

Town Board of Supervisors
Regular Board Meeting February 12, 2015

Attendance: Mary Ann Sironen, Don Sitter, Mary Anne Daniel, Jim Ward, Dave Edblom

1. Call to order
 - a. A. Pledge of Allegiance
2. Approve Minutes
 - a. January 8, 2015: Don Sitter made a motion to approve the minutes, Dave Edblom seconded. With the following changes the motion passed unanimously.
 - Department reports 6 b where it says Sue Lawson will send the map to Don Sitter electronically should read be sent "to the EOC". Bottom of second page under Roads correct Dave Edbloms name.
3. Approve Agenda
 - a. Don Sitter made a motion to approve the agenda, Dave Edblom seconded. Motion passed unanimously.
4. Finances
 - a. Treasurers Report
 - Beginning Balance: \$1,140,504.57
 - Deposits: \$ 7,772.13
 - Expenses: \$ 30,030.02
 - Ending Balance: \$1,118,246.68
 - Less \$ 200,000.00
 - Spendable Balance: \$ 918,246.68
 - i. Review Claims List for Approval
 - ii. Approve Bills:
 - iii. Sinclair Fleet Services: A payment was misapplied to a closed account once the credit was correctly applied the card was reopened. Problems continue to exist.
 - anySite Hosting check released
 - Como Oil and Propane check released
 - iv. Sign Payroll Net Pay Account Distribution
5. Public Comment

George Sundstrom: I have significant questions of the January 8th meeting regarding Joint Use Committee minutes.
6. Department Reports
 - a. Police: The monthly report out. Ryan/Lismore Roads continue to be tricky. Mike Peterson is officially resigning effective this meeting.
 - b. Emergency Operations: Nothing new.
 - c. Fire
 1. Memorandum of Understanding (MOU): In January the Board requested the Fire Department have our attorney review the MOU document. Our Attorney has, the DNR has also reviewed the changes our attorney made and agreed to them. Mary Anne Daniel made a motion that Bob Engelson requested permission to sign and finalize the MOU with the hatchery, Don Sitter seconded. Motion passed unanimously.

d. Planning and Zoning

i. Storm Water

1. Minnesota Erosion Control Association Conference. Three day conference all day each day. Anyone who attends will be considered a trained illicit discharge official. Cost is \$85.00 per person and will be held at the DECC. Sue and possibly Dave Edblom will attend.
2. Request for letters documenting match time for Grant. Letters were signed showing the township acknowledges the value of the time Jo and Val donated.
3. Stormwater update presented by Sue. Requirements for MS-4 changes in our zoning ordinance.
 - Construction Stormwater Management: Bare soil greater than or equal to 1 acre will require a MPCA Permit and be very indepth; Bare soil less than 1 acre with a LUP from the Town will be abbreviated and under the authority of the Town.
 - Post Construction Stormwater Management: Bare soil greater than or equal to 1 acre will require a plan; professional design, continued maintenance, continued inspections and continued enforcement.
 - Coming will be: Standard Operating Procedures (SOP) and an Enforcement Response Plan.

ii. Directors Report

- Commission meeting: There is a short term rental coming up and a Commercial design review for a small addition to a business on the corner of Lismore and McQuade. Nokomis is still working in their PUD plan and checking the financial feasibility. St. Louis County ordinance is being updated there is a new requirement on landfills.

iii. St. Louis County Aquatic Invasive Species Plan: requesting input from townships.

e. Recreation

- i. Report in Supervisors packet: The skating rinks are increasing our participation usage numbers. K-6 volleyball program has been canceled due to lack of participation.
- ii. Recreation Program: Proposal is to adopt the following framework with a June implementation which would give time to work out details and answer questions.
 - Our Goals for the recreation program:
 - To provide use of the NSCS/ABC facility for all ages.
 - To work with our NSCS/ABC partners ensuring township residents have access to this facility which was the value we received for transferring the ownership of the facility to ABC.
 - To provide for the use of the skating rinks and warming house that were built for the children and adults of the township when the township owned and managed the facility.
 - To provide recreation opportunities while being fiscally responsible to all township residents.
 - To provide recreation opportunities that are cost efficient and fiscally self-sustaining.
 - To continue to rent the facility whenever possible to help to provide revenue to achieve fiscal sustainability.
 - Summary:
 - Most use of the facilities are by casual users without need for recreation coordinator.
 - Renters of facility constitute next highest level of use and provided the only income for the program.
 - Lowest number of participants were in formal recreation program area.

- Largest expense was salary for recreation coordinator.
- What has changed since the Recreation Coordinator was created:
 - The ownership of the school/community center facility has been turned over to ABC in return for use of the facility for all township residents.
 - It appears we will be required to pay for heat and lights for the skating rink and warming house to keep them functioning.
 - The town no longer has any responsibilities for lawn mowing or snow removal since the John Deere tractor and attachments were given to ABC.
- Proposed Change:
 - Create a new position “rental coordinator” in lieu of the recreation coordinator position.
 - The rental income generated would be used to pay for the lights and heat at the warming house and skating rinks. (only when the rinks are operational).
 - No change to the Kiln.
 - Any remaining costs of the skating rinks heat and lights would be paid out of the Recreation Budget. (Any positive income would flow into the General Fund)
 - All casual users and renters will continue to utilize the facility; we may lose the formal programs such as the baseball/football clinic unless parents and volunteers can arrange for such programs.
 - This position would be required to line the soccer fields and set up the nets if ASYA continues to rent the soccer fields
 - All other maintenance duties would be performed by volunteers and/or NSCS/ABC staff.
- Cost Estimates for rental coordinator:
 - Suggested Pay/hour: \$11.96
 - Avg rentals/month: 1.5
 - Est. hours/rental: 4-6
 - Avg. costs/month: \$72-\$96
 - Avg. costs/year: \$864-\$1,152
- Cost Estimates for continued Recreation use of the facility:
 - Porta-potty rentals: \$300.00
 - Lights and heat for the warming house: \$1,700
 - Salary-Rental Coordinator: \$1,100
 - Pavilion out-house pumping (if a shared expense with NSCS/ABC): \$350.00
 - Rental Income: -\$2,150
 - **Total Cost Estimate: \$1300.00 per year**
- Mary Anne Daniel made a motion that we adopt the proposed changes to the recreation program, Dave Edblom seconded. Motion passed unanimously.
- iii. Overdue Skating rink light bill: Kevin was handed a bill stating the skating rink lights were going to be turned off for non-payment this is the first statement we had received. Last year ABC paid the bill as they received the statements, we settled the entire bill at the end of the skating season. Mary Ann Sironen sent a personal check for \$180.00 to keep the lights on for the skaters. ABC will pay the remaining bills until the end of the skating season, the Town will settle with ABC minus \$180.00.
- f. Legal: No report this meeting
- g. Roads: Water was getting high on the Clover Valley Road, the County took care of the problem at our request.
- h. Joint Use Committee
 - Matrix: ABC and NSCS boards have both approved the matrix.

- George questions last month's minutes and discussion regarding the Joint use agreements. Does the Town need to get value equal to the value of the building? Answer: Legally the Township residents get value from the building however in answer to your question we were to get "use" not value.
 - Question: why is the town paying for the outhouse pumping? And if we stop paying what will happen? The hold up in approving the matrix is there was no assignment of number to the values on the matrix. Don Sitter has assigned a budget to the matrix so the Town Board has something to either approve or discuss. The whole purpose of the Joint Use Committee is to discuss appropriate use of the building however it has nothing to do with the recreation program.
 - Matrix: The Town will be responsible for the payments of lights/heat at the warming house and the porta potty for the months of January – March 2015. Dave Edblom made a motion to approve the matrix as it stands with the issues to be decided after the recreation coordinator position is decided, Jim Ward seconded. Motion passed unanimously.
 - Susan Rose is leaving, Mary Ann Sironen will write a letter thanking her for the work she did on the Joint Use Committee.
- i. Town Hall
- Re-Bids will be back on the 18th.
 - Land acquisition is a dead issue.
- j. Materials Management:
- Busy, mild winter, people are recycling.
 - We need to talk to David Hooey and see if he is still interested in remaining a shed keeper.
 - Carolyn has not yet asked WLSSD if we could replace the shed with a roll off.
- k. Cemetery
- l. Communications:
- New web site went live. Linda is going to continue until Janet gets everything else under control. Next issue is to get departments to update their web sites.
 - Don McTavish will be back shortly, in the 2016 budget we did include a stipend in the event Don decides to step down.
- m. Personnel
1. Resolution #02122015a: Don Sitter made a motion to approve the resolution #02122015a, Dave Edblom seconded. Motion passed unanimously.

Whereas the Town of Duluth strives to compensate its' employees in a fair and consistent manner;

Whereas federal and state regulations are putting additional requirements and required expertise on to the Township's responsibilities, the assistance of a professional planner is essential to meeting evolving demands of the MS4 directives.

Whereas the Planning Director's duties are being expanded to handle the extra work to comply with the new MS4 zoning requirements, the time commitment is estimated to be an additional 24%

Therefore, be it resolved that the Planning Director's salary be increased by 24% to \$1,320 per month to compensate for the additional hours required by MS4.

Furthermore;

Whereas the Town of Duluth wishes to pay for good performance in a manner consistent with others in similar positions as determined by the US Department of Labor;

Whereas Sue Lawson has held the position of Planning Director for the Town of Duluth since 2008 and has performed the duties and responsibilities in an excellent manner;

Whereas Sue Lawson has education and experience that exceeds the standards set by the US Department of Labor for this position;

Whereas Sue Lawson has not received a merit raise since being hired in 2008;

Whereas Sue Lawson does not receive additional compensation for all the meetings she participates in and facilitates; (Note: with one exception, the JUC meetings which she is paid at a rate of \$11.96/hr) Therefore, be it resolved that Sue Lawson's salary be increased to \$1,500/month effective March 1, 2015.

2. Resolution #02122015b: Mary Anne Daniel made a motion to approve the resolution, Don Sitter seconded. Motion passed unanimously.

Whereas the Town of Duluth appreciates and compensates its employees for competent and effective work; Whereas the Town of Duluth employees a cemetery sexton whose duties require excellent social and inter-personal skills as well as on call availability service to the township at no cost;

Whereas the aging of the Palmer Cemetery is requiring more management of monuments and accurate mapping; Therefore, be it resolved that the Cemetery Sexton's base pay be increased to the following: November – March \$50.40 per month; April – October \$224.00 per month; hourly rate when required \$14.35.

3. Mary Ann Sironen did propose an increase from \$65.00 to \$75.00. Board Chair to \$100.00 Don Sitter seconded. Motion passed 4 aye; Mary Ann Sironen, Don Sitter, Jim Ward, Mary Anne Daniel and 1 nay. Dave Edblom.

7. Old Business

8. New Business

1. Board of Appeal and Equalization: April 7, 2015 6-7 p.m.
2. Notification: 2015 Federal Mileage Rate \$.57.5

9. Correspondence

1. St. Louis County Days Tentative Agenda
2. ZMC Hotels: Public Service Discount
3. UMD Continuing Education
4. Land Steward Project
5. MIC Minutes
6. RSPT Letter

10. Meeting Schedule

- a. March 10, 2015 Election 7:00 a.m. – 8:00 p.m.
- b. March 10, 2015 Annual Meeting 8:15 p.m.
- c. March 12, 2015 Board of Canvass 6:30
- d. March 12, 2015 Town Board Meeting 7:00 p.m.

11. Adjournment Dave Edblom made a motion to adjourn, Don Sitter seconded. Motion passed unanimously.