

Town Board Meeting  
June 13 2013  
7:00 pm  
Draft minutes

Present: Barb Crow, Mary Anne Daniel, Dave Miller, Don Sitter

Absent : Mary Ann Sironen

Also present: Sue Lawson, Janet Johansen, Don McTavish, Shawn Padden, Kevin Pettis, and Jo Thompson

Pledge of Allegiance.

1. Approve Minutes

Barb Crow made a motion to approve the May 9 Town Board meeting minutes. Don Sitter seconded. Motion passed.

Dave Miller: Table May 4<sup>th</sup>, 11<sup>th</sup>, and 20<sup>th</sup> Community Center Properties work notes until the June 22<sup>nd</sup> meeting. Put approval on the agenda for the 22<sup>nd</sup>.

2. Meeting Schedule

a. Posted Meetings

i) July 11, 2013 Town Board Meeting

ii) Dave Miller: The June 22 4 pm Community Center Work Meeting also needs to be posted.

3. Concerns from the Audience

4. Approve Agenda

Additions: Copy machine under Town Hall. Discussion of open Planning position under Personnel. Barb Crow made a motion to approve the agenda as amended, Mary Anne seconded. Motion passed.

5. Treasurer's Report

Janet Johansen:       Beginning balance: \$989,513.96  
                              Deposits: \$46,438.41  
                              Expense: \$50,772.20  
                              Ending balance: \$985,180.17

Claim 1400 for Community Center warming house grounds work was submitted as an estimate, not a bill, so that one will be excepted when signing the claims.

Kevin Pettis: Estimate is for finishing up work on the warming house/skating rink grounds – a safety railing on the pleasure rink, grading, gravel drive work, drain rock, and a concrete walkway.

Don Sitter: Did you put out a request for bids?

Kevin: He just talked to Ray Sundberg because they are the ones who basically built the building and are very familiar with it.

Janet Johansen: Township is not required to get more than one bid unless it is over \$10,000.

Question re: Claim 1358 for Norm's Service. Mary Anne Daniel responded that Norm digs graves at the cemetery. In this instance there was a mix up with the funeral home and the vault was not delivered. The family was waiting and Norm cannot leave the hole unattended. He had to wait there for the funeral home to have the vault delivered. The funeral home has reimbursed the Township for \$150 for the time he had to wait for them

Claim 1365: \$8,000 was budgeted for school security upgrade, but it ran over. So amount is now \$8,550.

Claim 1366: Mary Anne Daniel: The fire department received a grant for \$7,000 for wild land fire gear. Mary Anne already bought some of the gear and is being reimbursed. Janet Johansen: It is on the claim with the receipt and what it's for.

Claim 1403: Did FEMA reimburse for culvert purchases? Dave Miller: We bought the culverts up front.

Claim 1405: Why are there two entries for UDAC? Janet Johansen: One is for the newsletter and the other is for the special mailing regarding the potential transfer of the Community Center property. Barb Crow: Should the notice for the Community Center be billed to the Community Center fund instead of the general fund? Yes. Janet will change it.

Barb Crow moved to approve the claims list with the exception of Claim 1400 and change Claim 1405 to come out of Community Center fund. Don Sitter seconded and the motion passed.

## 6. Tabled agenda items

### 7. Department reports

#### a. Police Department

Shawn Padden: May was a busy month. There were two break-ins, one on the shore which may have been an acquaintance and the other at the New Scenic, which is the fourth break-in there in about nine months. He is working at getting Town credit card for department purchases.

#### b. Fire Department

Mary Anne Daniel: Nothing new on the Alden Township situation. They are going to try to get a couple of volunteers.

Barb Crow: Bob Engleson and Sherry Rovig have been working on the bylaws.

#### c. Planning and Zoning

Sue Lawson: There was supposed to be a Conditional Use hearing in May, but the Community Participation part of the application was not adequately completed, so the hearing will be held this month. It is for a business called Dryco that cleans up from damage caused by fires and flooding. The trucks and equipment will be stored there and he employs 2 or 3 people. It is a privately maintained road so there is a road association. He hopes to grow the business and eventually move it out of the Deerview Trail location.

The Commission is working on three projects. For the Congdon trust land project, she, John Schifsky, Jo Thompson, Tony Fladmark and Bob Bruce, a former planner for the City of Duluth, met and talked about strategy. The trust land has just "been there" to-date without active management. They plan on putting an article in the newsletter and making contact with other key people with the City of Duluth. They hope to work together with the City to plant trees and talk about vegetation cutting. Ultimately, they would like to put together a memorandum of understanding.

Work is being done to update the Township informational booklet. We are also working on the relationship of building size to lot size, an issue that emerged with the Seeds of Hope Ranch variance hearing. It does not come up a lot and the most efficient approach might be to make it a conditional use.

Trails in the Town is the last project. Safe routes to school is a program that the school would need to initiate. There is a lot of interest in other trails. Someone from the DNR and ARDC will be coming to talk to the Commission.

The Town's Communication Agreement is going to be mounted prominently on the wall where the Planning & Zoning bulletin board is now.

Barb Crow and Don Sitter asked that it be framed in a simple frame to make it more prominent than just a poster.

#### d. Legal

#### e. Roads

Dave Miller: Bob Rodda is about 2 weeks behind on grading because of the weather. He has about 2/3 of the roads done. After that he will work on the Johnson Road project and will be reimbursed by FEMA for that. The County is

putting chloride down on its roads, so we should do ours. Dave Mount started with boundary signs for the Town, but they did not fit St Louis County specs, so we had them redone and will put up the 7 signs at the perimeter of the Town. They did say "Welcome to Duluth Township." Now they just say "Duluth Township." The signs can only go on the boundaries of the Township – both ends of Scenic 61, East Pioneer, McQuade, App, Culbertson, and West Knife River Road. We originally wanted them also in places like the beginning of Homestead Road coming off Highway 61. To put them on the expressway, we would have to go through MNDOT.

Don McTavish: The County removed signs from the expressway and won't put them up again. They took ours down but left Lakewood Township's up.

Mary Anne Daniel: What happened to the fire station sign in front of the Town Hall?

Barb Crow: She looked into it and these type signs now require lights, so it was decided not to put it back up.

#### f. Community Center

Dave Miller: There was a facilities meeting to wrap up the year and see if there's anything major coming up. There is not much coming up this summer; otherwise waiting on the results of the negotiations.

Kevin Pettis: Regarding the bid for grounds work on the warming house from J.R. Sundberg, this is work that needs to be done now, especially for safety on the pleasure rink. On an average night there are between 50 and 150 people using the facility. It is even busier on the weekends. The sidewalk needs to be put in because it gets muddy there otherwise. And there is a drop off that needs to be corrected at the entrance between the warming house and hockey rink. The grading of the drive and the drain rock are important because otherwise their equipment gets stuck in that area. Sundberg is not charging labor. The siding is not completely finished. He hopes to get that done this summer with volunteers.

Don Sitter: Based on his calculations, the concrete work alone is a good deal.

Don Sitter moved to approve the J.R. Sundberg bid, Mary Anne Daniel seconded. Motion passed.

Kevin Pettis: He was asked to see what was needed to be done in conjunction with the transfer negotiations. He sent an updated list to Mary Ann Sironen which the Board should have. There is infield work that needs to be done on the baseball field. They need volunteers for that and would like to do it fairly soon because the field is being used about four nights a week. When soccer starts, there is overlap between soccer and softball, so these field uses will have to be scheduled separately. The only item not covered in their budget this year is the benches. They would like to purchase additional hockey nets so they can play two games sideways on the ice when they want to. The nets are 2 inch welded one piece frames and are \$550. Replacement nets are only \$50, so the majority of the cost is in the frame.

Don Sitter: How does it normally work – do we approve each expenditure or only when it goes over?

Dave Miller: If it is under budget, no special approval is needed. If it goes over, then need approval.

Kevin Pettis: Small scale items are just submitted as bills. What he is presenting tonight is a large segment of the budget. He found hockey nets for under his original estimate. He will take this extra money and put it towards the benches, so they just need \$500 more to get the benches.

Mary Anne Daniel: Will the extra set of nets go on the pleasure rink?

Kevin Pettis: No, all four nets would be on the hockey rink. The nets are moveable for different game configurations.

Don Sitter moved to approve the expenditure, Dave Miller seconded and the motion was approved.

Kevin Pettis: Regarding maintenance, he met with the facilities manager, Aaron Molina and they talked about the four options on the table for possible transfer of the facilities and how maintenance would play into each scenario. Option 1 would be the same as it is now. For Option 4, Aaron felt that the school would not be likely to have the budget to run those programs. For Option 2, he thought we would do what we are doing now, work hand in hand. Option 3, Aaron thought that the school would be able to set aside money for maintenance of the fields and rinks.

Barb Crow: This would all need to be discussed.

Don Sitter: Did Aaron submit these thoughts in his comments? That would be the right vehicle.

Kevin Pettis: On another subject, Aaron said he will be working by himself this summer..

Dave Miller: They are in the process of hiring. He okayed the purchase of a trailer for behind the mower to make things easier for the time being.

Kevin Pettis: Under Option 3 it is possible that volunteers could mow the grass. They currently use volunteers in winter to maintain the ice using the facility equipment. The same thing could be done in the summer for mowing.

#### g. Town Hall

Barb Crow: The new copy machine is not hooked up to wifi yet. When it is, we will be able to send print jobs from Town computers and scan to the computers as well. They are trying to coordinate a time for everyone to come for training. They also need to arrange to program all of the computers that will be used on it.

Ameri-pride service agreement for Town Hall mats: Barb Crow moved to approve, Don Sitter seconded and the motion passed.

Barb Crow: There is a second phone line in the Town Hall that has been used in the past for faxes. We are not currently being charged for a second line, but we need a second line for elections. Someone will check to see if that second line is still functional.

#### h. Materials Management

Caroline Merino: Pat does not want to work as many days. Roger has been a great fill-in. The schedule will be: Tuesday morning: Caroline; Tuesday evening: Pat; Thursday evening: Roger; Saturday: Pat and Roger alternate. Aluminum cans are still being put into the kennel. The kennel is supposed to be removed. It is a mess – it keeps getting broken into and people throw garbage into it. She will be filling out the form for the grant for the recycling program for next year. The grant money comes from a tax that everyone pays on their garbage bill.

#### i. Cemetery

Mary Anne Daniel: She heard the annual Memorial Day recognition service was very nice. Molly Tillotson attended it. They brought in a Port-a-Potty. Molly will be doing some more work trying to locate markers and make sure everything matches up in the records.

Barb Crow: Molly spent a lot of time finding unmarked graves and flagging them. When they set up for the Memorial Day service, they pulled out all of her markers.

#### j. Communication

#### k. Personnel

Barb Crow and Don Sitter made a motion for a salary increase for the Town of Duluth Treasurer: Whereas, the Town of Duluth Treasurer has not had a merit pay increase in at least 8 years and whereas, the Town of Duluth Treasurer manages accounts that are more varied and complex than other area townships, and whereas, the Town of Duluth Treasurer salary is at the lowest end of the pay range for area township treasurers, and whereas, the Town of Duluth strives to provide equitable pay to all of its employees, we propose that the Town of Duluth Treasurer salary be raised to \$400 per month, \$42.80 of which will be paid from the community center fund for time spent on community center transactions. The remaining \$357.20 will be paid from general township funds. The raise will be effective on the next monthly paycheck (July 2013).

Mary Anne Daniel seconded and the motion was approved.

Barb Crow: The Board needs to make a decision on the applicant for the open Commission position. Don Sitter made a motion to approve Larry Zanko for the open position. Barb seconded and the motion passed.

#### 8. Correspondence

a. MAT membership cards were distributed.

#### 9. Old Business

#### 10. New Business

#### 11. Motion to adjourn

Barb Crow made a motion to adjourn, Don Sitter seconded. Motion passed. Meeting adjourned at 8:45.

Minutes taken by Beth Mullan