

Town of Fredenberg

5104 Fish Lake Road
Duluth, MN 55803

Board of Supervisors Regular Meeting
Wednesday, March 2, 2022

AGENDA

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, however; this is at the Board's discretion and not mandated by state statute.

- 1. Call to Order the Regular meeting at 7:00 PM**
- 2. Pledge of Allegiance**
- 3. Approve the Agenda**
- 4. Approval of Minutes** – Regular meeting of February 2, 2022; Budget & Salary meeting February 2, 2022; Board of Audit meeting February 2, 2022.
- 5. Financial Reports**
 - a. Treasurer's report – Pam Blekestad
 - b. Clerk's report – Ellen Hanson
- 6. Correspondence**
- 7. Reports**
 - a. Roads report for February 2022 – Jim Ray
 - b. Fire Department report for February 2022 – Tim Wagner
 - c. Cemetery report for February 2022 – Walter Rapp
 - d. Parks and Recreation for February 2022 – Jim Ray
 - e. Community Center & Pavilion for February 2022 – Clay Cich
 - f. Recycling report for February 2022 – Deb Pawlowicz
 - g. Other Meetings attended February 2022
 - h. Township Preparedness Plan for February 2022
- 8. Open Forum** (public can present issues to the Board) Time limit of 3 minutes per person
- 9. Old Business**
 - a. Dam Lighting: Deb Pawlowicz
 - b. Welcome signs at Fredenberg entrances: Clay Cich
- 10. New Business**
 - a. Request to advertise for 2022 township mowing
 - b. Request to advertise for 2022 township road work
 - c. Second monthly Board meeting for March 16, 2022
- 11. Adjourn**

March 2, 2022, Meeting
February 2022 CORRESPONDENCE

Mail:

02/05/2022 Gnesen Newsletter
02/10/2022 St. Louis County Planning & Community Development, Matthew Johnson, notice of
CDBG and Home Programs Requalifications
02/15/2022 MAT, notice of 2022 Spring Short Courses

E-mails:

02/02/2022 US Census, reviewing census reporting notice
02/07/2022 St. Louis County Planning Commission, Notice of Public Meeting & Application for
Youngbloom CUP
02/07/2022 St. Louis County Planning Commission, Notice of Public Meeting & Application for
Older CUP
02/08/2022 St. Louis County Board of Adjustment Public Meeting for Rothe Variance
02/08/2022 Stewardship Network, Stephanie Hemphill, Noxious Weeds Laws in MN
02/09/2022 St. Louis County, ACH payment for Town Road Aid, \$18,685.93
02/13/2022 Jayme Malenius, copy of letter sent to St. Louis County Planning & Community
Development, Matthew Johnson regarding Dirt Work Specialists pit
02/17/2022 St. Louis County Elections Office, notice of Redistricting
02/17/2022 MN Dept. of Health, Notice of Water Source Protection Grants
02/18/2022 MAT, notice of Township Lobby Day, Thursday, March 24, 2022
02/22/2022 MAT, February 2022 Newsletter
02/23/2022 St. Louis County Planning Commission, report on Older CUP
02/24/2022 St. Louis County Planning Commission, final report on Youngbloom CUP
02/24/2022 St. Louis County Elections Office, regarding resolution by town board for adopting
redistricting plan

The regular Board meeting of the Town of Fredenberg, Minnesota, St. Louis County was held in the Fredenberg Town Hall on Wednesday, February 2, 2022, at 7:00 PM.

Board members present: Chair Jim Ray, Supervisors Clay Cich (Zoom), Deb Pawlowicz, Walter Rapp, and Tim Wagner. Also, Treasurer Pam Blekestad and Clerk Ellen Hanson.

Others in Attendance: There were 3 others in attendance and 1 via Zoom.

This meeting was held in-person with a ZOOM connection.

1. **Call to order the Regular meeting at 7:00 PM:** The meeting was called to order by Chair Ray at 7:00 PM.
2. **Pledge of allegiance:** All present stood and cited the pledge of allegiance.
3. **Approval of the Agenda**
 - There was a motion by Supervisor Rapp to approve the agenda as presented and seconded by Supervisor Cich. There was a roll call vote and all signified affirmative. This motion carried unanimously.
4. **Approval of the Minutes**
 - Regular meeting of January 5, 2022: There was a motion by Chair Ray to accept the January 5, 2022, Board of Supervisors meeting minutes as amended and seconded by Supervisor Pawlowicz. There was a roll call vote and all signified affirmative. This motion carried unanimously. Under Roads report first sentence change phone to phones. It will read: ...he receives phone calls from residents.
 - Reorganization meeting of January 5, 2022: There was a motion by Chair Ray to accept the January 5, 2022, Board of Supervisors Reorganization meeting minutes as presented and seconded by Supervisor Rapp. There was a roll call vote and all signified affirmative. This motion carried unanimously.
5. **Treasurers Report – Pam Blekestad**
 - Blekestad reported the bank statement ends as of 1/18/2022. She reported the checking account is reconciled. Checking account balance is \$429,277.43. Total funds are \$691,525.31, which includes 4 Certificates of deposit (CDs). The Treasurer continues to work with banks to determine which one would be best to transfer the checking account to. There was a motion by Supervisor Rapp to approve the treasurers report and seconded by Supervisor Wagner. There was a roll call vote and all signified affirmative. This motion carried unanimously.
6. **Clerks report – Ellen Hanson**
 - Hanson reported on the work being done with the accounting system by the staff. There was \$1.9 million in both receipts and checks not cleared out. That work has been completed and all receipts and checks from 2015 have been cleared. Work continues on the investments and the fire bond.
 - The Board reviewed the claims list. There was motion by Chair Ray to pay claims 10259, 10285-10291, 10311-10312 for a total of \$16,720.56 and seconded by Supervisor Pawlowicz. Hanson explained that claims are out of order from the past when staff matched the claim number with the check number and when a check was voided it created the missing claim number. Over the next several months the claim numbers will be out of order. The Board had a discussion on a claim made out to Ehlers for \$750. Hanson explained she believes the charge is for the SEC disclosure filing for the fire hall bond and she can file it instead of paying Ehlers the fee. Supervisor Pawlowicz recommended Hanson look into the Ehlers disclosure with SEC.
7. **Correspondence**
 - The correspondence was read by Chair Ray. There were 9 total received: 1 mail and 8 emails.
8. **Reports**
 - a. Roads report for January 2022:

Chair Ray reported Steve Overman connected with him regarding road plats and road dedications.

Fire Department report for January 2022:

Supervisor Wagner reported there were 7 calls in January.

Training included information on electric vehicles and stress reduction

Members attended the 3-day Arrowhead EMS conference at the DECC.

The department provided retired Fire Chief Don Pelofske with a firefighter honor ceremony at his funeral.

Cemetery report for January 2022:

Supervisor Rapp had nothing new to report.

Parks and Recreation report for January 2022:

Chair Ray reported the rink is flooded. There is a volunteer helping with the rink.

Supervisor Cich reported he has been in contact with the playground equipment company about placement. There was a motion by Chair Ray and seconded by Supervisor Pawlowicz approving Supervisor Cich and Chair Ray to make the final approval of the playground equipment placement. There was a roll call vote and all signified affirmative. This motion carried unanimously.

Community Center & Pavilion report for January 2022:

Supervisor Cich asked about the hall rentals. Hanson responded rentals have been increasing and are going well.

Chair Ray reported on electrical issue in the town hall building. He will talk with an electrician about the issues and possible remedies.

Recycling report for January 2022:

Supervisor Pawlowicz reported the center is operating fine.

Locks in the winter freeze so she picked up deicer to use on them.

There has been dumping at the recycling center when it is closed. The Board decided to put a notice in the newsletter about no dumping when the center is closed. Also, with the recent dumping the resident has been identified and a letter will be sent to them about the dumping violation.

Other Meetings for January 2022:

Chair Ray attended the DAT meeting. The guest speaker was Gordy Halverson, Highway Superintendent. Mr. Halverson talked about snowplowing and paved roads getting priority during snow falls. He also talked about their new trucks and brushing and clearing town roads.

Preparedness Plan Update for January 2022:

There was nothing new to report.

9. Open Forum

Fire Chief Bergstrand talked about the impact of COVID. Response is not as fast due to having to put on personal protective equipment.

10. Old Business:

Dam Lighting: Supervisor Pawlowicz continues to research this issue. Supervisor Cich mentioned the ARPA funds may be used for dam lighting and pavilion lighting.

Signs into Fredenberg Road entrance: Supervisor Cich continues to work on this project with the County. He recommended the purchase of 4 signs, 2 x 4 feet, for the Fredenberg entrances. The County would make and install the signs at a cost of \$1,600. He presented a picture of the signs for the Board to review. There was a motion by Supervisor Cich to purchase 4 signs for \$1,600 from the County to install and seconded by Supervisor Pawlowicz. There was a roll call vote and all signified affirmative. This motion carried unanimously.

11. New Business

None

12. Adjourn

There was a motion by Supervisor Ray to adjourn meeting at 8:10 PM and seconded Supervisor Wagner. There was a roll call vote and all signified affirmative. This motion carried unanimously.

Respectfully submitted,

Ellen Hanson

Clerk

James Ray

Board Chair

Board members present: Chair Jim Ray, Supervisors Clay Cich (Zoom), Deb Pawlowicz, Walter Rapp, and Tim Wagner. Also, Treasurer Pam Blekestad and Clerk Ellen Hanson.

Others in Attendance: There were 3 others in attendance and 8 via Zoom.

This meeting was held in-person with a ZOOM connection.

1. **Call to order the Budget/Salary meeting at 8:14 PM:** The meeting was called to order by Chair Ray at 8:14 PM.
2. **Approve the Agenda**
 - There was a motion by Supervisor Rapp to approve the agenda as presented and seconded by Supervisor Cich. There was a roll call vote and all signified affirmative. This motion carried unanimously.
3. **Proposed Levy**
 - The Board had a discussion on the past levies and the proposed 2023 levy. The goal is to lower the levy. The proposed 2023 fund amounts are: General fund: \$49,133; Town building: \$15,000; Fire Department: \$99,000; Cemetery: \$1,400; Parks & Recreation: \$10,000; Roads & Bridges: \$150,000; Fire Hall Bond: \$60,000; total \$384,533. There was a motion by Chair Ray to reduce the levy by 1.5% by reducing the General Fund to \$49,133 and seconded by Supervisor Cich. There was a roll call vote and all signified affirmative. This motion carried unanimously.
 - After the discussion with the Fire Chief and granting a proposed increase in the Fire department levy to \$102,900 there was discussion on the fund to be reduced. There was a motion by Chair Ray to reduce the proposed 2023 General fund levy by \$3,900 (\$45,233) and seconded by Supervisor Pawlowicz. There was a roll call vote and all signified affirmative. This motion carried unanimously.
4. **Salary/Wages**
 - The Board had a discussion on employee wage increases for 2022. There was a motion by Supervisor Pawlowicz to increase the meeting fee to \$80 for all employees including the Clerk, and the Chair will increase to \$90 for meeting fee and seconded by Supervisor Wagner. There was a roll call vote and all signified affirmative. This motion carried unanimously.
 - There was a motion by Chair Ray to raise all wages across the board by 3% for hourly positions except the Treasurer and seconded by Supervisor Wagner. There was a roll call vote and all signified affirmative. This motion carried unanimously.
 - There was a motion by Chair Ray to raise the Treasurers hourly wage to \$21 and seconded by Supervisor Wagner. There was a roll call vote and all signified affirmative. This motion carried unanimously.
9. **Open Forum**
 - Fire Chief Linda Bergstrand asked for a 5% increase for the 2023 Fire Department levy due to increasing operating expenses.
 - There was a motion by Chair Ray to increase the Fire Department 2023 base levy by 5% (\$3,900) and seconded by Supervisor Wagner. There was a roll call vote and all signified affirmative. This motion carried unanimously.
 - Fire Chief Bergstrand reported the department had applied for a FEMA grant. The request was for 12 Self Contained Breathing Apparatus (SCBA) and 18 sets of turn out gear for a total of \$197,000.
10. **Adjourn**

There was a motion by Chair Ray to adjourn meeting at 9:17 PM and seconded Supervisor Pawlowicz. There was a roll call vote and all signified affirmative. This motion carried unanimously.

Respectfully submitted,

Ellen Hanson

Clerk

James Ray

Board Chair

The Board of Supervisors Audit meeting of the Town of Fredenberg, Minnesota, St. Louis County was held in the Fredenberg Town Hall on Wednesday, February 2, 2022, at 9:18 PM.

Board members present: Chair Jim Ray, Supervisors Clay Cich (Zoom), Deb Pawlowicz, Walter Rapp, and Tim Wagner. Also, Treasurer Pam Blekestad and Clerk Ellen Hanson.

Others in Attendance: There were 3 others in attendance and 1 via Zoom.

This meeting was held in-person with a ZOOM connection.

Call to order the Audit meeting at 9:18 PM: The meeting was called to order by Chair Ray at 9:18 PM.

Audit of Claims

The 2021 claims history list was presented to the Supervisors for review. They choose several claims to review. All the claims and checks were verified as correct.

Audit of Receipts

The 2021 receipts register was presented to the Supervisors for review. They choose several receipts to review. All receipts and deposits were verified as deposited and correct.

12. Adjourn

There was a motion by Supervisor Ray to adjourn meeting at 9:39 PM and seconded by Supervisor Cich. There was a roll call vote and all signified affirmative. This motion carried unanimously.

Respectfully submitted,

Ellen Hanson

Clerk

James Ray

Board Chair

Town of Fredenberg

Claims List for Approval

2/27/2022

Date Range : 2/3/2022 To 3/2/2022

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
03/02/2022	Lake Country Power	Acct.220023600.14187 9601.2200230100:Electrical service (Jan 01,2022-Feb 01, 2022)	10313	\$114.55	240-49580-381-706	Electric Utilities - Customer Account Expense	\$90.05
					215-49580-381-404	Electric Utilities - Customer Account Expense	\$10.50
					215-49580-381-404	Electric Utilities - Customer Account Expense	\$14.00
03/02/2022	St. Louis County Auditor	Inv.245400:Sanding township roads (7/1/21-12/31/21)	10314	\$1,833.60	201-43127-403-	Sanding roads	\$1,833.60
03/02/2022	Como Oil and Propane	Inv.1505962899 & 1506385515:Propane (\$1,099/gal, 607.4 & 667.97 gallons) for town hall	10315	\$1,353.12	100-49671-383- 100-49671-383-	Heat utilities- propane Heat utilities- propane	\$676.34 \$676.78
03/02/2022	Deb Pawelowicz	Reimbursement for recycling supplies (deicer) and mileage	10316	\$22.38	240-41940-810-706 240-41940-810-706	General Government Buildings and Plant General Government Buildings and Plant	\$19.45 \$2.93
03/02/2022	Steven Happy	Inv.02162022:Portable toilet rental-Recycle Center (Jan. 2022)	10317	\$170.00	240-43250-412-706 215-43250-412-404	Sewage Collection and Disposal Sewage Collection and Disposal	\$85.00 \$85.00
03/02/2022	St. Louis County Auditor	Inv.245633:Township Entrance signs & installation (4 signs)	10318	\$1,600.00	201-43121-403-	Paved Streets	\$1,600.00

Date Range : 2/3/2022 To 3/2/2022

<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>
03/02/2022	James Ray	Reimbursement for keys and snowblower gas	10319	\$19.07	215-43125-810-403 215-43125-810-403	Ice and Snow Removal Ice and Snow Removal	\$5.84 \$13.23
03/02/2022	Overom Law	Inv.2445:8th Avenue & West Island Lake Road matters	10320	\$432.00	201-41140-304-231 201-41140-304-230	Legal Consultation Legal Consultation	\$378.00 \$54.00
03/02/2022	Ellen Hanson	Reimbursement for laptop case/mouse;Twp stamp; 1 roll pstge;First aid kit;Cling supplies	10321	\$252.72	100-41425-202- 100-41425-201- 100-41425-322- 213-41940-240- 213-41940-211-	Clerk Clerk Clerk General Government Buildings and Plant General Government Buildings and Plant	\$24.18 \$34.95 \$58.00 \$27.98 \$107.61
03/02/2022	Minnesota Power	Electric Service:January 19, 2022-February 21, 2022 for Town Hall & Skating rink	10344	\$282.35	100-49570-381- 215-49570-381-403	Electric Utilities - Transmission and Distribution Electric Utilities - Transmission and Distribution	\$270.55 \$11.80
03/02/2022	Hartel's DBI/Disposal LLC	Inv.565485:Feb 2021 (Dumpster) Recycle	10345	\$94.42	240-43230-384-706	Waste (Refuse) Collection	\$94.42

Date Range : 2/3/2022 To 3/2/2022

<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>
Total For Selected Claims							\$6,174.21

Clay Cich	Town Supervisor					Date	
Debra Pawlowicz	Town Supervisor					Date	
James J Ray	Chair, Town Supervisor					Date	
Tim Wagner	Vice Chair, Town Supervisor					Date	
Walter Rapp	Town Supervisor					Date	