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Lutsen Township Board Meeting Minutes
April 16, 2024
Lutsen Town Hall

Present: Ashley VanDoren, Carl Friesner, Samantha Mcquatters-Spangle, Lollie Cooper, Steve Duclos, Matt Kartes, Tim Lien, Chris Homyak, Ginny Storlie

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

Approval of Agenda: C Friesner made a motion to approve the April agenda, L Cooper seconded. Motion passed.

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

Commissioner's Report: (Ginny Storlie)

- Review of board fees resulted in an increase for weekend weddings and events at the Grand Marais Community Center to \$500 for local resident and \$1000 for non-local resident
Tofte recycling center has increased the price for a small garbage bag to \$3 and large garbage bags to \$6.
- Saturday April 20th Grand Marias school will be hosting earth day next door to the Grand Marais community center hosting the emergency management conference.
- April 19th commissioners board will be hosting a morning breakfast courthouse for employees
- Commissioner Storlie will connect with Mr. Keyport to check up on the emergency shelter for Lutsen
- Commissioners hired an architectural company to help and design a proposed justice center combining moving of the courtroom and remodeling of the law enforcement to help gain a grant bid from representatives and senators. In 2022 commissioners did a full evaluation of all county facilities. The courtroom that was designed and built in 1920's is no longer up to date and besides security issues due to poor sound proofing and insufficient space for anything larger than a general jury could be better designed and moved to give space to other offices. Voting 3/2 the architectural design was approved in anticipation for a grant approval and to present to the bonding committee, the design was presented in Ely by Chairman Ann Sullivan on behalf of Cook County Commissioners.

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

- A. Correspondence: Invitation - 2024 MNCAER Pipeline Safety Program; forwarded to fire chief. Short Course votes taking place; forwarded to supervisors. 2024 Multifamily Consolidated RFP/2025 HTC Round 1 Early Release. Tribes & FS host 2-day Shared Learning for Co-Stewardship. Released: Updated Tax Increment Financing County Guide. MAT Bylaws vs. State Statute. IRRR Board Meeting Recap - March 26. AAAA Newsletter, April Update. DEED Announces Federal Approval of Digital Opportunity Plan. FY25 Congressionally Directed Spending application period opening soon, date to be determined. BWCAW Forest Plan Amendment Public Engagement. Coronavirus State and Local Fiscal Recovery Funds Program – Updated FAQs on Obligations. We as Members make MAT; forwarded to supervisors. National Community Development Week - Housing and Economic Development. Poplar River Ridge – Plat; forwarded to supervisors. Superior National Forest, Canada Lynx are Thriving in the Arrowhead. Poplar River Ridge Plat 3rd Amendment Application; forwarded to supervisors. May Planning Commission Public Notices; forwarded to supervisors. Public Open Houses for Developing Forest Plan Amendment of Management Direction for the Boundary Waters Canoe Area Wilderness (BWCAW). Invitation - 2024 Online Training Center; forwarded to fire chief. Share your thoughts on Minnesota's Housing and Community Development Action Plan; forwarded to supervisors. May Cook County Board of Adjustment public hearing notice; forwarded to supervisors. Presenting final Resolution wording of CAP to be postponed.
- B. Playground Grant; magazine order available for viewing
- C. Citizen requesting update for soccer in Lutsen development

D. Voided check 17541; printer jam

Treasurer's Report: A VanDoren: As of March 31, 2024;

North Shore Federal Credit Union has; General Fund Checking \$229,581.43, General Building Fund Savings \$35,735.09. Grand Marias State Bank has; Fire/EMS truck fund Money Market \$119,447.94 totaling \$384,764.46.

CD investments; 7-month CD at North Shore Federal Credit Union \$101,220.77, 13-month CD at Grand Marais State Bank \$100,000.00, 29-month CD at Grand Marais State Bank \$100,391.47; totaling \$301,612.24.

Year to Date Receipts \$53,486.15, Year to Date Disbursements \$352,265.55(this includes investments).

2024 General town Budget \$41,450.00, 2024 Fire District Budget \$201,645.00 for a total budget of \$243,095.00.

2024 General town Levy \$30,000.00, 2024 Fire District Levy \$145,000.00 for a total 2024 Levy of \$175,000.00

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

Reorganization Meeting as Required/ Change/Review of Information

A. Designate by motion a chairperson; L Cooper voted for Carl Friesner, C Homyak seconded. Carl Friesner elected as chairperson.

B. Designate by motion a Vice-Chairperson; C Friesner voted for Chris Homyak, L Cooper seconded. Chris Homyak elected as vice-chairperson.

C. Adopt a schedule of regular meeting dates: Currently: 3rd Tuesday of every month. Carl motion for the 3rd Tuesday of each month, L Cooper seconded. Motion passed.

D. Select by motion an Official Township Newspaper: Currently: Cook County News Herald. C Friesner motion to keep Cook County News Herald, L Cooper seconded. Motion passed.

E. Designate by motion posting places: Currently: Town Hall, Clearview/Post Office Bulletin Board, and Website. C Friesner motioned to keep the same posting locations, L Cooper seconded. Motion passed.

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

C Friesner motioned to keep the same supervisors pay, L Cooper seconded. Motion passed.

II. Compensation for Clerk:

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

b. Hourly work: Currently \$25.00/hour

C Homyak motioned to keep the same pay for clerk, L Cooper seconded. Motion passed.

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

C Homyak motioned to keep the same pay for deputy clerk, L Cooper seconded. Motion passed.

IV. Compensation for Assistant Clerk

a. Hourly work: Currently \$20.00/hour –for record retention

C Friesner motioned to keep the same pay for assistant clerk, L Cooper seconded. Motion passed.

V. Compensation for Treasurer:

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

b. Hourly work: Currently \$25.00/hour

C Friesner motioned to keep treasurer pay the same, L Cooper seconded. Motion passed.

VI. Compensation for Deputy Treasurer:

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

b. Hourly work: Currently \$20.00/hour

C Friesner motion to raise the deputy treasurer pay to \$25 per hour, L Cooper seconded. Motion passed.

VII Mileage Reimbursement Rate for Town Officers: \$.56 –Currently; The federal 2023 IRS mileage rates are .67 cents per mile for business purposes, 22 cents per mile for medical and moving purposes.

C Friesner made a motion to match the township mileage rates to the federal mileage rates. L Cooper seconded. Motion passed.

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. *C Homyak motioned to keep the reimbursement rate for meals the same, L Cooper seconded. Motion passed.*

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. (As per the fire/EMS chief request EMS incentive pay will be absorbed into a quarterly incentive pay same as the fire crew)
C Friesner made a motion to change the compensation and reimbursement for firefighters/EMS to \$100 if the 65% attendance quota for calls, training and functions is met. L Cooper seconded. Motion passed (C Homyak abstained from voting)

I. Compensation for Fire Chief:

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

C Friesner made a motion to increase the fire chief (not combines Fire/EMS chief) pay to \$200/month, L Cooper seconded. Motion passed. (C Homyak abstained from voting)

II. Compensation for Assistant Fire Chief:

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

C Friesner made a motion to increase the assistant fire chief to \$150/month and \$85/meeting, L Cooper seconded. Motion passed (C Homyak abstained).

III. Compensation for EMS Chief

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

EMS chief has position has been absorbed to a single Fire/EMS chief position.

IV. Compensation for Assistant EMS Chief

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

C Friesner made a motion to increase assistant EMS chief rate to \$150/month and \$85/meeting. L Cooper seconded. Motion passed.

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 Friesner made a motion to increase call pay for both Fire and EMS to an additional \$25 per hour after an initial period of 2 hours for a call is met. (Hours will be logged and any additional pay will be signed off by either a chief or assistant chief)

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

C Friesner made a motion to match the township mileage rates to the federal mileage rates. L Cooper seconded. Motion passed.

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.
C Friesner made a motion to keep the current reimbursement for meal rates, L Cooper seconded. Motion passed.

H. Designate Financial Institution as the Town Depository: *C Friesner votes to continue using North Shore Federal Credit Union and Grand Marais State Bank. L Cooper seconded. Motion passed.*

I. List of Officers –submitted to MAT and Cook County. All Supervisors, clerk and treasurers submitted

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

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

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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

K. Consider any potential conflict of interest issues: Employers and employment roles
No conflicts of interest were observed.

Review and Approval of Claims:

- Clerk S. Mcquatters-Spangle provided the invoiced April Claims. Details; 14 claims for a total of \$17008.88 This included \$2094 for quarterly federal taxes. \$3,624 for additional purchase of turnout gear. \$2,700 for grant writing for needed fire equipment. Currently 1 check in the amount of \$9,824 filed and on hold waiting for finalized estimated of comparative quote for truck repair.
C Friesner made a motion to approve claims, L Cooper seconded. Motion passed.
- Clerk provided April payroll Claims for a total of \$1,741
C Friesner made a motion to approved payroll. L Cooper seconded. Motion passed
- Cash Control Statement for March 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 and EMS Chief's Report: (Steve Duclos)

- 6 fire calls over the last month with a few happening outside Lutsen district
- New flir camera was received and representative from Alex Air demonstrated usage; Lutsen supervisors approved storage of old flir camera as a backup.
- Fire training included vehicle extraction at Lutsen townhall with fire crews joining from Tofte and other departments; good turnout, good instruction and good technique.
- Training also included forceful entry and working with EMS to make each training session more meaningful.
- Fire/EMS chief Duclos seeking permission from the board to sell the old hydraulic jaws of life as Lutsen fire/EMS has and uses the much more reliable battery powered jaws of life; other departments have shown interested in buying. C Friesner agreed once a fair price was found there wouldn't be any issues selling.

Supervisors Report:

C Friesner:

- Contacted Northern Epoxy on quote to fix up town hall entry way and requested materials deposit; *demolition work will begin April 17th.*
- Helped clean bin at dog park
- Reviewed concession stand for summer events; will plan on bringing fill to level off and be more presentable
- Reviewed exterior painting schedule with S Duclos; A VanDoren verified \$22,000 is currently set aside for building maintenance.
- Contacted by a business in Minneapolis that resells used items fire items for small townships; shared with fire/EMS chief

L Cooper:

- WTIP setting up prerecording for Lutsen Township updates
- Corresponded with Mr. Keyport to begin securing funds for short term emergency shelter

C Homyak:

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- Passed first Fire 1 and 2 classes
- Worked on insurance claim for truck
- Research and attending April 19th emergency shelter conferences

Old Business:

- EMS truck insurance claim awaiting assessor and rental truck availabilities; **waiting for rental truck availability.**
- Fire Chief and truck damaged during Lutsen Resort fire; Awaiting estimate cost
- New Fire door lock; awaiting supplies to be shipped
- Consideration to make Lutsen township suitable for emergency shelter; generator.
 - **L Cooper will correspond with Mr. Keyport and continue talks with Cook County Commissioners to inquire about grants and financial help on behalf of Lutsen Township**
 - **C Friesner will connect with Hank to start the process of finding generator to purchase.**
- Town hall entry way repair. **Demolition will start April 17th and repair to begin April 18th.**
- Tree fallen on fence line of ball park; **C Friesner and M Kartes will create an action to plan to fix**
- Pest Control issue: **C Friesner will call pest control**
- Lutsen resort fire hydrant and broken pipeline update; 30 days into the 90-day time limit to respond with a plan of action only 1 of the handful of business has responded.
- Turnout gear purchase update; currently pieces of orders have begun to arrive such as some boots, jackets and helmets; EMS gear to arrive any day.

New Business:

- Parking lot line striping; *each supervisor will review and discuss best way to implement parking lot striping during the May monthly meeting.*
- Garbage signs for Grandview Park. *Clerk Mcquatters-Spangle will search and review signs to present to supervisors at May monthly meeting.*
- Dog park garbage bin complaint. *C Friesner has been in contact with citizen and discuss a solution including grind back the screws tearing bags.*
- Cardboard trailer area maintenance. *Clerk Mcquatters-Spangle will email commissioner Storlie on finding a solution.*
- Emergency Management Conference April 19-April 21.
Ginny Storlie informed the town board about some openings still available workshops and for red cross training and setting up of emergency shelters for this weekend's emergency management conference. Other workshops include ARMOR radio training from 9am-3pm. C Homyak elaborated on the conference running simulation drills on emergency shelters and the process needed to verify all needs are met including what is needed for beds, food, operations, shower, check in and out and all different pieces needed to run an emergency shelter. *Clerk Mcquatters-Spangle will post notices for a quorum.*

Donations: Paul A Nelson; Thank you Fire and EMS!

Citizen Comments: N/A

Adjournment: C Friesner made a motion to adjourn; seconded by L Cooper. Motion passed and the meeting was adjourned at 8:37 pm

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