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**Lutsen Township Board Meeting Minutes**  
**November 16, 2021**  
**Lutsen Town Hall**

**Present:** Chris Homyak, Sharon Hexum-Platzer, Lollie Cooper, Ashley VanDoren, Ginny Storlie, Carl Friesner, Matt Kartes, Samantha McQuatters-Spangle, Paul Goettl

**Action items underlined**

**Call to Order:** Meeting called to order by Chairperson, C Friesner, at 7:00 pm.

**Pledge of Allegiance:** Flag was presented for the pledge of allegiance.

**Approval of Agenda:** C Friesner made the motion to approve the agenda with additions. L Cooper seconded. Motion passed.

**Approval of Monthly Meeting Minutes:** L Cooper made the motion to approve October regular board minutes. C Homyak seconded. Motion passed.

**Commissioner's Report** (Ginny Storlie):

- County Commissioners passed the two Tofte business property [Bluefin and Sawbill Village] abatements. One is for 15 years and the other for 20 and both can be paid back early.
- The Committee of the Whole discussed road work on County 45. Monies will be from the gas tax to pay off bond work for road/highway work.
- Public Health and Human services gave monthly report: caseloads have increased with 20% of county population eligible for assistance for housing and utility costs some of which is supported by State programs; Covid cases total is currently 303 with 20 of those under 18 years old. Storlie reported no Covid related deaths. County is making vaccine boosters available for all 18 and older.
- Commissioners are discussing ways to offer more child care. There are 220 children 5 and under with only 66 spots available. Ideas include offering to pay for extra child care personnel.
- County website has been updated with older items removed and easier use of department tabs.

**Report:** S Hexum-Platzer

- Correspondence: Cook County request for updated letter of support for Clearview with adjusted dates – completed; Assessor Thompson request to post applying for Homestead classification –posted; email requesting auto recycling location –replied in Tofte; bids for sanding and for snow removal; email regarding purchase of ARMER radios – P Goettl sent to Rowan; Calls & email re use to town hall for Senator Bakk & Representative Eklund on October 29 – completed; MN Dept of Revenue error: processed eft 3<sup>rd</sup> quarter withholding twice – called NSFCU and MN Dept of Revenue and that amount will be refunded [see message sent and credit union form];
- Sent letters of support for Lutsen Resort liquor license renewal and Clearview General Store with County requested revised dates on letter
- Created & posted notices for board quorums at Storage Bldg raising and Lutsen Fall Celebration
- Created maps and letter and sent requesting limited use permit for frontage road/old highway 61 to Duane Hill at District MN DOT office.
- Snow removal and Sanding bids published. Single bids for each. Contracts created for signatures and processed. Contracts are on file in town office.
- Arrowhead Electric replaced receivers today because others are soon obsolete.

**Treasurer's Report:** A VanDoren.

- Balances as of October 31, 2021.t NSFCU Business checking account is \$263,475.78 Building fund is \$35,648.88. At GMSB Operating General Fund Money Market \$75,261.30, Checking is \$25,000; Fire/EMS Truck Fund, \$168,387. **Total funds--** \$567,722.96. YTD Receipts \$267,917.85. YTD Disbursements \$177,642.07. These figures included

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\$75K interfund transfers. 2021 General Town Budget \$32,350; 2021 Fire District Budget \$190,000. Approved **2021 total Tax Levy** is \$222,350.00.

C Friesner made motion to accept the Treasurer's Report as presented. C Homyak seconded. Motion passed

- Treasurer VanDoren provided specific data on monies received and expenditures for October; the document shows expenditure amounts compared to the budget. She noted that fire dept overage were unexpected truck repairs thus not budgeted. Clerk noted NSFCU October statement indicated the MN Dept Revenue error of two withdrawals for 3<sup>rd</sup> quarter withholding. Thus that statement and our town accounting statement differs by \$222.33. This amount will be refunded and if not done by 4<sup>th</sup> quarter payment, we will have that amount as already paid in.
- Treasurer report copies are available in town office for review.
- Discussion continued on what Board should do with the current amount in NSFCU checking. With additional large expenditures expected before the end of the year and possibility of paying down on the Fire and Town Hall building loan, the decision was tabled.

### Review and Approval of Claims:

- Clerk Hexum-Platzer provided the invoiced October claims. October 22 GMSB transfer to a new checking w was \$25K and another 25K on October 27 which did not happen until November 1 so both are in the claims. Details: 16 claims for total of \$55,184.74 which includes payments for Workers Comp insurance and painting of EMS bay doors. C Friesner made a motion to approve the claims as presented. C Homyak seconded. Motion passed.
- Clerk provided October regular 7 payroll claims for total \$4351.25 [two for late/back pay for assistant fire chief & assistant EMS chief.] C Homyak made a motion to accept payroll claims as presented. L Cooper seconded. Motion passed.
- Cash Control Statement for October was reviewed and compared to Treasurer's copy. Supervisors signed document which is on file.
- Claims approval and Payroll distribution signed by Supervisors; copies are on file in the town office.

### Fire Chief's Report: Chief Paul Goettl

- 1 fire call for a brush fire with Grand Marais department
- Training has included: pump operation at Caribou Lake dry hydrant; pump primers and ski hill chair lift evacuation training was completed
- Attended MN State Fire conference in Duluth. Goettl shared some of the sessions he chose. Greenwood fire was one session and another was of Buffalo violent incident and how fire & EMS support police in such an incident.
- Firemen's Ball will be for fire and EMS personnel and significant others. Public will not be invited.
- Further report is in Old Business

### EMS Chief's Report: Chief Matt Kartes

- Normal amount of monthly calls. Kartes expects increase once Ski Hill is open.
- EMS personnel will be completing refreshers. With virtual training as one option trainers are not as available. will attempt to get a trainer to come to Lutsen. This could include all who need EMT b refresher and to allow all who need it this year or next could now complete the refresher at the same time to avoid trying to find trainers each year.
- EMS supplies have been purchased and Kartes will give invoices to Clerk for payment.
- Kartes said that the departments' SOGs [standard operating guidelines] will now be updated to follow the CDC guidelines regarding what members do if exposed or ill. Kartes will have document be ready for Supervisor review n December Then department will get personnel signed approval.
- EMS inventory of equipment has been completed...costs included to share with C Homyak for insurance purposes.
- C Homyak, Chief Kartes and Chief Goettl agreed to a December Monday for a complete insurance inventory with our MATIT representative. C Homyak will set the date with MATIT and notify Goettl and Kartes. At that time MATIT insurance representative could be available to talk with department personnel about insurance coverage for Lutsen.
- Kartes also commented on the wonderful, well attended Fall Celebration. When asked about pictures, Clerk provided copy of the article in the New Herald. He recommended considering future use of piñata.

### Supervisor Reports:

C Friesner:

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- Reported that a dozen or so helped with storage building raising event. He has ordered siding and roofing materials from Isak Hansen's.
- He commented on the Fall Celebration and liked the outdoor rather than indoor event.

L Cooper:

- Did the WTIP township news.
- Cooper collected donations from local businesses for the Fall Celebration and commented on their generosity.
- She also commented on the Fall Celebration and how cold it was.

C Homyak:

- Attended stakeholder meeting held in Lutsen October 29. Community business representatives, School representatives Senator Bakk, Rep Eklund, County officials attended and topics included housing, Lutsen Ski Hill Expansion. Attendees gave current operational issues with group. He also went to Grand Portage for the same meeting with additional county attendees. There concerns for mental health, child care, treaty rights were also shared.
- Contacted MATIT insurance with questions after review of current holdings. See other insurance action items and next steps. MATIT suggested to get a quote for the hail damage on EMS truck. Once a quote has been given to the company, restoration can be done possibly the same day. Rental cost for an alternate truck might have to be considered if it takes longer than one day.
- Shared Fall Community Celebration recommendations for next year. See below. He added that over 50 children attended and 50+ adults.
- He will continue with the housing work group to provide information to the newly organized HRA [housing authority].

**Old Business:**

- **Storage building shed update:** see above and C Friesner added that materials will be about \$12,000 dollars for siding, roofing, window and doors.
- **Staining Park pump house and painting EMS bay doors:** Norland has been contacted but no time chosen. Staining park pump house will be delayed until Spring.
- **ARPA funding:** Discussion included purchasing microphones and a larger screen for groups to allow more spacing between participants and enable their being able to see and hear proceedings. The ordering of ARMR radios is in process through Rowen at County.
- **Fall Community Celebration review:** Discussion included an evening [possible Halloween] instead of weekend as well as indoor and outdoor activities.
- **Reviewed letter to MNDOT for limited trail use permit and related Resolution:** Clerk Hexum-Platzer read the related Resolution to insure future Town board personnel are aware of the multiple use option. C Friesner made a motion to accept the Resolution for Limited Multiple Use of the frontage road/old highway. L Cooper seconded. Motion passed. Resolution was signed and attested. A copy is on file in town office.
- **Worker's Comp insurance update:** C Homyak shared protocol for MATIT review. Clerk Hexum-Platzer added that a form is sent for Clerk to complete each year which is due at the end of January. For non- employee work, copies liability insurance are required.
- **GMSB or NSFCU checking acct fund transfer update:** See Treasurer's report above

**New Business:**

- **Question from M Somnis on plans for Township to add amenities to Gitchi Gami Trail; review** Clerk Hexum-Platzer shared the question. With multiple use/bike trail not yet started, discussion only included the possibility of grants available to downtown businesses and the township for funding support. Drawings from landscape architect were created and filed in town office. Discussion is tabled until trail is underway.
- **MATIT insurance review of all township properties, buildings, etc.** See above. C Homyak noted that until storage building is completed there is an additional builders' risk insurance added to the current invoice from MATIT. Cooper and Friesner thanked Homyak for his work on this topic.

**Donations:** JNS Customs LLC and M Mc Coy L Cooper made a motion to accept the resolution noting these donations. C Friesner seconded. Motion passed. Treasurer VanDoren received the checks for deposit.

**Citizen Comments:** None

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**Adjournment:** L Cooper made a motion to adjourn; seconded by C Friesner. Motion passed and meeting was adjourned at 8:15 p.m.

Respectfully Submitted, Sharon Hexum-Platzer Clerk

C Friesner Chairperson