

Minutes of the regular Board meeting of the Town of Normanna, Minnesota, St. Louis County, held in the Normanna Town Hall, on Monday, January 28th, 2019 at 7:00 p.m. The meeting was called to order by Chair Daniel Johnson at 7:00 p.m.

Members Present: Chair-Supervisor Daniel Johnson, Supervisor Dennis Gunsolus, Supervisor Tammy Courrege, and Clerk/Treasurer Ellen Hanson.

Others in Attendance: None.

Pledge of Allegiance: The Pledge of Allegiance to the Flag of the United States of America was recited.

Approval of Agenda: Johnson presented the agenda. Motion by Johnson to accept the agenda as presented, seconded by Gunsolus. Motion carried unanimously.

Approval of Board Minutes: The Board of Supervisors meeting of December 17th, 2018 minutes were presented and reviewed. Motion by Johnson to approve the December 17th, 2018 Board minutes as presented and seconded by Gunsolus. Motion carried unanimously.

Normanna Fire Department (NFD): See report under Fire Department Liaison Report.

Normanna Land Use Committee Report: Gunsolus reported there was nothing new to report.

Buildings and Grounds Report: Johnson reported there was nothing new to report.

Fire Department Liaison: Johnson reported he met with the department and they discussed that they would like to sell the old pumper truck in the spring. Also, they would like to apply for a grant to get a new mini pumper and hire a grant writer to help with the grant writing.

Road Report: Johnson reported all the road work is done for the season.

Clerk's Report: Hanson presented the list of certified election judges for the annual township election for Board approval. Motion by Johnson to appoint the list of election judges for the March 12th, 2019 annual township election, seconded by Courrege. Motion carried unanimously. Hanson presented Resolution 2019-01 Appointing the 2019 Absentee Ballot Board for Board approval. Motion by Johnson to accept Resolution 2019-01, seconded by Courrege. Motion carried unanimously.

Old Business

Duluth Urban Water Shed Advisory Committee (DUWAC): Courrege reported she did not attend the December 20th meeting; however, she is trying to obtain the information.

Cloquet Valley Internet Initiative (CVII): Gunsolus reported Mark Anderson will give a presentation at the annual meeting. He reported that service likely will be improving in Normanna Township.

New Business

2020 Levy Amounts: Hanson presented the budget reports to the Supervisors. Johnson presented a list of items from the Fire Department for possible purchase. The Board had a discussion about the items and will continue at the next meeting. During the next month the Board will look over the budget reports and at the next meeting they will make recommendations for proposed levies.

March Annual Meeting Agenda: The Board reviewed the Annual meeting agenda. It will be finalized at the next meeting.

March Election: The Annual Township Election is March 12th, 2019 from 5:00-8:00 p.m. Dan Johnson filed for the supervisor position.

Treasurer's Report: Clerk Hanson distributed the Cash Control Statement, Net Pay Account Distribution Report, and Claims List for approval to the Supervisors. The claims list is attached and the other reports are in the Clerk's book.

Beginning Balance –12/1/2018-\$43,196.97

Total Receipts - \$35,974.60

Total Disbursements - \$9, 628.29

Outstanding Checks - \$3,050.79

Total per Bank Statement –12/31/2018 - \$72,594.07

January claims 2595-2610 totaled \$10,216.69 were presented for approval.

January payroll checks 3159-3162 totaled \$621.83.

Motion by Johnson to pay the January claims as presented and accepted the December cash control statement, seconded by Gunsolus. Motion carried unanimously.

Petitions from the Floor:

Newsletter: The next newsletter will go out after the next meeting to include the proposed levies and annual meeting agenda.

Checks were signed.

Correspondence was read.

Motion by Johnson to adjourn the meeting at 8:09 p.m., seconded by Gunsolus. Motion carried unanimously.

Respectfully submitted,

Ellen Hanson, Clerk

Daniel Johnson, Chair

Town of Normanna

Claims List for Approval

1/26/2019

Date Range : 1/1/2019 To 1/31/2019

<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>
01/28/2019	CenturyLink	2018:Dec./2019:Jan. Telephone	2595	\$74.41			
					100-41940-321-	General Government Buildings and Plant	\$37.21
					100-41940-321-	General Government Buildings and Plant	\$37.20
01/28/2019	Forum Communications Company	Inv.C-32014614:Affidavits of Candidacy	2596	\$75.00			
					100-41410-351-	Elections	\$75.00
01/28/2019	Victor Lundeen Company	Inv.432953:Receipt Book	2597	\$52.30			
					100-41901-201-	Other General Government	\$52.30
01/28/2019	UDAC	Inv.19291:Dec. 2018 newsletter	2598	\$137.01			
					100-41420-325-	Recording and Reporting	\$137.01
01/28/2019	Rodda Grading & Excavating	Inv.1176:Road work (11/19-11/21/18)Lady Nicole	2599	\$1,074.50			
					201-43122-403-	Unpaved Streets	\$1,074.50
01/28/2019	MATIT	Inv.21033102:Commercial Package (03/01/19-03/01/20)	2600	\$6,143.00			
					100-41970-362-	Insurance	\$635.00
					225-41970-362-	Insurance	\$910.00
					225-41970-362-	Insurance	\$758.00
					100-41970-362-	Insurance	\$25.00
					225-41970-363-	Insurance	\$1,795.00
					100-41970-361-	Insurance	\$500.00
					225-41970-361-	Insurance	\$220.00
					100-41970-361-	Insurance	\$900.00
					225-41970-361-	Insurance	\$400.00
01/28/2019	Superior Fuel Company	Inv.551632 & 560554:01/04/2019 Propane for Town Hall & Fire Hall	2601	\$675.01			
					100-41940-383-	General Government Buildings and Plant	\$308.49
					225-42280-383-	Fire Stations and Buildings	\$366.52

Town of Normanna

Claims List for Approval

1/26/2019

Date Range : 1/1/2019 To 1/31/2019

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
01/28/2019	Minnesota Power	2018:November & December Electric	2602	\$185.05	100-41940-381-	General Government Buildings and Plant	\$46.29
					225-42280-381-	Fire Stations and Buildings	\$58.69
					100-41940-381-	General Government Buildings and Plant	\$39.23
					225-42280-381-	Fire Stations and Buildings	\$40.84
01/28/2019	United States Treasury	2018:Payroll Taxes 4th Quarter (41-1455008)	2603	\$420.39	100-41901-122-	Other General Government	\$292.08
					100-41901-135-	Other General Government	\$68.31
					100-41901-171-	Other General Government	\$60.00
01/28/2019	St. Louis County Auditor	Inv.IN-00000273:2018 Election Disk Programming	2604	\$50.00	100-41410-203-	Elections	\$50.00
01/28/2019	St. Louis County Auditor	Inv.IN-000009794:2019 Proposed Tax Notice preparation & delivery	2605	\$82.33	100-41550-352-	Assessing	\$82.33
01/28/2019	Premier Fleet Maintenance	Inv.26645 & 26683:1 Battery & Battery Tender; AA & AAA Batteries (2 pkg each)	2606	\$204.25	225-42260-221-	Fire Repair Services	\$169.09
					225-42220-215-	Fire Fighting	\$35.16
01/28/2019	Alex Air Apparatus, Inc.	Inv.38587:Annual Compressor Air Quality Test	2607	\$115.00	225-42220-221-	Fire Fighting	\$115.00
01/28/2019	Arrowhead EMS Association	Inv.11252:AEMSA Annual Dues - 2019	2608	\$45.00	225-42220-433-	Fire Fighting	\$45.00

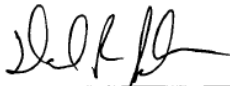
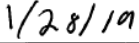
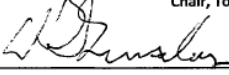
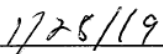

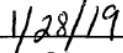
Town of Normanna

Claims List for Approval

1/26/2019

Date Range : 1/1/2019 To 1/31/2019

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
01/28/2019	Arrowhead Regional Firefighters Asn	2019 Membership dues	2609	\$65.00	225-42220-433-	Fire Fighting	\$65.00
01/28/2019	St. Louis County Association of Twp	County & MAT dues 2018	2610	\$818.44	100-41901-433- 100-41901-433-	Other General Government Other General Government	\$228.20 \$590.24
Total For Selected Claims				\$10,216.69			\$10,216.69

 _____ Daniel R Johnson Chair, Town Supervisor	 _____ Date 1/28/19
 _____ Dennis Gunsolus Vice Chair, Town Supervisor	 _____ Date 1/28/19
 _____ Tammy J Courrage Town Supervisor	 _____ Date 1/28/19

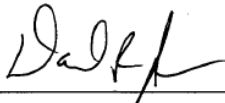
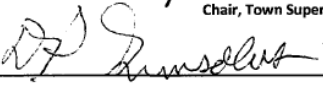
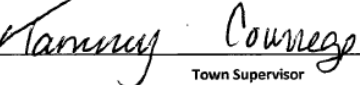
Town of Normanna

Cash Control Statement

1/26/2019

For the Period : 12/1/2018 To 12/31/2018

Name of Fund	Beginning Balance	Total Receipts	Total Disbursed	Ending Balance	Less Deposits In Transit	Plus Outstanding Checks	Total Per Bank Statement
General Fund	\$18,296.54	\$7,281.53	\$880.56	\$24,697.51	\$0.00	\$50.79	\$24,748.30
Road and Bridge	\$4,080.99	\$12,331.51	\$7,327.50	\$9,085.00	\$0.00	\$3,000.00	\$12,085.00
Building	\$11,208.68	\$0.00	\$0.00	\$11,208.68	\$0.00	\$0.00	\$11,208.68
Cemetery	\$948.70	\$492.66	\$0.00	\$1,441.36	\$0.00	\$0.00	\$1,441.36
Fire Department	\$8,427.81	\$15,764.65	\$1,420.23	\$22,772.23	\$0.00	\$0.00	\$22,772.23
Impress Fund	\$234.25	\$104.25	\$0.00	\$338.50	\$0.00	\$0.00	\$338.50
Total	\$43,196.97	\$35,974.60	\$9,628.29	\$69,543.28	\$0.00	\$3,050.79	\$72,594.07

 _____ Daniel R Johnson Chair, Town Supervisor	1/28/19 _____ Date
 _____ Dennis Gunsolus Vice Chair, Town Supervisor	1/28/19 _____ Date
 _____ Tammy J Courrege Town Supervisor	1/28/19 _____ Date

TOWN OF NORMANNA
ST. LOUIS COUNTY, MINNESOTA

RESOLUTION #2019-01

APPOINTING THE 2019 ABSENTEE BALLOT BOARD

Whereas, Minnesota Statutes Section 203B.121, subd.1 requires the town board, as the governing body of the town, to appoint a ballot board to process all absentee ballots returned to the town clerk for the town election scheduled to be held on Tuesday, March 12th, 2019; and

Whereas, the ballot board must consist of election judges trained in the handling of absentee ballots, or staff trained as election judges; and

Whereas, even though only two members are required to meet whenever an absentee ballot needs to be processed, the ballot board must consist of at least the same number of members as the minimum number of required election judges for the town election, which pursuant to Minnesota Statutes Section 204B.22 has been determined to be 4 for the March 2019 election for the Town of Normanna; and

Whereas, the Town Board for the Town of Normanna has appointed its election judges for the March 2019 election as required by Minnesota Statutes Section 204B.21;

Now, Therefore Let It Be Resolved: that the Town Board for the Town of Normanna hereby appoints the following election judges to serve as the ballot board required to perform all duties required in the processing of the absentee ballots required under Minnesota Statutes Section 203B.121 and all other applicable statutes and rules:

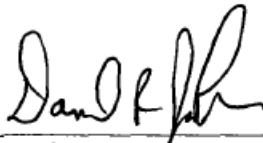
Lone Cooke	Vivian Hanson
Clark Peterson	Susan Baker
Sandy Cooke	Ellen Hanson

Be It Further Resolved: that the Town Board of the Town of Normanna hereby authorizes any member of the ballot board to be compensated as required by Minnesota Statutes Section 203B.121, when said member performs any required duty of the ballot board.

Adopted by the Normanna Board of Supervisors, January 28th, 2019

Signed by:

Attested to by:



Dan Johnson, Chairperson



Ellen Hanson, Town Clerk



Town of Normanna

6472 French River Road
Duluth MN 55804
218.525.1848

January 28, 2019

TO: Normanna Town Supervisors

FROM: Ellen Hanson, Clerk-Treasurer

RE: Appointment of Election Judges

Listed below are the certified Normanna Election Judges that are eligible to serve during the March 12th, 2019 Annual Township Election. The election will be held from 5:00 p.m.- 8:00 p.m. I recommend they all be appointed to serve as election judges. Thank you.

- Susan Baker
- Lone Cooke (Head Judge)
- Sandy Cooke
- Ellen Hanson (Head Judge)
- Vivian Hanson (Head Judge)
- Clark Peterson
- Leslie Peterson

Town of Normanna

6472 French River Road
Duluth MN 55804
218.525.1848

**ANNUAL POSTING OF REGULAR BOARD MEETINGS
of the NORMANNA TOWNSHIP TOWN BOARD OF SUPERVISORS
FOR 2019**

The town board of Normanna Township, St. Louis County, Minnesota holds its regularly scheduled board meetings on the third Monday of each month at 7:00 p.m. at the town hall located at 6472 French River Road, Duluth, MN 55804. If a meeting cannot be held as scheduled because it conflicts with a holiday or another day in which a meeting cannot be held, the meeting will be held the following week on the same day of the week, time, and place. The following are the dates on which the regular board meetings are scheduled to occur in 2019 and reflect any changes due to conflicts:

- January 28, 2019
- February 11, 2019
- March 25, 2019
- April 15, 2019
- May 20, 2019
- June 17, 2019
- July 15, 2019
- August 19, 2019
- September 16, 2019
- October 21, 2019
- November 18, 2019
- December 16, 2019

If a regular meeting cannot be held on the date, time, or place listed above, notice of the date, time, and place of when and where the meeting will be held will be posted at least three days before the day of the meeting.

Contact the town clerk at 218-409-1999 with any questions.

*file
from Dan
1/28/2018*

Item	Estimated \$	Priority
Turnout Gear	\$8400 for set of 4	Bought 4 last year Grants?
Updated AED's	\$2,000 each	One each year
SCBA Masks	\$420 each (840)	2 in 2019 2 in 2020 Shortage of masks
2 Pagers	2 for \$820	Short 2 pagers due to age
Thermo Camera Batteries	Estimated at \$100	Battery life is extremely short
Nomex Hoods	10 for \$300	Replacement every other year or as needed
Dumpster	\$20 per month lease \$114 when full (\$600/year)	Members are hauling garbage home. Estimated to dump 3 times/year
Fire Nozzle	\$1500 each	Have 2 nozzles that are over 20 years. Starting to show issues Buy one/ year for the next two years
Hose Testing	\$1334.25	Testing every year
Total Estimated Expenses	\$16,000	

Projected Expenses for 2019 based on previous years: \$15,000

Total expense for 2019: \$31,000 (Levy is \$29,000)