

Town Board Meeting
May 12, 2011

Roll Call: Mary Ann, Dave Mount, Stephen Dahl, Barb Crow, Dave Miller
Pledge of Allegiance:

1. Approve Minutes

a. Town Board Meeting April 14, 2011

- Stephen Dahl made a motion to approve, Barb Crow seconded
 - Amendment by Dave Mount: page 3 under recreation – “Kevin will take over Tera’s” replace with Kevin will continue as recreation director.
 - Motion passed as amended.

b. Continue to hold: Worden minutes from November 10, December 8, January 25, February 3 and February 27

2. Meeting Schedule

a. posted Meetings

- i) NSCS Celebration May 17, 2011 6:30
- ii) Town Board meeting 7:00 p.m., June 9, 2011

3. Concerns from the Audience

4. Approve Agenda

- Dave Miller made a motion to approve the agenda, Mary Ann Sironen seconded. Motion passed.
- Dave Mount: Old Business - Welcome to Duluth Signs
- Mary Ann Sironen: Move Wage discussion and documents to Personnel

5. Treasurers Report

Beginning Balance	\$596,104.69
Receipts	\$ 65,442.46
Expenses	\$ 68,797.10
Ending Balance	\$592,750.05

- a. Review claims list for approval
- b. Pay bills

6. Tabled agenda items from previous month

7. Department Reports

a. Police Report

- No additions to the report
- Worden’s:
 - The Planning Director received a letter from Jay Zink affirming that he continues as the Worden’s contact. Contacts will be Shawn and Edward Worden; it would then be their choice to contact Jay Zink. The neighbors may call 911 they do not have to go through Jay. If it is a violation of the law then 911 is to be called. Our police would become involved if there is a violation of the law or our ordinance. The Planning and Zoning Commission is the governing body when it reaches a state where a citation can be issued.
 - Dirt Bikes: beyond Gamble Road there are bike tracks and 4 wheel tracks on the banks and ditch line, do I call our Police Department? Shawn – if they are licensed and registered with the DNR they can drive on the ditch line and side of the road legally.
 - Dave Mount: – if a complaint comes in through 911 and you are not working do you get a report? Yes.

b. Fire Report

- FEMA grant money has been deposited we can now pay the bill.

- We believe we have a buyer for the 1978 Ford Engine (Bean) from Colorado. We asked \$4995.00 and were offered \$4700.00.
- c. Planning and Zoning
- i) Directors Report
 - Barb Crow gave a report on the Planning meeting following the joint Town Board/Planning meeting.
 - Zoning Language change: Terms of office have been decided and will expire in March of each year. Barb Crow made a motion to accept the proposal, Dave Mount seconded. Motion passed.
 - John Schifsky will fill Yvonne Rufford's term April 2011 – March 2012
 - Jo Thompson will fill Barb Crow's term April 2011 – March 2013
 - Paul Voge is a new term April 2011 – 2014.
 - Dave Chura's term will expire March 2012
 - Jan Green's term will expire March 2012
 - Bill Lannon's term will expire March 2014
 - Brigid Pajunen's term will expire in March 2013.
 - Propose language regarding undue hardship vs practical difficulty. Jan Green can now move forward and create language to be included in the Ordinance.
 - Worden's: Sue has written the Worden's a letter notifying them that they were in violation. Some of the required documentation has been received. According to the Department of Health the Worden's are required to obtain a license. A registered letter outlining license requirements has been sent.
 - Jo Thompson will work with Dave Miller on GPS'ing township culverts for the MS4 map which is due in June.
 - The Planning Commission would like to invite St. Louis County to a data discussion.
 - Put the Landview program on the Township computer.
 - Knife River Stewardship outreach meeting/Watershed community organizations. Andrew Slade is working on the project; the meeting will be May 25th at the Town Hall. There is another group forming for the Sucker River.
 - Short Term rental: conditions on June agenda under Planning.

Road Bid opening – meeting was suspended 8:00 p.m.

Two Bids were received: Kunst Construction (\$57,525) and Rodda Construction (\$53,545)

On raw cost the Rodda bid would be more advantageous to the Town. Liability insurance proof was included. Dave Mount made a motion that the Town pursues a contract with Rodda Grading and Excavating Inc. under the terms of their bid opened this evening, Stephen Dahl seconded. Motion passed. Dave Mount will send Dave Miller the contract, Dave Miller will meet with Bob Rodda.

Meeting reopened 8:30 p.m.

d. Legal

e. Roads

i) Stormwater

ii) Road Bid 2011 – 2013

f. Community Center

i) Facility

- Cracking sidewalk should be considered a safety issue, #1 on the repair list.
- Addendum to the lease July 1, 2011 – June 30, 2012 signatures were needed. This contract does include the additional 3 classrooms.
 - Mary Ann would like to look at the charter statute giving the school exclusive rights to the building; one interpretation is exclusive rights during the school day. Question: What part of the building belongs to the Community? The Community Education office

is rented back from the School. Sue Lawson: Why not a new option, you rent them everything back with the exception of the Office. Stephen Dahl: We would have to completely revamp the lease. The State Auditor says the School is to have exclusive rights to the facility. The rent payments will remain the same as last year. Mary Ann Sironen made a motion to accept the addendum to the lease July 1, 2011, to June 30, 2012. Stephen Dahl seconded. Motion passed.

- 3" of top soil needs to be added to the small soccer field.
 - Are we going ahead with event parking?
 - Set up a Program of Work day where all of the maintenance needs information is available, we need to set priorities with a strategic look at the year. Sexton interviews have to be done soon, May 23, meet at 6:00 for a Cemetery discussion, 20 minute interviews following at 6:30. After the interviews (7:30) we will begin a prioritization discussion for the Community Center.
- ii) DTCC Rental Policy: Mary Ann needs a map of the community center to go along with the application.
- iii) DTCC Rental Application. Changes were made from last month.
- iv) Community Education: things are going well.
- v) Recreation
- Recreation Department basketball tournament was a success. Baseball tournament is next. Monthly budget to be discussed next week, possibly restructure the wage award for the recreation department. \$1000.00 is needed for baseball, a program will be put together to show the board in June.
- g. Town Hall
- i) blackout blinds/new windows: We cannot get an energy audit from Co-op light and Power, Conservation Technologies will do one for \$700.00. Instead of a high tech audit perhaps find someone who could walk into the building and say this is what you need. Sue Lawson: it is important when you review these costs you look beyond the strict dollar return.
- ii) Drainage: Dave Mount is meeting with a drainage expert to discuss Township property issues on the 18th. The discussion is to get the water issues repaired and resolved, a proposal will be brought forward to the next meeting. The North Door will be repaired.
- iii) Wage resolution moved to Personnel
- iv) Wage Document moved to Personnel
- h. Materials Management
- i) Recycling: – cleanup behind the bins. The Clover Valley Girls have included the Town Hall in their Homestead Road clean-up. We need a new fence enclosure around the aluminum cans. The aluminum can bin was made by Neil Igo and now needs to be replaced with a shed or something perhaps a trailer. Mary Ann Sironen will manage this issue.
- ii) D/NSSD
- i. Cemetery
- i) Sexton
- Resignation letter was received from Dan Tanner and Val Brady.
 - We have three applicants, interviews will be Monday May 23 beginning at 6:30 p.m. Meet at 6:00 p.m.
- j. Communication: Linda Holliday discussed the new Web site.
- k. Personnel
- Personnel Resolution:

Whereas: It has been generally agreed by supervisors over the past year that wage adjustments for township employees should be made to reflect their continuing good work.

And: A 1% per year increase was suggested in 2005 based on an informal inquiry of area professionals and seems reasonable at the present time

And: It is assumed that wage increases have been built into budget planning

And: It is a generally Good Thing to have a process in place for future planning to be modified as appropriate.

Therefore: It is proposed that an increase of 1% per year since each employees last wage increase or hire date, not to precede 2005, be added to current 2011 wage structure to be paid with the next paycheck. The increase will not be retroactive.

And; An ongoing 1% increase is calculated into the coming year's budget planning with the increase to become effective in March of each year.

Not included in this review are:

- Supervisor's stipends
- Police Department salaries that are guided by their contract
- Extra meetings
- Community center allowance for the Treasurer
- Planning Commission stipends

By Barb Crow and Mary Ann Sironen 5/12/2011

- Dave Miller made a motion to accept the resolution, Mary Ann seconded. Discussion: 2005 is the base date, 1% has been proposed, the history here is that we put off giving raises then award a big chunk to individuals, then put off giving raises again. Barb Crow is proposing annual raises and reviews; cost of living would be based on Social Security which could be worded more loosely. Amend the wage adjustment based on Social Security COLA (Cost of Living Adjustment). Dave Miller and Mary Ann Sironen withdrew their motion. Dave Mount made a motion that the personnel supervisors calculate and implement amended compensation for town employees excluding those whose compensation was adjusted in 2010 the supervisors, police department, extra meeting charges and planning commission stipends at a rate reflective of the Social Security Cost of Living adjustment applicable during the period from their last pay adjustment to the present, Mary Ann Sironen seconded. Motion passed.
- Sexton: Go hourly until there is a sense on how long it takes.
- John Kessler's position: Dave Mount made a motion that the compensation for the assistant planning director be adjusted as proposed by the personnel department with the amount of the reduction redistributed to the planning director, planning secretary and town clerk in proportion to their change in responsibilities as indicated in the personnel proposal. Barb Crow seconded. Motion passed.
- Changed Carolyn Marino's title to shed manager.
- Clerk hour changes: Tuesday 9:00 – noon, Wednesday 9:00 – noon, Thursday 2:00 – 6:00, Friday 9:00 – 11:00. New hours will begin June 1.

8. Correspondence

- a. St. Louis County Proposed Revisions to Subdivision regulations

9. Old Business

- a. Welcome to Duluth signs: Final quote has been requested.

10. New Business

- a. Liquor License: Clearwater Grill and Event Center – Shawn has no issue with this license renewal approved. Barb Crow made a motion to approve the license, Dave Miller seconded. Motion passed.

11. Motion to adjourn. Stephen Dahl moved and seconded we adjourn 10:48 p.m.