

Town Board Meeting  
November 14, 2013

Pledge of Allegiance

Communications Agreement Review

Present: Barb Crow, Mary Ann Sironen (Skipper), Don Sitter, Mary Anne Daniel, Dave Miller

Absent: None

Approve Minutes

- Town Board Meeting October 10, 2013
  - Don Sitter made a motion to approve the minutes as amended, Mary Anne Daniel seconded.
    - On page 3 strike Don's comments about "three things going on". With that amendment the motion passed unanimously.

Meeting Schedule

- Joint Use Committee Meeting November 20, 2013.
- Town Board Meeting December 12, 2013. Holiday Pot Luck dinner immediately following the Town Board meeting. Board Meeting will begin at 6:00 p.m.

Approve Agenda

- Additions
  - Mary Anne Daniel: Portable radios.
  - Barb Crow: Township equipment stored at the Community Center.
  - Don Sitter: Update on Town Hall desks.
- Adjustments
  - Move ADA entrance up on the agenda.
- Don Sitter made a motion to approve the revised agenda, Barb Crow seconded. Motion passed unanimously.

Tabled Agenda items:

- Community Center rental Policy/Agreement. Once the rental agreement is completed it will be brought to the Joint Use Committee for review/approval then returned to the Town Board for a vote.
  - Changes to the form included parking on the gravel; a renter might be required to provide proof of insurance and the Town has liability insurance on its employees. The Town does not have insurance on residents/attendees/participants on Community Center grounds, individual homeowner insurance should cover. Some rates were increased including the security deposit. Kitchen use at the Town Hall will not be limited however Kitchen use in the Community Center will be regulated and supervised. Capacity will be code standard. One form will be used, Kevin will rent the community center during after school hours, and the Clerk will rent the Town Hall. Fees will pay for recreation not lights. Lights will be covered as an "in kind" use from the school. Additional language suggestions were made by Attorney Tim Strom.

Until the new rental policy/agreement is put in place Kevin will continue to rent the Community Center space, open and close the facility as needed and be generally available during the rental. Evening school functions trump township events and rentals. Skipper has a document outlining how scheduling events will happen, that document will also be brought to the Joint Use Committee for discussion.

Request to be on the Agenda: None

Concerns from the Audience: None.

Wayne Dahlberg: ADA door estimate \$9,876.00 which includes material and labor. Don Sitter made a motion to accept the bid from Les Grumdahl Construction Barb Crow seconded. Motion passed unanimously. Wayne will contact Les Grumdahl.

Treasurers Report

Beginning Balance	\$1,033,381.73
Deposits	\$ 1,768.82
Expenses	\$ 33,225.53
Ending Balance	\$1,001,925.02

- Review Claims List for Approval
  - Dave Miller made a motion to approve the claims, Don Sitter seconded.
  - Coding changes: New Supervisor desks, security camera should come from the Township Capital Improvement Fund.
- Statement from Duluth Lawn and Sport, maintenance on the lawnmower. The Town was not asked before the lawnmower was sent in for maintenance. Mary Anne Daniel made a motion to return the bill to North Shore Community School. Following a lengthy discussion it was decided to pay this bill with the caveat that it isn't to happen again without township authorization. Mary Anne withdrew her motion. Don Sitter made a motion that we pay this bill in good faith with the understanding that we pursue the transfer of ownership to the school and work through the JUC on how we will manage the maintenance of that equipment for the future, Dave Miller seconded. Don and Dave withdrew the motion. Barb Crow made a motion that we pay the bill to Duluth Lawn and Sport and also send a memo explaining that we are paying this one in good faith but in the future will not pay bills unless pre-approved by a member of the Town Board, Dave Miller seconded. Motion passed: Aye - Barb, Dave, Skipper and Don, abstained - Mary Anne Daniel. Barb Crow made a motion to authorize Dave Miller to approve emergency repairs for equipment we own at the Community Center up to \$500.00 per event through the January Board meeting. Don Sitter seconded. Motion passed unanimously.
- Pay Bills.

#### Department Reports

##### Police Department

- Residents have expressed concern about speeding on Ryan Road; there will be some weekend checks to slow traffic down.
- The light on the Ryan Road is a traffic hazard and will need to be brought into Ordinance compliance with appropriate down lighting.

##### Fire Department

- Sherry Rovig: Fire Department By-Laws. Sherry reviewed the changes to the General Fire and Relief By-Laws with the Town Board, both sets are in compliance with current laws and state recommendations. Mary Anne Daniel made a motion to approve the Clifton Fire department by-laws, Barb Crow seconded. Motion passed unanimously.
- Fire/First Responder 2012 Statistics: Duluth Township had 18 Fire related calls and 68 medicals in Alden Township we had 3 Fire related calls and 9 medicals.
- In February of 2013 St. Louis County changed to a new radio system making both the Police and Fire department radios obsolete. Twelve (12) of the radios were purchased with levied funds making them Township property the town loaned those 12 to NSCS but continues to retained ownership. The Town Board decided if NSCS is using the radios allow them to continue, a discussion will be held at a later date to decide the radios status.

##### Planning and Zoning

- Stormwater: Val Brady, Jo Thompson and Sue met to work on the MS4 application which is to be completed in December. Val will make an appointment with Skipper to sign the document before it is mailed. Our Stormwater ordinance will need to be updated, Peggy Dahlberg did the MS4 for UMD and has offered to work with the Township.
- Directors Report: The Planning Commission will not hold a meeting until January unless an urgent issue requires an immediate decision.
- Clint Little came to the last meeting and marked trails offering to return in January with examples of plans.

##### Legal:

## Roads

- General Maintenance is being completed for the season.

## Community Center

- Joint Use Committee
  - ABC inc. has requested two documents: 1. a certificate of insurance for equipment owned by the Town and stored at the school and 2. a certificate of liability insurance for recreation uses at the Community Center.
- Community Education. Many questions need to be answered: What do we want to see as a township and how do we get there? Do we want to pursue it more? How should we best proceed? If you wish to teach a class Kevin Pettis will reserve a room and the date the rest is up to the teacher, there will be a fee for this service. The Township will not advertise for coordinators.
- Recreation: Kevin was authorized to rent a dumpster and has been cleaning the debris from NSCS grounds. Hockey nets were approved last July. Kevin has a proposed budget for Recreation which will go out in an e-mail before the next Board meeting.

## Town Hall

- Moving Township elections to November: tabled until December.
- Supervisor Desks: One finish coat and the tops hopefully all will be ready in December.
- New hall tables are here.
- Barb Crow would like to have the upholstered chairs steam cleaned.

## Materials Management

- D/NSSD Board of Managers Election:
- Electronic cleanout on Saturday November 23<sup>rd</sup> 8:00 – Noon.

## Cemetery

## Communication

- George had asked Skipper to come to the Homesteaders and debate the Community Center fund. Skipper declined as this issue isn't debatable.
- Don Sitter received a grant opportunity for elections, Don, Barb and Jo Thompson will complete the grant.

## Personnel

- 2014 COLA: Cost of Living adjustment is 1.5% for 2014. Barb Crow made a motion that we increase employee's wages and salaries by 1.5% starting in January this excludes the meeting rate for supervisors, excludes the meeting rate for the planning commission and excludes the police department because we negotiate a 3 year contract. Don Sitter seconded. Motion passed unanimously
- JUC Staff compensation (Sue Lawson and Beth Mullan). Dave and Skipper will charge their normal Town Board meeting rate after the meeting on the 20<sup>th</sup>. Dave Miller made a motion to authorize rate of \$35.00 per meeting and an hourly rate of \$11.59 for follow-up for Sue and for Beth the per meeting rate of \$35.00. Don Sitter seconded. Motion passed unanimously.

## Correspondence

- 2014 Minnesota Benefit Assoc. Scholarship Program
- Energy Planning Information Committee
- SLCAT
- St. Louis County Ordinance 61 proposed draft
- Duluth-Superior Metropolitan Interstate Council

## Old Business

## New Business

Motion to Adjourn: Barb made a motion to adjourn at 10:15 p.m., Don Sitter seconded. Motion approved unanimously.