb Crow and Dave Miller will miss the October meeting.