

Tofte Town Board Meeting Minutes December 14, 2017

Present: Supervisors Craig Horak and Sam Crowley, Treasurer Nancy Iverson, Clerk Barb Gervais, Fire Chief Rich Nelson Rescue Captains Kim Jahnke and Phil Bonin, Trevor Huggins and Dennis Rysdahl. Supervisor Sarah Somnis was unable to attend this meeting.

Vice Chair Craig Horak called the board meeting to order at 7:00 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. Supervisor Craig Horak approved the agenda as presented by the Clerk. Supervisor Sam Crowley seconded.

Clerk's report: Clerk Barb Gervais had sent the Supervisors the minutes for the November 9 monthly meeting prior to tonight's meeting for their review. Supervisor Craig Horak motioned to approve the November 9 minutes as presented. Supervisor Sam Crowley seconded. Supervisor Craig Horak motioned to keep the monthly meetings on the second Thursday of the month with a starting time of 7 p.m. Supervisor Sam Crowley second. Clerk Barb Gervais will post the schedule for the 2018 meetings. Clerk Barb Gervais will publish/post the Filing notice for the March 13, 2018, Township election which included elected one (1) supervisor for a three (3) year term, one (1) clerk for a two (2) term, and one (1) treasurer for one (1) year remainder of a two (2) term. Clerk's office must be open by law on the last day of filing January 16 from 1-5 p.m.

Treasurer's report: Treasurer Nancy Iverson gave the November and December reports. Supervisor Craig Horak motioned to approve both the November and December treasurer's reports. Supervisor Sam Crowley seconded.

Claims, Payroll, and Transfers: Clerk Barb Gervais presented the board with claims totaling \$11,834.04 for approval for payment. Clerk Barb Gervais noted that the lodging tax revenue check has not been received. Once received she will issue a check for 96% of the total payable to LTTA. Supervisor Craig Horak asked to review the claim forms and invoices from Dave's Electric and Minnesota Department of Revenue. He reviewed the two claim forms and invoices. Supervisor Craig Horak motioned to approve payment of claims as presented by the Clerk; once the lodging check is received approve payment of 96% to LTTA. Supervisor Sam Crowley seconded. Clerk Barb Gervais presented the board with payroll this evening totaling \$2,907.50 and annual fire/rescue payroll totaling \$8,860.00. Supervisor Craig Horak motioned to approve payment of the payroll as presented. Supervisor Sam Crowley seconded.

The Clerk suggested the following transfers of funds to transact tonight's business: 1. Transfer 96% of the lodging check revenue once the check is received from the lodging tax account to general checking, 2. Transfer 4% of the lodging check revenue from the lodging tax account to savings account #2, 3. Transfer \$4,600.00 from the community center lease account to general checking. With no questions, Supervisor Craig Horak motioned to approve the transfers as recommended by the Clerk. Supervisor Sam Crowley seconded.

Fire Department report: Chief Rich Nelson reported one mutual aid call for Lutsen. Dennis Rysdahl is treating the Fire/Rescue Department to dinner this Saturday at Bluefin Grille. Rich is talking to a guy that condensing FF1 & FF2 to two (2) weekends (Friday-Sunday). They are holding at the Camp Ripley twice a year. The option is to do the training remotely, Rich is going to discuss this option with neighboring Fire Departments.

Rescue Squad report: Rescue Captain Kim Jahnke reported the Rescue Squad had 4 calls in November. Kim Jahnke completed the burn victim training.

County Commissioner Report: County Commissioner Ginny Storlie was unable to attend this meeting.

Citizen's comments: None.

Old/New Business

Trevor Huggins – request/propose the use of the outdoor oven/kitchen in 2018: Trevor Huggins came before the Town Board to ask if he could use the outdoor oven to bake his bread in exchange for holding a pizza bake for the public one night a week from June 1 through September 30. Supervisor Craig Horak motioned for Trevor Huggins to use the kitchen/outdoor oven to do his bread baking in exchange for doing a pizza night for the public one night a week from June 1 through September 30. Supervisor Sam Crowley seconded.

Dennis Rysdahl – Tofte keeping 4% lodging tax revenue: Supervisor Craig Horak has had a discussion with several people about this subject. Supervisor Craig Horak and Clerk Barb Gervais will prepare a proposal for a request of funds for the Tofte July 4th event from the LTTA/CCVB. Supervisor Craig Horak motioned to quit collecting the 4% administrative fee from the lodging tax revenue effective January 1, 2018. Supervisor Sam Crowley seconded. Clerk Barb Gervais will notify the Cook County Auditor/Treasurer's office to send the funds directly to the LTTA/CCVB.

Dennis Rysdahl – Tofte Housing Project: Supervisor Craig Horak and Dennis Rysdahl discussed this subject. Supervisor Craig Horak said the Town of Tofte needs to figure out a way to construct housing in Tofte without having the Town spend additional money. Dennis Rysdahl said Supervisor Craig Horak should contact Mary Somnis, the director of the EDA, to help with this endeavor. Supervisor Craig made a motion to approach Mary Somnis, the director of the Cook County EDA, to seek planning funds for future use of the 29 acre property that the town owns for future use of workforce housing. Supervisor Sam Crowley seconded.

Birch Grove Community Center:

Food Beverage Lodging Youth Camp 2018 license renewal- Supervisor Craig Horak suggested the Clerk will ask Barb Merritt if she wants to get the license; the town will pay her for the time it takes to get the license and the license fee as well. Supervisor Craig Horak asked Trevor Huggins if he was interested in getting the license if Barb Merritt is not. Trevor Huggins said he will consider it; if Barb Merritt is not interested in applying for the license.

Jeremy Ridlbauer sent an estimate to the Town to replace the DVR head of the security camera system in Birch Grove Community Center so the tape can be viewed so see who is coming and going. He quote \$588 or less for a replacement 8 camera head dvr for a high def unit, total install labor costs would be approximately \$330. Supervisor Craig Horak motioned to give Jeremy Ridlbauer permission for the replace the DVR head of the security camera at Birch Grove Community Center at the price quoted; \$588 for camera head and approximately \$330 for labor. Supervisor Sam Crowley seconded. Clerk Barb Gervais will let Jeremy Ridlbauer know if the Tofte Town Board accepted his quote.

General Update: Supervisor Craig Horak who is the liaison for the Birch Grove Community Center to asking Joel Bonin to do the sidewalks again this year instead of Bruce Zimpel.

Park/Cemetery Update: The cemetery gate has been closed. Clerk Barb Gervais suggested the locking the outhouse door in the park over the winter. Those in attendance thought that was a good idea. Phil Bonin will install a lock with key; remove the lock with the clasp on there now.

Mail received: None

Any other Business: None

Supervisor Craig Horak motioned to adjourn this meeting at 8:22 p.m. Supervisor Sam Crowley seconded.

Respectfully submitted by Barbara Gervais, Tofte Town Clerk