

LUTSEN TOWN BOARD

April 18, 2023

AGENDA

1. Call to Order:
2. Pledge of Allegiance
3. Approval of Agenda
4. Approval of March Monthly Meeting Minutes
Approval of March Cartway meeting minutes
5. Commissioner's Report (Ginny Storlie)
6. Clerk's Report:
 - 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. Law care contract posted
 - E. 1st quarter taxes completed
 - F. Sharon Hexum-Platzer completing SLFRF reports
 - G. Cleaning contract updated

Reorganization Meeting as Required/ Change/Review 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 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 \$20.00/hour
 - VI. Compensation for Deputy Treasurer:
 - a. Regular and Special Meetings: Currently \$85.00/meeting

b. Hourly work: Currently \$20.00/hour

VII Mileage Reimbursement Rate for Town Officers: \$.56 –Currently; Shall we continue to follow federal government reimbursement rate?

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 – 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?

Joint Powers meetings or subcommittees inclusion with townships and County

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

7. Treasurer's Report

8. Review and Approval of Claims

9. Fire Chief's Report

10. EMS Chief's Report

11. Supervisor Reports

A. Carl Friesner

B. Lollie Cooper

C. Chris Homyak

12. Old Business

A. Storage shed update

- B. EMS truck Insurance claim update requested from MN association and township-insurance update
- C. Cartway-waiting on updates from appraiser
- D. New locks and security for Lutsen Town Hall
- E. MNDOT bike trail walk- email update received
- F. Consideration to make Lutsen township suitable for emergency shelter; generator
- H. Lutsen Trailbreakers
- I. Possibilities of Charging insurance for fire calls; updates

13. New Business

- A. Nelson Machine products LLC being sold
- B. MATIT liability coverage renewal estimate received

14. Donations: Sandra and John McHugh

15. Citizen Comments:

16. Adjournment: