

# Town of Duluth

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## Town Board Meeting

May 10, 2018

Call to order: The meeting was called to order at 6:30 pm with the Pledge of Allegiance Supervisors Barb Crow, Dave Mount, Rolf Carlson and Corlis West were in attendance, Penny Morton was absent.

Motion to approve the minutes: Barb made a motion to approve the minutes from April 12<sup>th</sup>, 2018, Corlis seconded. Motion to approve passed unanimously.

Approve agenda: Barb made a motion to approve the agenda with the following additions, Rolf seconded.

- Additions to the agenda: Barb added tax exempt status; public comment was moved above finances; equipment was added under planning and zoning; map change was added under planning and zoning; parking lot was added under Town Hall; construction insurance was added under fire. Motion to approve passed unanimously.

### Finances

Tax Exempt: As a local government Duluth Township is exempt from State sales tax as long as the item is a consumable, if we purchase to sell the item is not exempt. We must pay for the item directly and take possession immediately. The clerk will compile a list of vendors currently charging us tax, create a ST3 (certificate of exemption) and a brief letter for each vendor on the list, the supervisors will review the list at each meeting and either Dave or Penny will sign both the ST3 and the letter.

The Treasurer reported a beginning balance of \$643,539.58, deposits of \$1588.48 and expenses of \$15,635.75 for an ending balance of \$629,492.31. The claims list for approval was reviewed all checks and the payroll distribution documents were signed.

### Public Comment

- Jana Dreher a North Shore Community School counselor along with a delegation of North Shore students presented a proposal to the Town Board requesting funding for a ZipKrooz Zipline. The funding request would be a 50/50 split between ABC of North Shore Community School and the Town of Duluth, grant opportunities have not been sought at this time. This will be an agenda item at the June Town Board meeting.
- Electronics presentation: Planning and Zoning Commission representative Jerry Hauge would like to propose the purchase of a screen projector, screen and wireless mikes for the main room of the Town Hall. The proposal represents an electric screen but a manual screen is also available. The equipment will most often be used by the Planning Commission, the Town Board, the Board of appeal and equalization and Hall Rentals such as Advocates of the West Knife; it will be available to others upon request. Corlis made a motion to accept the proposal by Excel AV group for \$5689, Barb seconded for discussion purposes. Barb would like to amend the motion to approve the work and spend up to \$6689 including the electrical work but hopefully less if we use a manual screen. Barb's motion was amended to read: The Town Board authorizes Corlis to spend up to \$6689 for the installation of a projection system from Excel AV group with the final specifications to be decided after acquiring more information on screen type. Corlis seconded, the motion passed unanimously.

### Department Reports

#### Police

- New Scenic Café liquor license: Barb made a motion to approve a liquor license renewal for the New Scenic Café, Rolf seconded. Motion passed.
- French River Store garbage discussion.
- Speed trailer is out.

## Fire

- Motion to authorize Bob Engelson to make changes to the construction contract: Corlis made a motion that Bob as owners representative has the authorization to spend up to \$33 thousand in aggregate, Barb seconded. Motion passed unanimously
- The contract is with the contractor, there is a pre-construction meeting next week.
- Construction (builders risk) insurance: Barb made a motion to authorize Dave to spend up to \$2000 on the purchase of builders risk insurance; if Dave cannot get insurance for that amount then get the builders risk insurance from MAT which only covers materials, Rolf seconded. Motion approved Corlis is leaning towards MAT insurance; Rolf is leaning towards no more than \$2000.
- Automatic contract renewal: MN State firefighters training association requires training, as a way to provide training with an option to track that training the fire department contracted with "Target Solutions". It was not a good fit, it was difficult to get the required CEU's and so it was decided to not renew the contract. The contract renewed automatically.

## Planning and Zoning

### i. Storm Water

### ii. Director's Report

- Planning Commission meeting April 26, 2018
  - Public Hearing: a bed and breakfast was approved.
  - There will be 2 public hearings in May
  - Election of officers: Jo Thompson will remain as Chair, Wayne will remain as vice chair
- A grant will be submitted to update the comprehensive plan.
- Beth, Sue and Clint Little will meet to work on a data inventory.
- Tax forfeited land: The St. Louis County board approved the sale of the Old Clover Valley School property; three parcels will be sold as one.
- Map: The Commission is required to hold a hearing. It is possible the Town Board and Commission could hold their hearings together.
- Amending the Road Entry Permit fee will require a public hearing.

Legal: Nothing to report

## Roads

- Road entry permit: Corlis made a motion to adopt this process as presented, Barb seconded. Motion passed unanimously.
- Township Road Forum: Corlis is holding a township road forum on May 23<sup>rd</sup> the purpose is to have people come talk about township roads. A list of township roads was printed in the last newsletter.

## Community Center Projects:

- NSCS Endowment Board of Trustees: "The Endowment Fund represents a community based effort to build partnerships and assets in order to provide supplemental funding, independent of the school budget, to enrich and extend the education of students of NSCS. The Endowment fund is managed by the Duluth Superior Community Foundation. The board of trustees is comprised of the following representatives each appointed by their boards/membership; one from the NSCS Board, one from the teachers, one from the Town Board, one from the Homesteaders and one from the PTA. These five members then appoint at least 2 more trustees but not more than six". Barb nominated Penny pending her acceptance, Corlis seconded the nomination. Motion passed pending Penny's acceptance.

#### Town Hall

- Floors: Rolf made a motion that we authorize Corlis to spend up to \$2500 to resurface the floors in the town hall Barb seconded. Motion passed unanimously. We previously used Riverside Flooring with very positive results.
- The parking lot will be slurry sealed, date and time details have not yet been worked out.

#### Emergency Operations

- Director Mary Anne Daniel is stepping down from her position.

#### Materials Management

- D/NSSD resolution: Dave made a motion to adopt the resolution, Rolf seconded. Motion passed unanimously.

#### Cemetery

- Mowing contract: Barb made a motion to hire Brad Linder with Cutting Edge for this season of mowing, costs will remain the same Rolf seconded. Motion passed unanimously.
- Memorial Day speaker: \$50.00 for the memorial day speaker

#### Communications:

- The roots book is now available on the web site.
- Requests from the Arts and Heritage to add year book availability.

#### Personnel

- Public Employees Retirement Association (PERA): A town employee did not meet the required PERA threshold, the town board with employee's approval chose to refund prior years but not current year.

#### Old Business

#### New Business

#### Correspondence

- SLCAT newsletter
- MAT legislative updates

#### Calendar Events and Meeting Schedule

- Township Road discussion May 23, 2018 6:30 pm
- Town Board meeting June 14, 2018 6:30 pm

Adjournment: Rolf made a motion to adjourn, Dave seconded. Motion passed. 9:05 pm