

LUTSEN TOWN BOARD
MEETING
May 19, 2020
AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Approval of April Monthly Meeting Minutes
5. Commissioner's Report (Ginny Storlie)
6. Clerk's Report:
 - A. Correspondence: Regional Effort Accepting Small Business Relief Fund Grant Applications – forwarded to local businesses & placed on website; Property Tax Delay email to Auditor Powers – copied for files; MN Assoc of Townships Legislative Update & Alert – forwarded to Supervisors FYI & no action required; LBAE documents and notice for remote meeting – posted and emailed as needed; updates on Small Business Grants – forwarded to local small businesses as blind copy emails; Teleconference meeting with Gov. Walz –shared with town officers; LTTA [Visit Cook County host] virtual meeting – placed on Homepage of website www.lutsentownship.com ;
 - B. Resolution [4.21.2020b] regarding single signature on checks with accompany 4.21 minutes delivered to NSFCU
 - C. Posted LBAE and May 19 Regular Board meetings via GOTOMEETING for required virtual meeting
 - D. Signature Card for Checking Account needed except for Deputy Treasurer or Deputy Clerk
 - E. Signature Card for Credit Card Policy – signatures needed

7. Reorganization Meeting / Change of Information

- A. Designate by motion a Chairperson
- B. Designate by motion a Vice-Chairperson
- C. Adopt a schedule of regular meeting dates: Currently: 3rd Tuesday of every month
- D. Select by motion an Official Township Newspaper: Currently: Cook County News Herald
- E. Designate by motion posting places: Currently: 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 and M 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 \$20.00/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 \$20.00/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 \$20.00/hour
 - VI. Mileage Reimbursement Rate for Town Officers: Then \$.545 –Currently we continue to follow federal government reimbursement rate.

VII. 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 member attends 80% of maintenance and drills. Incentive pay for EMS is \$300 and for EMT \$400 per year if member does 25% 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 \$.57.5 per mile – shall we continue to follow federal government reimbursement rate?

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:

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

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

ALCCTO [Association of Lake & Cook Township Officers] —liaison?

Fall Lutsen Community Celebration – Usually 2nd Tuesday in October

Fire and EMS Department liaison,

Building & Grounds: Fire & Town Hall and Grandview Park

Contracts/Insurance,

WTIP

Lutsen Downtown Business Council liaison --is this still viable/needed;

K. Consider any potential conflict of interest issues: Employers and employment roles

8. Treasurer's Report

9. Review and Approval of Claims:

10. Fire Chief's Report

11. EMS Chief's Report

11. Supervisor Reports

A. Carl Friesner

B. Lollie Cooper

C. Colleen Brennan

12. Old Business

- A. Town Hall Cleaning: hired M McCoy May 5, 2020
- B. Refinishing town hall floors: Reminders to users
- C. EMS bay door gasket installation:
- D. Speed limit & signage: Letter?
- E. Hall Rental Policy in Resolution and other related documents
- G. Storage Shed Replacement

13. New Business

- A. Bid for Lawn Mowing and associated Contract: Review Bid & decision and contract review
- B. Town Park re 1- installation of frost free water on Pump House and 2- volleyball court – net and lines

14. Donations:

15. Citizen Comments:

16. Adjournment: