

Tofte Town Board Meeting Minutes February 16, 2017

Present: Supervisors Sarah Somnis and Craig Horak, Treasurer Nancy Iverson, Clerk Barb Gervais, Fire Chief Rich Nelson, Rescue Captains Kim Jahnke and Phil Bonin, Gary and Marsha Hansen, and Jerry Gervais. Supervisor Jeanne Larson was unable to attend this meeting.

Vice Chair Sarah Somnis called the board meeting to order at 7:00 p.m.

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

Clerk Barb Gervais presented the Supervisors with a tentative agenda for tonight's meeting. Supervisor Craig Horak approved the agenda as presented. Supervisor Sarah Somnis seconded.

Clerk's report: Clerk Barb Gervais had sent the Supervisors the minutes for the January 12 monthly meeting prior to tonight's meeting for their review. Supervisor Craig Horak motioned to approve the minutes as presented. Supervisor Sarah Somnis seconded. Clerk Barb Gervais asked for the board's approval to update Microsoft Office as the current version in 2003; Clerk had to use her personal excel program to submit a report to the State. Supervisor Craig Horak motioned to approve the Clerk to purchase Microsoft Office 2016 at a price \$149.99. Supervisor Sarah Somnis seconded. Clerk Barb Gervais said she is continuing to work on the year end reports. Cook County is holding the west end tax meeting at the Tofte Town Hall on Wednesday, April 5, at 6 p.m.

Treasurer's report: Treasurer Nancy Iverson gave the attached report. Supervisor Craig Horak motioned to approve the treasurer's report. Supervisor Sarah Somnis seconded.

Claims, Payroll, and Transfers: Clerk Barb Gervais presented the board with claims totaling \$9,903.83 for approval for payment. The lodging tax revenue check has not been received from the County as yet; expected to arrive in the next few days. Clerk noted when check is received the check to pay out 96% of the funds received to the LTTA would be issued. Supervisor Sarah Somnis asked to review the claim forms and invoices for the payment for Arrowhead Lock and Cook County Home Center. She reviewed the two claim forms and invoices. Supervisor Craig Horak motioned to approve payment of claims as presented by the Clerk. Supervisor Sarah Somnis seconded. Clerk Barb Gervais presented the board with payroll this evening totaling \$2315.00. 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 \$9800.00 from the community center lease account to general checking. With no questions, Supervisor Craig Horak motions to approve the transfers as recommended by the Clerk. Supervisor Sarah Somnis seconds.

Fire Department report: Chief Rich Nelson reported it has been quiet for the Fire Department. He had several meetings with Dennis Rysdahl on false alarms. The timing was changed from 45 seconds to 2 minutes before the fire alarm company that Bluefin is using calls the Tofte Fire Department. Chief Rich Nelson said he received the approval from the State Fire Marshall for the change in timing. Fire Department office should be complete next month. Chief Rich Nelson asked the board if any funds left in the Fire Department 2016 budget could be added into the department CD. Rescue captain Kim Jahnke also asked to approve as well for Rescue. Supervisor Craig Horak motioned to approve adding the unspent 2016 budget funds from the Fire Department and the Rescue Squad to the respective CDs in November 2017.

Rescue Squad report: Rescue Captain Kim Jahnke reported 1 call last month. The snow ambulance arrived. Jerry Gervais asked about wheels for use when there is not snow. Rich said wheel kit is approximately \$1700. Rich and Kim invited everyone at the meeting to come over to see the sled after the meeting.

County Commissioner Report: County Commissioner Ginny Storlie is unable to attend this meeting but sent an email with the following update: Public Hearing on Lutsen housing will be in the Commissioners Room at the Cook County Courthouse on February 28 at 5 p.m., Ginny has been appointed to the Cook County Subdivision Committee.

Citizens Comments – Rich Nelson speaking as a Tofte taxpayer suggested asking at the annual meeting whether Tofte should stop paying for the clearing snow on the bike trail. Supervisor Craig Horak suggested finding some other organization to pay for it; i.e. like the LTTA or Sugarbush Trail Association. Jerry Gervais asked about whether the town submitted for a grant for the ½ the cost of putting the sewer system in for the fire/town hall. Clerk Barb Gervais said the town sent a letter requesting that TSSSD covered full cost of the installation. The Town hasn't received an official reply from the TSSSD to the Town's written request for full funding of the project. Jerry Gervais asked if the Town could write a grant for half of the cost. Discussion on whether the town can get two Star grants at the same time; the Township would be submitting a request for star grant of \$7500 to restore the rock work in the part this spring. Clerk Barb Gervais said she would check Jim King who is on the MN Coastal Board.

Old/New Business

Birch Grove Community Center: General report and maintenance update: Clerk Barb Gervais said all is good right now.

WE CONNECT Program Manager Brenda Melin asked for additional \$250 from each of the west end of townships in 2016 senior lunch budget ended up at -\$750. Supervisor Craig Horak motioned to approve additional \$250 contribution to WE CONNECT senior lunch program in 2017. Supervisor Sarah Somnis seconded.

Pamela Swenson Request for Support - Pam Swenson is requesting a letter of support from Town of Tofte to convert the back half of the Cook County Towing garage into a single family unit with the purpose of her living there. Discussion on keeping it to an owner occupied residence. Supervisor Craig Horak motioned for the Clerk to write a letter to County Planning and Zoning stating the Town of Tofte supports owner occupied residence in the existing building at 19 Good Neighbor Hill. Supervisor Sarah Somnis seconded.

Housing: Supervisor Craig Horak gave report on his meeting with the EDA and One Roof Housing. One Roof Housing thought the project was over engineered. One Roof Housing will decide if they want to build the housing project; they didn't say no. Supervisor Craig Horak said if One Roof Housing takes the project they will have the County issue the bonds as the County will get a lower interest rate; Tofte will be a co-signer. Supervisor Craig Horak will check with the attorney about the town's liability for the Dynamic Homes if the project doesn't go through; is Tofte on the hook for the costs of the units. Gary Hansen asked about the land. Supervisor Craig Horak said One Roof Housing will negotiate on the property; will be in the proposal from the One Roof Housing if they decided to go ahead with the project. Supervisor Craig Horak said that his opinion there is no way the Town could do the project on its own.

Letter from OSA: Township finally received a letter from the Minnesota State Auditors Office regarding past donations. The letter stated the State found no authority for the Town to donate to a charter school or to a local, non-county historical society. Clerk Barb Gervais will write a letter to the Tofte Historical Society saying the Town can't donate directly to the THS as the 2017 budget had a donation of the \$10,000 to THS. The clerk will ask if Tofte donates to the Cook County Historical Society which is legal, could they access funds from them.

Safety Deposit Box: As of now, it will take three (3) officers to get access to the GMSB safety deposit box. Supervisor Craig Horak motions to approve to allow only one (1) officer to have access to the safety deposit box. Supervisor Sarah Somnis seconded.

Tofte LBAE: Confirmation that Thursday, April 20, 2017, will work for the Tofte Town Board for the Tofte LBAE. Clerk Barb Gervais will notify Todd Smith, Cook County Assessor.

Board of Audit/2018 Budget Workshop Meeting: Meeting set for Wednesday, March 1, 2017, at 5:30 p.m. Clerk Barb Gervais will prepare the Board of Audit Report as well as the budget worksheet showing the actual expenses for each line item in 2016.

July 4th: Clerk Barb Gervais recommended hiring Brooke Youngdahl as event coordinator again this year. Supervisor Craig Horak motioned to hire Brooke Youngdahl at \$1350 as event coordinator for the Tofte July 4, 2017, celebration. Supervisor Sarah Somnis seconded. Brooke is going to put a sponsorship proposal together for the CCVB and see if they will donate funding this year. Discussion was held on bands for the day, everyone in attendance agreed to hire Cook County's Most Wanted band all day.

2017 Election: Supervisor Craig Horak motioned to appoint Diane Norman, Jane Johnson, and Susan Meyer as election and absentee ballot board judges. Supervisor Sarah Somnis seconded. Absentee ballots are now available from Clerk Barb Gervais. Clerk Barb Gervais will be at the Tofte Town Hall on Saturday, March 11, 2017, from 10 a.m. to Noon for absentee voting.

Mail received: Letter from MPCA regarding Cliff Dweller has adequately addressed the fuel oil release from the underground storage tank system removed November 2015.

With no other business, Supervisor Craig Horak motions to adjourn this meeting at 8:41 p.m. Supervisor Sarah Somnis seconded.

Respectfully submitted by Barbara Gervais, Tofte Town Clerk