

Planning Interviews
January 12, 2012 6:00 p.m.

Meeting was called to order at 6:00 p.m.

Present: Dave Mount, Barb Crow, Barry Lobbestael, Dave Miller, Mary Ann Sironen

Also present: Sue Lawson

The following people were interviewed to fill three positions which will be vacated during the year:

Wayne Dahlberg

Don Sitter

Lynn Hollatz

A decision will be made during the Town Board meeting which immediately follows the Planning Interviews.

Interviews concluded at 6:55 p.m.

Town Board Meeting
January 12, 2012

Present: Dave Mount, Barb Crow, Barry Lobbestael, Dave Miller, Mary Ann Sironen

Absent: None

Pledge of Allegiance

1: Approve Minutes

- Page 2 item 7C: proposed tax amendment. Replace the word "summary" with "formal changes"
- Barb Crow made a motion to approve the minutes as amended, Barry Lobbestael seconded. Motion passed.

2. Meeting Schedule

a. Posted Meetings

- January 26, 2012: 7:00 p.m. Planning and Zoning open house/regular mtg.
- February 9, 2012: Town Board Meeting

3. Concerns from the Audience

Don McTavish there were slightly over 50 questionnaires returned.

4. Approve Agenda

- Additions
 - Planning Commission vacancy
 - Dave Miller made a motion to approve the agenda as amended, Mary Ann Sironen seconded. Motion passed.

5. Treasurers Report

Beginning Balance	\$716,496.63
Receipts	\$ 32,850.60
Expenses	\$ 45,301.96
Ending Balance	\$704,045.27

- Books do not balance: We are showing we have \$124.20 more than what we have in the bank, I am requesting approval to make an adjustment. Dave Miller made a motion to make a manual adjustment from General fund for \$124.20. Barb Crow seconded. Motion passed.
- Barb Crow made a motion to move \$210.32 to the Dill Grant fund from the Community Center fund to cover the shortage Dave Miller seconded. Motion passed. The Dill Grand fund is now complete and at a zero balance.
- Recreation wage fund is also over by \$817.89. Mary Ann Sironen made a motion that we cover the \$817.89 from the Community Center funds, Barb Crow seconded. Motion passed. This fund was originally set up to pay recreation director wages by salary but 2 recreation directors were hired and the

decision was then made to pay them hourly until everything was set up. This issue will be discussed under Personnel.

- Board of Audit will be February 9th 6:30 p.m.
- Review claims list for approval
 - Claim 5054 is a duplicate bill – delete
 - Question about Kevin Pettis cell phone bill reimbursement request. The current request is for the entire year 2011, if we are going to pay it as a reimbursable expense we should pay it monthly. At the February Board meeting the board will discuss an allowance to deal with this expense. This issue has been tabled until February. Board is acknowledging claim 5024 is a \$12.50 per month cell phone bill from 2011 and allowing payment.
 - Ojard bill: do not pay Claim #5056 but do pay Claim #5057. Claim #5056 bill was renegotiated. Delete claim #5056.
- Pay bills

6. Tabled agenda items from previous month: None

7. Department Reports

a. Police

- BCA Document needs signatures x 6 on documents discussed at the December 8 Board Meeting.
- Community Center (CC) Security doors: At a Safe and Drug free meeting at the CC, the need for security doors was brought up. We are putting a lot of funds into the Community Center it is time to put some safety and surveillance into the building. Is this a township expense or a community school expense? The security system needs an upgrade and should be considered a “Health and Safety” upgrade.
- Do concession volunteers need background checks? Kevin Pettis will look at Lakewood’s policy to see what they have. If we do a background check, who gets the information? Forms are created and when completed sent to the BCA. Once the document has been reviewed they send the information back and it is kept in the Police office. If there is a template out there that the township could use that would be great.

b. Fire

- Relief association: We are considering transferring our funds from our current retirement system to the PERA system. It is a mirror image in most cases to our existing relief system. There are only 20 benefit levels ranging from \$500.00 per year of service to \$7500.00 per year of service which means that there are only 20 options, in our current system our payout options are unlimited, the limited benefit level is for simplicity sake. Every department has its own account but once you sign on you lose control of your account. Does the state pay to administrator or do we? The fire department will pay \$30 per member for this option but it will eliminate the need for a yearly audit and a bonding insurance so would be less expensive for us. The fire department is thinking about it, we have until December 2012. PERA would do a cost analysis for free after which we have 90 days to make a decision. To actually join the Town Board would have to agree. Bob has a form for cost analysis, Dave Mount signed as Town Chairman.

c. Planning Report

- The Planning Commission did not meet in December. Our January meeting will be short to get to the open house as soon as possible. The Open house will immediately follow the conclusion of the Commission meeting and remain open until 9:00. Lots of thanks need to go out primarily to Beth Mullan who has done an incredible amount of work updating and tracking the changes, Linda Holliday for getting it on the Web and Don McTavish for getting it in the newsletter. It has truly been a community effort.
- Wendy and Russel Krook, check for \$225.00 was signed tonight the remaining funds including the \$1000.00 Board of Appeal check will not be refunded.

d. Legal

- e. Roads
 - Stormwater: MS4 conversations are still happening.
 - Road Report – No activity.
 - Dave has been trying to wrap up the year by handing out a road accomplishment report. Washouts cost \$21,000.00 which were funds taken from surface improvements and maintenance. Dave also provided a 2012 work plan in it he plans to use a spot chloride plan instead of chloride on the entire road. The County is requesting two additional turnarounds two were put in this year at the end of the Shilhon and the North Ryan. We need to rebuild our \$35,000.00 emergency fund, any future washouts could be funded from the improvement and maintenance fund until our emergency fund is back to its original amount.
- f. Community Center
 - Facility Report
 - Things are running well, we are now dealing with routine bills. Mary Ann will meet with the recreation people, Dave Miller will meet with the facility people.
 - Barb Crow requested Warming house equipment valuations for insurance purposes.
 - Concession stand, a survey will be done to find out what people would like to see at the concession stand.
 - Township/School winter frolic: The PTA has always had a winter frolic, this year the Township has offered to work with the PTA to make a combined effort March 3rd to “Warm the Warming house”. No Township funding is needed. The PTA is donating \$4000.00 to the Warming house; some funds will go toward improvements to the interior of the structure, the remaining funds to purchase some small maintenance equipment.
 - Where are the concession proceeds going? Mary Ann sees it as defraying costs of the program. The concept is great but the idea of the concession funds coming through township funds is not a good idea. It might be best to get a concession check book and a treasurer to maintain the check book or perhaps go through the PTA. Perhaps find someone who would like to make it a business and then charge the business rent. Kevin will coordinate concession volunteers.
 - Community Education
 - We are good - nothing to report.
 - Recreation: The snow fence is a disaster.
- g. Town Hall
 - Mens urinal leaks and is flooding the floor. Barry Lobbestael will contact Seth Levanin to have it repaired.
 - Election
 - Approve Election Judges 2012
 - Set date for Board of Canvass: March 15th 8:00 p.m.
 - Absentee Ballot board: Agenda for February Barb will research.
- h. Materials Management
 - Recycling has been busy.
 - Shed Keeper job description: The people who are already using the job description think it is great. The rate will need to be updated to \$11.40
 - D/NSSD
- i. Cemetery
- j. Communication
 - Web site is working. E-notices are working well and the Newsletter is out.
 - There was an anomaly on our mailing list it dropped from 923 to 848. Their computer randomly dropped off blocks of people on the mailing list UDAC is working to fix the problem.
- k. Personnel
 - Draft Supervisor Compensation Procedures: Stipend might be more appropriate compensation for the Chair. Other suggested changes are: mileage reimbursement will not be paid for work done within the township. Work time in excess of the 2-4 hours per month possibly should be billed at the hourly rate. Optional meetings where the supervisor is in attendance as a

consultant or to acquire information but is not responsible for outcomes are reimbursed at the current hourly rate. Time required to meet additional duties of the assigned responsibilities will be paid at the hourly rate. In situations where a supervisor may be providing an additional service not available from other staff, contracted workers or employees, and is not a voluntary service, the hourly rate will apply. Barb and Mary Ann will put a bit more work on the document before bringing it to the board for a vote.

- Recreation coordinator salary schedule: we are recommending changing Kevin's salary schedule to monthly. Trying to keep track of hours is difficult, going back to a salary of \$647.50 per month. Barb Crow made a motion that we compensate the Recreation coordinator at \$647.50 per month, Barry Lobbestael seconded. Motion passed.

8. Correspondence

- i) Co-op Light & Power: Dividend Notice
- ii) MPCA: TMDL
- iii) RSPT: member letter
- iv) MAT Calendar order form

9. Old Business

- Dan Belden from WLSSD is researching Hjalmer Mattson's place which is an old fishing village just below the fish hatchery on North Shore Drive and would like to come talk to the township. Mary Ann will schedule a date when he is ready.
- Town road sign: the State no longer allows townships to put "Welcome to" signs on state roads. They will not replace it as a matter of policy. The County will install the signs intended for County Roads, Dave will propose some locations for sign placement.
- Planning Commission vacancies: Just prior to the Board meeting we interviews three applicants for three vacancies on the Planning Commission. Dave Miller suggested we hire all three, Lynn Hollatz and Don Sitter to fill the full 3 year positions in April and put Wayne Dahlberg in the immediate open position. Wayne is familiar with the system and our ordinance he will only need to update on current events. Wayne's initial term will be for 2 years and 2 months with a reappointment for a full 3 year term. Dave Mount made a motion to appoint Wayne Dahlberg to fill the remainder of Bill Lannon's term, and Don Sitter and Lynn Hollatz to fill Dave Chura and Jan Greens terms as they become open Dave Miller seconded. Motion passed.
- Budget meeting. 6:00 p.m. February 6,

10. New Business

11. Motion to Adjourn Dave Miller made a motion to adjourn, Barry Lobbestael seconded. Motion passed 9:54 p.m. .