

MEMO

To: Barb Crow, Supervisor

Rolf Carlson, Supervisor, Planning Liaison for Planning Commission

From: Sue Lawson, Planning Director

Date: 11/7/18

Re: Phase I and II Updating Comprehensive Land Use Plan: Compensation for Planning Director and Planning Secretary

As you know, we will be starting to update the Comprehensive Land Use Plan (CLUP) in December 2018. There are three phases in updating the CLUP:

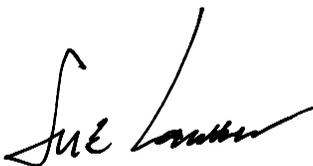
Phase I: Data summarized including background information and trends, and a report will be prepared.

Phase II. Explore and determine the core community values. Determining these values upfront will provide an important part of a framework to ensure the vision, goals, and polices reflect the core values of the community.

Phase III. Develop the vision, goals and policies for the CLUP

Compensation for Phase I and II is primarily grant based. A grant to MN Lake Superior Coastal Program was applied for, received, and approved by the Town Board.

The Coastal Program funding for compensating the Director and Secretary is \$7,500. The Town agreed to fund their portion of the project for a total of \$1,850. (See yellow highlighted column in the attachment A). As such, for the six-month period beginning December 2018 through May 2019 the Planning Director salary needs to be increased by \$1,448 (gross) per month and the Planning Secretary's salary increased by \$100 per month (gross). Please see Attachment A: Grant Summary for specific details.



ATTACHMENT A: Grant Summary - MNLSCP Grant
Updating Comprehensive Land Use Plan

Phase I and II Planning (MNLSCP Grant Funding)

BUDGET

Budget				
Categories	Grant	Match		Total
		Source	Amount	
Salaries	\$6,000	Township Planning Director	\$1,000	\$7,000
Benefits	\$1,500	Township Planning Director	\$250	\$1,750
Salaries	\$0	Township Planning Secretary	\$500	\$500
Benefits	\$0	Township Planning Secretary	\$100	\$100
Volunteers - Community Steering Group (CSG)	\$0	CSG - 370 hours (In-kind)	\$7,400	\$7,400
Copies	\$0	Township (In-kind)	\$250	\$250
Total Project Costs	\$7,500		\$9,500	\$17,000

Notes

Planning Director Salaries and Benefits: 290 hours at \$30 / hour

Planning Department Secretary Rate: 40 hours at \$15 / hour

In-Kind: Volunteer Hours: 20 person CSG includes 5 meetings and an Open House at \$20 / hour

Copies: Materials for CSG, copies of Analysis Report, Copies of current CLUP, Copies of 2012 CLUP Update Analysis