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Lutsen Township Board Meeting Minutes
April 18, 2023
Lutsen Town Hall

Present: Sharon Hexum-Platzer, Ashely VanDoren, Paul Goettl, Carl Friesner, Samantha Mcquatters-Spangle, Matt Kartes

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 a motion to approve agenda, L. Cooper seconded. Motion passed.

Approval of March Meeting Minutes: L. Cooper made a motion to accept meeting minutes, C Friesner seconded. Motion passed.

Approval of April Cartway Meeting Minutes: L. Cooper made a motion to accept meeting minutes. C Friesner seconded. Motion passed.

Reorganization Meeting as Required/ Change/Review of Information

- A. Designate by motion a chairperson- Carl Friesner
- B. Designate by motion a Vice-Chairperson
- C. Adopt a schedule of regular meeting dates: 3rd Tuesday of every month
- D. Select by motion an Official Township Newspaper: Cook County News Herald
- E. Designate by motion posting places: Town Hall, Clearview/Post Office Bulletin Board, and Website
- F. Review Resolution No. 2014-09 – Policy for the Compensation of and Reimbursement of Town Officers: [Note capital R and S is for town meetings.]
 - I. Compensation for Supervisors
 - a. Regular and Special Meetings: Currently \$85.00/meeting
 - b. Hourly work on behalf of the Township: Currently \$20.00/hour
 - II. Compensation for Clerk:
 - a. Regular and Special Meetings: Currently \$85.00/meeting
 - b. Hourly work: Currently \$25.00/hour
 - III. Compensation for Deputy Clerk: [To be employed only if Clerk is unable.]
 - a. Regular and Special Meetings: Currently \$85.00/meeting
 - b. Hourly work: Currently \$25.00/hour
 - IV. Compensation for Assistant Clerk
 - a. Hourly work: Currently \$20.00/hour –for record retention
 - V. Compensation for Treasurer:
 - a. Regular and Special Meetings: Currently \$85.00/meeting
 - b. Hourly work: Currently \$25.00/hour
 - VI. Compensation for Deputy Treasurer:
 - a. Regular and Special Meetings: Currently \$85.00/meeting
 - b. Hourly work: Currently \$25.00/hour
 - VII Mileage Reimbursement Rate for Town Officers: \$.56 –Currently; Shall we continue to follow federal government reimbursement rate?

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VIII. Meal Reimbursement Rate for Town Officers: Currently \$37.00/day--adjusted the meal rate to the same as the County: \$10 per breakfast, \$12 for lunch, \$15 for dinner. No liquor included.

G. Review Resolution No. 2014-12 – Policy for the Compensation of and Reimbursement of Town Employees: Currently in addition to pay per call, Incentive pay for fire fighters is \$82.50 per quarter if officers attend 60% and member attends 60% of maintenance and drills. Incentive pay for EMS is \$300 and for EMT \$400 per year if members make 50% of the calls.

I. Compensation for Fire Chief:

- a. Regular and Special Meetings: Currently \$85.00/meeting
- b. Monthly Stipend: Currently \$175.00/month

II. Compensation for Assistant Fire Chief:

- a. Regular and Special Meetings: Currently \$85.00/meeting
- b. Monthly Stipend: Currently \$125.00/month

III. Compensation for EMS Chief

- a. Regular and Special Meetings: Currently \$85.00/meeting

b. Monthly Stipend: Currently \$175.00/month

IV. Compensation for Assistant EMS Chief

a. Regular and Special Meetings: Currently \$85.00/meeting

b. Monthly Stipend: Currently \$125.00/month

V. Compensation for Fire and EMT/1st Responders:

- a. Fire Department: Currently \$25.00/fire call + incentive/bonus pay
- b. First Responders: Currently \$25.00/call + incentive/bonus pay
- c. Drills/Training/Maintenance Meetings: Currently \$25.00 per meeting

VI. Mileage Reimbursement Rate for Town Employees: Currently \$.56 per mile

VII. Meal Reimbursement Rate for Town Employees: Currently \$37.00/day --adjusted the meal rate to be the same as the County: \$10 per breakfast, \$12 for lunch, \$15 for dinner. No liquor included.

H. Designate Financial Institution as the Town Depository: North shore federal credit union/ Grand Marais state bank

I. List of Officers –submitted to MAT and Cook County

J. Supervisor Liaison Posts/Assignments and Review job descriptions as needed:

Lolli Cooper: ALCCTO [Association of Lake & Cook Township Officers] liaison

WTIP

Carl Friesner: Fall Lutsen Community Celebration – Usually 2nd Tuesday in October

Fire and EMS Department liaison,

Building & Grounds: Fire & Town Hall and Grandview Park

Chris Homyak: Lutsen Downtown Business Council liaison?

MATIT insurance/ Contracts

Joint Powers meetings or subcommittees inclusion with townships and County

Commissioner's Report:(Ginny Storlie)

- Karen Christenson came before the commissioners' board to ask for support of the new grant being written out to help support dental work for veterans.
- Braidy announced to beginning planning stages of a budget calendar for chamber and estimated levy budget for December 28, 2023

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- Highway department announced plans to begin construction on 5th street in Grand Marais this summer starting in June to include core blasting to implement a solid road bed structure.
- Engineer Haas started drafting plans for Tofte park road construction and rebuild
- **Lutsen town will have their cardboard trailer moved possibly to end of caribou or on the old road next to Issak Hansens between May 15, 2023 and August 1, 2023 due to MDOT using the area at the bottom of ski hill road for construction storage as they begin building the bike trail from the ski hill road to Arrowhead electric.**
- Emergency Management workshop to commence at Grand Marais community center and 4H building at the end of April; sign up is available and required on the Cook County Government website.

Clerk's Report: S. Mcquatters-Spangle Deputy Clerk: S. Hexum-Platzer

- A. Correspondence: Township Tuesday calls canceled during upcoming Spring Short Courses. ARPA Reporting for spending that occurred from (4-1-2022 to 3-31-2023) will be open on April 1, 2023. SLFRF Project and Expenditure (P&E) Report that is due April 30, 2023. State wide volunteer firefighter Plan Account Activity through 2022 Lutsen received and forwarded to fire chief. Hall rental. Inquiry of EMS hail damage 21BA00016 - Claim Update. New sessions of Early Childhood and Family Education classes booked for April. (St. Paul, March 30, 2023) Governor Walz has signed into law a bill that provides \$50 million to prevent family homelessness. All hands fire equipment emails forwarded to fire chief. Website developer email forwarded to supervisors. Citizen seeking land assessment directed to cook county auditor. Citizen seeking information about short term rentals; sent information via Ginny about short term rentals. PERA Employer Newsletter: Spring 2023 received. MAT District 10 Director Resignation; forwarded to supervisors. Minnesota Housing and its partners are pleased to announce the 2023 Consolidated Request for Proposals (RFP) are now open for applications.
- B. LBAE meeting posted for May 16, 2023
- C. April cartway meeting posted
- D. Lawn care contract posted
- E. 1st quarter taxes completed
- F. Sharon Hexum-Platzer completing SLFRF reports
- G. Cleaning contract updated
- H. Void Check #17211 due to printing error

Treasurer's Report: A VanDoren:

Balances as of March 31, 2023. NSFCU Business checking account is \$305,972.07. General Building fund is \$35,699.31. At Grand Marais State Bank Operating General Fund Money Market is \$50,271.55; GMSB Checking is \$50,000; Fire/EMS Truck Fund \$193,425.22; Total Funds-- \$635,368.15; YTD Receipts \$31,915.01; YTD Disbursements \$105,382.52; General Town Budget \$32,900.00; Fire District Budget \$179,645.00; 2022 General Town Levy: \$25,000 and Fire District Levy \$140,000: Approved 2023 total tax Levy is 165,000.00.

C. Friesner made a motion to accept the treasurer's report. L Cooper seconded. Motion passed

Review and Approval of Claims:

- Clerk S. Mcquatters-Spangle provided the invoiced April Claims. Details; 19 claims for a total of \$33,658.77 This included \$25,000 from checking into fire truck fund. Quarterly taxes in the amount of \$1,864.79 and \$120.35. \$2,491.54 for parks new gazebo.
- C. Friesner made a motion to approve claims, L Cooper seconded. Motion passed.

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- Clerk provided April payroll Claims for a total of \$3,312.57. L Cooper made a motion to approved payroll. C Friesner seconded. Motion passed
- Cash Control Statement for April was reviewed and compared to the Treasurer's Information and matched. Supervisors signed a document which is on file.
- Claims approval and Payroll distributions were signed by Supervisors; copies are on file in the town office.

Fire Chief's Report: Paul Geottl:

- 3 fire calls for the month of March
- Training consisted Wildland equipment;
- Wildland pump prepped for spring/summer use
- Fire meeting and training including incident command, rapid intervention, forcible entry and entanglement with instructor

EMS Chief's Report: Matt Kartes:

- 15 total EMS calls for the month of March including assisted fire calls
- Cancelled monthly meeting on April 17 due to weather
- EMS conferences scheduled for the end of April
- **Currently the Lutsen EMS is short of staff and seeking any individual interested in training; if interested please contact lutsentownship@gmail.com ; Fire Chief Paul Geottl or EMS Chief Matt Kartes**

Supervisors Report:

C Friesner:

- Attended cartway meeting

L Cooper:

- WTIP reporting on Lutsen Township
- Attended cartway meeting

C Homyak:

- Attended cartway meeting

Old Business:

- **Storage shed to continue build: storage shed doors have arrived and will be installed. Electrical will wait until spring.**
- EMS truck insurance claim awaiting assessor and rental truck availabilities; **waiting for contact from MATIT insurance on updates and available rental truck.**
- Skinner, Larson cartway; **appraisers proposal accepted and submitted with deposit in escrow awaiting final verdict.**
- New locks and keys for Township building- **S Hexum-Platzer will meet with C Friesner to discuss now lock types**
- MN DOT bike trail walk October 27, 2022 update; awaiting summery of walk. Updates on bike trail received with work commencing in May 2023
- Culture and tourism grant: Gazebo ordered; Historical marker received
- Consideration to make Lutsen township suitable for emergency shelter; generator. **EMS and Fire chief will research different types and possibilities that could work for Lutsen Townhall**
- Possibilities of Charging insurance for fire calls; Fire Chief Goettl checked with other multiple townships on how they go about charging for services and compiled a possible structure to be

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reviewed by the supervisors. The main goal of charging for services is the charge insurance and create enough revenue to lower the township levy and reduce the amount paid by locals. Fire chief talked with MAT representatives and by MN statute 366.011 verified the ability to charge. **Clerk and Fire chief will draft a policy plan and invoicing place to be reviewed by the town board before implementing.**

New Business:

- Nelson Machine products LLC currently being sold with plans to have North Shore Waste take over for most customers.
- MATIT liability coverage renewal estimate received. **To be reviewed by town supervisors.**
- Cleaning contract to be renewed and posted as current personel resigned

Donations: Sandra and John McHugh- **Thank you for your donations, it is greatly appreciated!**

Citizen Comments: N/A

Adjournment: C Friesner made a motion to adjourn; seconded by C. Homyak. Motion passed and meeting was adjourned at 8:02 pm

Respectfully Submitted, Samantha Mcquatters-Spangle; Clerk Carl Friesner; Chairperson