

AGENDA

TOWN BOARD MEETING

December 2, 2020 via Zoom, in compliance with Gov. Walz Executive Order

IN KEEPING WITH THE INTENT OF THE OPEN MEETING LAW:

THE BOARD WILL PROVIDE AN OPPORTUNITY FOR PUBLIC COMMENT,

DURING THE OPEN FORUM PORTION OF THIS MEETING BUT THIS IS AT THE BOARD'S DISCRETION AND NOT MANDATED BY STATUTE

NOTE: All issues discussed during the board meeting, including visitor business, are subject to publication in the board minutes, by the media or by other methods.

Call to order

Pledge of Allegiance

Approval of minutes from November 10, 2020, November 12, 2020 meetings

Treasurer's Report

Correspondence

Review of bills

Reports:

Clerk	Parks/Rec
Roads	Community Center
Fire Department	Recycling Center
Cemetery	Other Meetings Attended
	Township Preparedness Plan Update

Open Forum (opportunity for Public to present issues, **TIME LIMIT 3 MINUTES per person.**)

Old Business

- East Cook Lake Road paving request
- Township Moratorium on Gravel Pits
- Study Committee Applications for Township Moratorium on Gravel Pits

New Business

- Town Hall Garden Club request
- Resolution 2020-017 Designating Township Election Polling Place
- Request for Approval of Liquor License for Jason Manning, Minnowette
- Rink Attendant position

OTHER MEETINGS OR GATHERINGS WHICH MAY INCLUDE A QUORUM OF TOWN SUPERVISORS: Public Hearing for East Cook Lake Road Improvement Project, Tuesday, December 8, 2020 at 7:00pm in the Fredenberg Town Hall. Township Annual Budget Meeting, Wednesday, December 16, 2020 at 7pm in the Fredenberg Town Hall.

December 2, 2020 Meeting
November 2020 CORRESPONDENCE

Mail:

11/09/2020 Hermantown School District, Notice of Regular Meeting Agenda for Nov. 9, 2020 at 6pm.
11/09/2020 Hermantown School District, Notice of Special Meeting Agenda for Nov. 13, 2020 at 5pm.
11/23/2020 Hermantown School District, Notice of Regular Meeting Agenda for Nov. 23, 2020 at 6pm.
11/23/2020 Hermantown School District, Notice of Special Meeting Agenda for Nov. 23, 2020 AT 5:15pm.

E-mails:

11/06/2020 MN COVID-19 Response Accountability Office, notice of upcoming spending & reporting deadlines.
11/06/2020 ARDC, Justin Otsea, Draft Ordinance.
11/06/2020 Office of MN State Auditor, E-Update.
11/09/2020 MN Association of Townships, 2020 MAT Educational Conference & Annual Meeting Notice (in mailboxes of supervisors).
11/12/2020 St. Louis County, Public Health, Suzy Van Norman, county COVID update, test options, MN Executive Order 20-96 (provided to supervisors at Board of Canvass 11/12/2020).
11/13/2020 MN Management & Budget, notice of deadlines for CRF aid.
11/13/2020 MN Association of Townships, final notice of 2020 Education conference (in mailboxes of supervisors).
11/13/2020 Office of MN State Auditor, E-Update.
11/19/2020 MN Management & Budget, notice for cities/towns to return unspent funds to counties by 11/20/2020.
11/20/2020 Office of MN State Auditor, E-Update.
11/27/2020 Anne Bannister, Cook Lake Road resident, request that Dec. 8, 2020 Public Hearing be held via Zoom.
11/29/2020 Liz Blix, resident, letter to Board regarding in person meetings of Board/zoom meetings, COVID safety/public access throughout Fredenberg (sent to Board Supervisors per writer request).
11/25/2020 Krista Schmitz, St. Louis County, October Tax apportionment, which includes road improvement projects, \$199,297.85.
11/30/2020 Liz Blix, resident, request that Town Board review and sign Code of Conduct & Pledge of Civility for township.
11/30/2020 Todd Hagen, Ehlers, notice of potential refunding potential on existing bonds.
11/30/2020 Brenda Shafer-Pellinen, Arrowhead Area Agency on Aging information (an article will be in December newsletter).
11/30/2020 ARDC, Justin Otsea, invoice clarification and potential new proposal for contract with ARDC.
11/30/2020 C. Christensen, Se. Louis County ACH payment notice for \$192,099.90.

**FREDENBERG TOWN BOARD MEETING
ST. LOUIS COUNTY, MN**

**MINUTES OF PROCEEDINGS
November 10, 2020**

**TIME & PLACE: 7:00 pm
TOWN HALL/COMMUNITY CENTER**

The monthly meeting was CALLED TO ORDER at 7 pm by Chair Clay Cich. Also, present were: Deb Pawlowicz, Walter Rapp, Jim Ray, Tim Wagner. Mary Skafte & Diane Palmstein/clerks present, Pam Blekestad, Treasurer also present. 19 individuals were present and stood with the Board to recite the Pledge of the Allegiance.

APPROVAL OF MINUTES: Oct. 7, 2020 meeting minutes reviewed by the Board, Walter made motion to accept with 1 correction, under CARES change foggers to fogger, Jim Ray seconded. **5 YEAS. MOTION PASSED UNANIMOUSLY.** Oct. 21, 2020 meeting minutes were reviewed by the Board, Deb Pawlowicz made a motion to accept without corrections, Clay Cich seconded. **5 YEAS. MOTION PASSED UNANIMOUSLY.**

TREASURER'S REPORT: as of Oct. 13, 2020, reconciled checking account balance is \$332,375.97. Total funds available \$535,293.48, which includes 4 CDs totaling \$202,917.51. Clay Cich made a motion to accept Treasury report, Walter Rapp seconded. **5 YEAS. MOTION PASSED UNANIMOUSLY.**

CORRESPONDENCE: 23 total: 2 mail and 21 e-mails were received and reviewed by the Board. Deb Pawlowicz requested that the variance notices be forwarded to the Board when they arrive.

REVIEW OF BILLS: Mary Skafte/clerk informed supervisors that checks to Vesel Construction, MN Locksmith and Air Circulation are 2 separate checks, one for a down payment, which will be sent out now and one the final payment which will be sent when the work is complete. This is done to comply with CARES FUNDING requirements to submit payments by Nov. 15. Also check #10203 is amount returned to St. Louis County to use from our CARES distribution that was unused (total of \$1796.65). No corrections. Jim Ray made motion to accept check #10159 to 10203, totaling \$62,262.35, Deb Pawlowicz seconded. **5 YEAS. MOTION PASSED UNANIMOUSLY.**

REPORTS:

Clerk – Mary Skafte & Diane Palmstein/clerks read an email received through the Fredenberg Townhall office from Clay Cich regarding mail received through the office, stating Diane Palmstein was discarding documents in the trash can in the office in his presence, the clerks felt the Board should be made aware of the accusation, the clerks wanted to emphatically deny discarding documents or withholding documents from the Board. Clerks requested that more outlets be put in the office area, Jim Ray will check into this. Clerks were very busy with elections and very grateful for all the hard work by the election judges.

Road Report – Wood Duck Lane/NW Island Lake Road intersection had Century Link pedestal moved and the curve work was completed by Lakehead Trucking. Will continue to do grading as needed.

Fire Department- responded to 6 calls: 2 medical calls, a tree on a power line, an equipment problem in a structure & 2 mutual aid calls (1 in Gnesen: cancelled & 1 in Rice Lake, commercial garage fire). Fire Department members would like to congratulate Glen Bergstrand on his 50th anniversary of serving the community through the department. Glen joined the dept. on Nov. 12, 1970. Glen has served in many positions on the department, including 10 years as the Fire Chief. Thank-you Glen for your dedication & service to the Fredenberg Fire Department, residents & visitors of Fredenberg and beyond. The Fredenberg Fire Dept. has a few openings for new members. Please contact any current member to find out more or stop by the fire hall when you see vehicles in the parking lot. You may also email at Fredenbergfd@aol.com. Our expenses this year have been high because of the COVID pandemic. We have had to purchase much more personnel protective equipment than we normally do. We also need to purchase additional equipment to replace some we currently have. Because of COVID we need to purchase more face masks for the SCBA's, but because of the age of the SCBA's, we are unable to purchase just the masks as they are no longer available. We will need to purchase some new SCBA's so we can properly outfit our firefighters. The items are not eligible items for the Assistance to Firefighters COVID grant that we are applying for. Information to go into the newsletter on kitchen safety during the holiday.

Cemetery – Walter Rapp reported there was an issue with a recent burial grave site, and he added/smoothed out topsoil. The cemetery is now closed.

Parks & Rec – Rink lights will be installed this week and outside lights added to the Community Center. Lights at the Recycle Center are complete.

Community Center- Work has begun on air to air exchangers in the lower level today. There has been a leak in the Community Center roof from around the vents when snow melts, Jim Ray placed deicing cable there but the contractor for the air exchanger will look at it and give a recommendation.

Recycle Center – Problems with residents putting clam shells in dumpsters, Deb Pawlowicz will put up more signage to inform patrons. LED lighting and garages doors (installed by Jim Ray & Walter Rapp) are complete.

Other Meetings - None.

OPEN FORUM: Mary Skafte/resident requested clarification on unsigned letters/anonymous letters to the Township. Walter Rapp made a motion to not accept unsigned/anonymous letters addressed to the Board, Tim Wagner seconded. **2 YEAS 3 NAYS. MOTION FAILED.** Deb Roach/resident stated she knew Carlton County accepted unsigned letters. Patty Wheeler/resident also stated in her work with St. Louis County that the courts accepted unsigned/anonymous letters. She congratulated Walter Rapp and Deb Pawlowicz on their re-election. Asked that the public be more civil at meetings and on Nextdoorfredenberg.

OLD BUSINESS:

East Cook Lake Road Paving and Bollig Feasibility Study: Nathan Feist/Bollig Engineering presented the Feasibility Study and outline for the Road Improvement Project. Construction costs are estimated to be \$416,600.00 with 43 parcels assessed, approximately \$9,700.00/parcel. Jim Ray made a motion to accept the Bollig Feasibility Study, Clay Cich seconded. **5 YEAS. MOTION PASSED UNANIMOUSLY.** Jim Ray made a motion to hold a Public Hearing on Tuesday, December 8th at 7:00pm in the Fredenberg Town Hall, Deb Pawlowicz seconded. **5 YEAS. MOTION PASSED UNANIMOUSLY.** The Board did not approve Bollig Engineering to complete a survey of the road and would address at a later meeting Township Moratorium on Gravel Pits & ARDC Study: Justin Otsea/ARDC present and requested direction from the Board on what ARDC would be directed to do to formulate a plan for zoning and a zoning board. Board members discussed clarifying roles for ARDC & Kennedy/Graven Law Firm and decided the township would contact ARDC if any further assistance was needed.

NEW BUSINESS:

Update on Nov. 3, 2020 General Election: clerks reported that 693 voted in person, approximately 355 voters were by absentee ballot. Election Judges were amazing, and everything ran smoothly, and voters had no issues complying with COVID restrictions.

Gravel Pit Ordinance Study Committee Formation: The Board reviewed packet from Kennedy/Graven. Deb Pawlowicz made a motion to initiate a Study Committee for the Extractive Use Ordinance, not to be limited in number of members, Jim Ray seconded. **3 YEAS 2 NAYS. MOTION PASSED.** Jim Ray made a motion to accept the application for Study Committee members with corrections and advertise in the newsletter, Deb Pawlowicz seconded. **3 YEAS 2 NAYS. MOTION PASSED.** Deadline to submit application for the committee will be on Tuesday, Dec. 1, 2020. Residents can get an application by calling the Town Hall office or email Fredenbergtwp@gmail.com.

Second Meeting of the Board on Wednesday, November 18, 2020: Jim Ray made a motion to cancel the Wednesday, November 18, 2020 Town Board Meeting at 7:00pm, Walter Rapp seconded. **5 YEAS. MOTION PASSED UNANIMOUSLY.**

OTHER MEETINGS: Fredenberg Board of Canvass (to certify election results) in the Fredenberg Town Hall at 7:00pm on Thursday, November 12, 2020

ADJOURNMENT: Clay Cich made a motion to adjourn meeting, Walter Rapp seconded. **MOTION PASSED UNANIMOUSLY.** Meeting adjourned at 9:25 pm.

Respectfully submitted,

Clerk

Board Chair

**FREDENBERG TOWN BOARD MEETING
ST. LOUIS COUNTY, MN**

MINUTES OF PROCEEDINGS
7:00 pm
November 12, 2020
COMMUNITYCENTER

TIME & PLACE:
TOWN HALL/

The monthly meeting was CALLED TO ORDER at 7 pm by Chair Clay Cich. Also, present were: Deb Pawlowicz, Walter Rapp, Jim Ray, Tim Wagner. Mary Skafte & Diane Palmstein/clerks present. No individuals were present. The Board stood to recite the Pledge of the Allegiance.

OATH OF OFFICE TO BOARD SUPERVISORS (CANVASS BOARD): Board members took the oath of office.
PRESENTATION OF CANVASS REPORTS AND ABSTRACT STATEMENTS: Clerks presented Canvass Report and Abstracts to the Board, they were reviewed by the Board.

DECLARATION OF VOTING RESULTS AND SIGNING OF SUMMARY & ABSTRACT: Clay Cich made a motion to accept and sign abstracts, Tim Wagner seconded. **5 YEAS. MOTION PASSED UNANIMOUSLY.**

AUTHORIZATION TO CLERK TO NOTIFY CANDIDATES AND REQUEST CAMPAIGN FINANCE REPORTS:

Jim Ray made a motion to authorize the clerk to notify candidates of results and obtain campaign finance reports,

Clay Cich seconded. **5 YEAS. MOTION PASSED UNANIMOUSLY.**

ADJOURNMENT: Clay Cich made a motion to adjourn meeting, Walter Rapp seconded. **5 YEAS. MOTION PASSED UNANIMOUSLY.** Meeting adjourned at 7:15 pm.

Respectfully submitted,

Clerk

Board Chair

Town of Fredenberg

Statement of Receipts, Disbursements and Balances (Schedule 1)

12/1/2020

As on 11/13/2020

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
General Fund	103,258.45	150,891.73	0.00	0.00	128,174.45	1,752.81	0.00	124,222.92	202,917.51	327,140.43
Road and Bridge	17,829.89	92,632.83	0.00	0.00	121,217.08	0.00	0.00	(10,754.36)	0.00	(10,754.36)
Township Buildings	40,000.00	4,300.00	0.00	0.00	15,902.20	0.00	0.00	28,397.80	0.00	28,397.80
Storm Clean up	33,777.26	0.00	0.00	0.00	0.00	0.00	0.00	33,777.26	0.00	33,777.26
Fire Hall Bond	63,000.00	34,235.86	0.00	0.00	63,725.00	0.00	0.00	33,510.86	0.00	33,510.86
Road Paving	13,027.38	9,786.06	0.00	0.00	17,912.38	0.00	0.00	4,901.06	0.00	4,901.06
Parks & Rec	10,000.00	750.00	0.00	0.00	1,217.46	0.00	0.00	9,532.54	0.00	9,532.54
Cemetery	1,000.00	900.00	0.00	0.00	1,275.49	0.00	0.00	624.51	0.00	624.51
Fire Department	75,600.00	0.00	0.00	0.00	49,078.50	0.00	0.00	26,521.50	0.00	26,521.50
Reservoir Riders	35,802.83	40,206.16	0.00	0.00	63,713.48	0.00	0.00	12,295.51	0.00	12,295.51
Recycling Center	1,978.71	8,908.00	0.00	0.00	8,663.04	0.00	0.00	2,223.67	0.00	2,223.67
Total :	395,274.52	342,610.64	0.00	0.00	470,879.08	1,752.81	0.00	265,253.27	202,917.51	468,170.78

Monthly Reconciliation for Fredenberg Township		As of	11/12/2020
Business Checking Plus Public Funds Balance		\$329,565.04	
Outstanding checks		-\$64,311.77	
Outstanding deposits		\$0.00	
Voided Checks (added back)		\$0.00	
Sub Total			\$265,253.27
Investments			
WF CD #7554408497 (03/02/21 - 19 month, 0.05 Percent)			\$50,000.00
NBC CD #891416 (3/24/21 -11 month APY of 1.25 percent)			\$51,757.97
NBC CD #891408 (3/24/21 - 11 month APY of 1.25 percent)			\$50,579.77
NBC CD #891390 (3/24/21 - 11 month APY of 1.25 percent)			<u>\$50,579.77</u>
Total Funds Available			\$468,170.78
Checking Account high balance for the reporting period		\$345,063.81	
Checking Account low balance for the reporting period		\$311,638.81	

Town of Fredenberg

Claims List for Approval

12/1/2020

Date Range : 11/19/2020 To 12/1/2020

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
12/01/2020	Wells Fargo-Visa2	Credit Card (Mary) CARES and Election	10216	\$181.68	100-42870-211- 100-41410-210-	Other Public Safety - CARES Elections	\$117.37 \$64.31
12/01/2020	Wells Fargo-Visa1	Credit Card (Diane) Newsletter, election, Office and CARES	10217	\$801.42			
					100-41901-354- 100-41425-207- 100-41410-200- 100-42870-210-	Printing Newsletter Clerk Elections Other Public Safety - CARES	\$262.65 \$239.66 \$26.13 \$272.98
12/01/2020	James Ray	Mileage for roads,	10218	\$92.58	201-43176-331-	Road Repair	\$92.58
12/01/2020	Mary Pat Skafte	Mileage for elections	10219	\$20.70	100-41410-331-	Elections	\$20.70
12/01/2020	Diane Palmstein	Mileage for Elections	10220	\$20.70	100-41410-331-	Elections	\$20.70
12/01/2020	Kennedy & Graven, Chartered	Gravel Pit Matters	10221	\$1,443.00	100-41140-304-406	Legal Consultation	\$1,443.00
12/01/2020	Lake Country Power	November 2020 Electrical	10222	\$96.43			
12/01/2020	Overom Law	East Cook Lake Road	10223	\$411.75	863-49580-381-706 403-49580-381-404	Electric Utilities - Customer Account Expense Electric Utilities - Customer Account Expense	\$71.93 \$24.50
12/01/2020	Lakehead Trucking, Inc	East Cook and Woodduck Junction, W/Island, Usiak and 8th Ave	10224	\$6,481.50	201-41140-304-207	Legal Consultation	\$411.75
					201-43171-300-221 201-43171-300-230	Grading rds Grading rds	\$5,758.00 \$194.00

Town of Fredenberg

Claims List for Approval

12/1/2020

Date Range : 11/19/2020 To 12/1/2020

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
12/01/2020	Arrowhead Regional Development Comm	ARDC, final payment of contract (Bal.\$653.32 ,Other)	10225	\$7,223.28	201-43171-300-207 201-43176-300-218 201-43171-300-231	Grading rds Road Repair Grading rds	\$194.00 \$145.50 \$190.00
12/01/2020	Fredenberg Community Garden Club	Garden Expenses	10226	\$261.97	100-41910-303-	Planning and Zoning	\$7,223.28
12/01/2020	St. Louis County Public Works Dept	Crack Sealing Bear Island Rd 2019	10227	\$31,273.47	100-42281-220-709	TH/CC	\$261.97
12/01/2020	Century Link	telephone and High Speed, Public WIFI	10228	\$297.98	201-43121-224-201	Paved Streets	\$31,273.47
					100-41110-321- 100-41110-325-	Council/Town Board Council/Town Board	\$135.26 \$162.72
Total For Selected Claims				\$48,606.46			\$48,606.46