

## **Tofte Town Board Meeting Minutes December 8, 2016**

Present: Supervisors Jeanne Larson, Sarah Somnis and Craig Horak, Treasurer Nancy Iverson, Clerk Barb Gervais, Rescue squad co-captains Kim Jahnke and Phil Bonin, County Commissioner Ginny Storlie, James Coleman, Joel Bonin, Bill Hansen, Mary Somnis, Dennis Rysdahl, Randy Voecks and Brian Larsen.

Chair Jeanne Larson called the board meeting to order at 7:02 p.m.

Unless otherwise stated, all actions have been approved by unanimous yeas.

Clerk Barb Gervais presented the Supervisors with a tentative agenda for tonight's meeting. Mary Somnis asked if the report on the Appropriations Task Force could be moved to the first item under old and new business. With this change to the agenda, Supervisor Sarah Somnis approved the agenda. Supervisor Craig Horak seconded.

Clerk's report: Clerk Barb Gervais had sent the Supervisors the minutes for the November 10 monthly meeting and the November 28 special meeting prior to tonight's meeting for their review. Supervisor Sarah Somnis motioned to approve the minutes as presented. Supervisor Craig Horak seconded. Clerk Barb Gervais noted she will start to prepare the year end reports/forms that need to be completed or filed. She was asked to make a list of the year end reports/forms. Supervisor Craig Horak motioned to approve keeping the Tofte Town Board meetings on the second Thursday of the month starting at 7 p.m. Supervisor Sarah Somnis seconded. The clerk will post the 2017 meeting schedule. Clerk Barb Gervais will post the 2017 election filing period notice which is January 3, 2017, through January 17, 2017. Tofte Township will be elected one (1) supervisor for a three (3) term, one (1) supervisor for one (1) year on Paul James's remaining term and one (1) treasurer for a two (2) year term.

Treasurer's report: Treasurer Nancy Iverson gave the attached report. With no questions, Supervisor Sarah Somnis motioned to approve the report. Supervisor Craig Horak seconded.

Claims, Payroll, and Transfers: Clerk Barb Gervais presented the board with claims totaling \$50,558.84 for approval for payment. The lodging tax revenue check has not been received from the County as yet; expected to arrive next week. Clerk noted when check is received the check to pay out 96% of the funds received to the LTTA would be issued. Supervisor Jeanne Larson asked to review the claim forms and invoices for the payment for Fryberger and MATIT (annual WC premium). She reviewed the two claim forms and invoices. Supervisor Sarah Somnis motioned to approve payment of claims as presented by the Clerk. Supervisor Craig Horak seconded. Clerk Barb Gervais presented the board with payroll this evening totaling \$11,880.00 which included the annual Fire Department and EMS members' payroll. After review of the payroll, Supervisor Craig Horak motioned to approve payment of the payroll as presented. Supervisor Sarah Somnis seconded.

The Clerk suggested the following transfers of funds to transact tonight's business: 1. Transfer 96% of the lodging tax revenue when received from the County from the lodging tax account to general checking, 2. Transfer 4% of the lodging tax revenue when received from the County from the lodging tax account to savings account #2, 3. Transfer \$5400.00 from the community center lease account to general checking. With no questions, Supervisor Sarah Somnis motions to approve the transfers as recommended by the Clerk. Supervisor Craig Horak seconds.

Fire Department report: Chief Rich Nelson was unable to attend this meeting. Phil Bonin and Kim Jahnke reported a lot of false alarms last month. Sam Crowley is working on the office in the Fire Hall; waiting for Dave Rude to do the electrical. Fire Relief Association will be holding a meeting on Monday, December 12, 2016 at 7 p.m. Clerk Barb Gervais and Supervisor Jeanne Larson will attend. Supervisor Craig Horak spoke to the letter received by the Town from Dave Rude regarding the lake pump. Tim Norman and Craig Horak are waiting for a calm day to put the check valve back on the pump and then go talk to Dave Rude. It is now mandatory for the Fire Department members to have the series of Hepatitis B shots. Cost will be covered by the County.

Rescue Squad report: Rescue Captain Kim Jahnke reported 1 call in November. Kim reported that three different meds are now being administered by the Tofte Rescue Squad; NARCAN, nitroglycerin, and Epi vial (multi-dose) which used instead of Epipens(single use). Tofte Rescue ordered a pull behind sled from MicroConn, Inc. which will be owned Tofte and used by Search and Rescue. The payment for the sled is on tonight's claims. A \$3000 grant from Agstar was received towards the cost of the sled, and both Lutsen and Schroeder have approved a \$1000 contribution each.

County Commissioner Report: County Commissioner Ginny Storlie said she just returned from a three day conference with MCIT (Minnesota Counties Intergovernmental Trust). Cook County received a couple of awards one for conservation for the Cook County watershed and one for use of teleconferencing. Commissioner Storlie reported the Truth in Taxation meeting had attendance between 80 and 100 people. Many citizens are concerned by the tax increases in Cook County.

Citizens Comments – none.

Old/New Business:

Chair Supervisor Jeanne Larson asked Supervisors Sarah Somnis and Craig Horak to review the parliamentary rules of conducting a meeting. This discussion will be held at the January 2017 meeting.

Appropriation Task Force/Advisory Panel: Supervisor Sarah Somnis gave a report said the following people are interested in participating on the task force, Schroeder Chair Supervisor Tina McKeever and Christine Ordemann as well as a representative from each the school and WE CONNECT. Mary Somnis volunteered to be the facilitator for the group; but now she has become too busy to devote the necessary time to lead the

project but will participate. Mary said she offered to work with the groups because it was her understanding the communication was not very good between the organizations. Bill Hansen who was in attendance at this meeting volunteered to offer his skills as a facilitator and to bring people together. Bill said no one would get everything they wanted but they would get something live with. Bill said he would start with a public meeting and chose the panel from those in attendance at the meeting who were interested in volunteering to be on the panel. Supervisor Craig Horak motioned for Bill Hansen to lead and facilitate the West End Community Group (renamed the Appropriations Task Force/Advisory Panel). Supervisor Sarah Somnis seconded.

Housing: Clerk Barb Gervais submitted a request for each the IRRRB grants for extension to 12/31/2017. Chris Ismil will notify the clerk when the request is approved and ready for the signatures. The notice for a project manager will be in the Cook County News Herald next two issues. Dennis Rysdahl suggested a revision on the wording under compensation; negotiable depending on qualifications and insert the word “will” in this sentence: The EDA will oversee the project, funding and find a developer. Clerk Barb Gervais was instructed to change next weeks notice in the paper with Dennis’ suggestion and change the deadline to 12/31/16. Cook County EDA asked to have a discussion on whether Tofte would pursue housing authority. Mary Somnis said there may be a special session before the end of the year. She suggested the Tofte leave in the language in the tax bill. She suggested waiting to see if the bill passes and then go from there. Clerk Barb Gervais has posted that a quorum of the Tofte Town Board may attend the Cook County EDA meeting on December 13, 2016.

Tofte Design Review Board: Tammy Rude submitted her resignation as of December 31, 2016, as a member of the Tofte Design Review Board. Supervisor Craig Horak motions to accept Tammy Rude’s resignations. Supervisor Sarah Somnis seconded. Tofte resident Carroll Peterson was in the audience said he would be interested in replacing Tammy Rude on the Tofte Design Review Board as the member at large. When asked to describe his background; he said he has been a full time resident of Tofte since 2001 and has background in construction and managing buildings. Supervisor Craig Horak motioned to appoint Carroll Peterson to the Tofte Design Review Board to replace Tammy Rude<sup>5</sup>. Supervisor Sarah Somnis seconded. Clerk Barb Gervais will send a letter to Cook County notifying them of Tammy Rude’s resignation and Carroll Peterson appointment.

Birch Grove Community Center:

Ice rink Maintenance - James Coleman is interested in maintaining the ice rink at the Birch Grove. He talked to Jim King about the position. Tofte Fire Department will take care of flooding the ice rink. James duties will include clear the snow off the ice rink and maintaining the ice rink itself. Supervisor Sarah Somnis motioned to hire James Coleman at \$20/hour as a seasonal employee to maintain the Birch Grove Community Center ice rink. Supervisor Craig Horak seconded.

Community Center Part-time maintenance position- Joel Bonin sent in his resume to the clerk who forwarded it to the supervisors. The position includes clearing ice and snow off the community center sidewalks before school. Joel said he could do that; asked about what time he needs to have them cleared. He was told by 7:30 a.m. Joel said he is not working right now. The town board said this position is now 5 to 10 hours a week but may include more hours next spring. Supervisor Craig Horak motions to hire Joel Bonin for the part-time maintenance position at Birch Grove at \$20/hour. Supervisor Sarah Somnis seconded. James Coleman and Joel Bonin need to meet with Clerk Barb Gervais to fill out the necessary employee paperwork.

Billboard – Clerk Barb Gervais asked about the billboard; it is still not leased out. The board asked the Clerk to order banners saying billboard is available lease.

TSSSD member replacement: Tofte resident Allan Olsen who was on the board of the Tofte Schroeder Sanitary Sewer District has moved his residency to Florida. Jim King sent the Town an email that he would be interested in being appointing for the position. Supervisor Craig Horak motioned to appoint James King to the TSSSD board to replace Allan Olsen. Supervisor Sarah Somnis seconded. Clerk Barb Gervais send a confirmation letter to TSSSD notifying the Tofte Town Board appointed Jim King to replace Allan Olsen.

Cemetery: Clerk Barb Gervais posted and published the notice of changes/updates to the Tofte Cemetery Policy for more than 20 days. She said the Town received no comments. Supervisor Jeanne Larson motioned to adopt Resolution #14-2016 updating the Tofte Cemetery policy. Supervisor Sarah Somnis seconded. Supervisor Craig Horak abstained from voting because the subject was voted on before he became a town supervisor.

Update GMSB Resolution: Clerk Barb Gervais prepared Resolution #15-2016 to update signers at the Grand Marais State Bank due to a new chair and a new vice chair. Supervisor Craig Horak motioned to adopt Resolution #15-2016 to update the signers at the GMSB. Supervisor Sarah Somnis seconded.

Mail received: Proposed tax statements for Birch Grove Community Center

Any other business: The individual has been talked to that made an unacceptable comment at the November 28, 2016. The discussion was the comment was not literal but it was improper. He was told he was welcome at future town meetings but had apologized at the next meeting he attended.

With no other business, Supervisor Craig Horak motions to adjourn this meeting at 9:12 p.m. Supervisor Sarah Somnis seconded.

Respectfully submitted by Barbara Gervais, Tofte Town Clerk

