

Lutsen Township Board Meeting Minutes
April 19, 2022
Lutsen Town Hall

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

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. L. Cooper seconded. Motion passed.

Approval of Monthly Meeting Minutes: C Homyak made the motion to approve March regular board minutes, L. Copper seconded. Motion passed.

Commissioner's Report (Ginny Storlie):

- Redistricting meeting held with no public comment.
- First April meeting budget calendar was approved for April 12-December 30 to discuss distribution of budget materials through departments.
- Robby Haas has submitted a priority list for bridge replacement, Lutsen Town ship concerning bridge is the cascade beach road near spruce creek projected for 2024.
- Public Health and Human services received a proclamation from Gov. Waltz to recognize the service that public service workers particularly in cook county preform.
- Public Health Meeting discussed loss of employees and different possible solutions to outreach.
- Committee has begun review for VRBO's (vacation rentals properties) around 634 including resorts to ordinances.
- Tobacco ordinance reviewed for commercial sale including minimum age being 21 and ID checks. Sacred tobacco discussed.

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

- Correspondence: MAT webinar will share more information about ARPA reporting requirements hosted by the Treasury; recording available on the Treasury's website; Planning Commission - 13 Apr 2022-sent to supervisors in BCC; Board of Adjustment - 13 Apr 2022 – sent to supervisors since again it is before town meeting; should deputy clerk meetings be compensated; Minnesota Housing Board action on the proposed amendment is expected to occur at Minnesota Housing's April 21, 2022 Board meeting. The Inclusion Readiness Assessment on April 14th will be followed by an additional 2-hour virtual Community Action Planning meeting on May 19th, 2022 @ 5:30-7:30PM. Received New laptop computer for clerk township use via Sundew technical services.
- Sharon Deputy clerk acquired new UEI number in place of now obsolete DUNs number.
- Sent Letter to Senator Bakk's office regarding extending speed zone
- Update; Nelson Machine product costs
- Updated contract for arrowhead electric thermal storage space heating signed and completed
- Census survey for public employment and payroll to be conducted before next meeting.

Reorganization Meeting as Required/ Change/Review of Information:

- A. Designated Chairperson to remain Carl Friesner; Motioned by L. Cooper, seconded by C. Homyak. Motion passed.
- B. Designated Vice-Chairperson to remain Laurreta Cooper; Motioned by C. Friesner, seconded by C. Homyak, motion passed.
- C. Adopt a schedule of regular meeting dates: 3rd Tuesday of every month. Motioned by C. Friesner, seconded by L. Cooper. Motion passed.
- D. Select by motion an Official Township Newspaper: Cook County News Herald. Motioned by L. Cooper, seconded by C. Homyak. Motion passed

E. Designate by motion posting places: Town Hall, Clearview/Post Office Bulletin Board, and Lutsen Township Website. Motioned by C. Homyak, seconded by L. Cooper. 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: \$85.00/meeting
- b. Hourly work on behalf of the Township: \$20.00/hour

II. Compensation for Clerk:

- a. Regular and Special Meetings: \$85.00/meeting
- b. Hourly work: \$25.00/hour

III. Compensation for Deputy Clerk: [To be employed only if Clerk is unable.]

- a. Regular and Special Meetings: \$85.00/meeting
- b. Hourly work: \$25.00/hour

IV. Compensation for Assistant Clerk

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

V. Compensation for Treasurer:

- a. Regular and Special Meetings: \$85.00/meeting
- b. Hourly work: \$20.00/hour

VI. Compensation for Deputy Treasurer:

- a. Regular and Special Meetings: \$85.00/meeting
- b. Hourly work: \$20.00/hour

VII Mileage Reimbursement Rate for Town Officers: \$.56 –in correspondence with federal government reimbursement rate.

VIII. Meal Reimbursement Rate for Town Officers: \$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.

Compensations and reimbursements rates motioned by C. Friesner, seconded by L. Cooper. Motion passed.

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

Change made: Fire Captains from having to attend 80% of meetings to attending 60% motioned by C. Friesner, seconded by L. Cooper. Motion passed.

I. Compensation for Fire Chief:

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

II. Compensation for Assistant Fire Chief:

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

b. Monthly Stipend: \$125.00/month

III. Compensation for Fire Captains to receive \$25/month for extra duties

IV. Compensation for EMS Chief

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

b. Monthly Stipend: \$175.00/month

V. Compensation for Assistant EMS Chief

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

b. Monthly Stipend: \$125.00/month

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

a. Fire Department: \$25.00/fire call + incentive/bonus pay

b. First Responders: \$25.00/call + incentive/bonus pay

c. Drills/Training/Maintenance Meetings: \$25.00 per meeting

VII. Mileage Reimbursement Rate for Town Employees: \$.56 per mile – In correspondence with federal government reimbursement rate.

VIII. Meal Reimbursement Rate for Town Employees: \$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.

Fire and EMS pay rate and reimbursement approval motioned by C Friesner and seconded by L. Cooper. Motion Passed.

H. Grand Marais State Bank and North Shore Federal Credit Union are to remain as the designated Financial Institution as the Town Depository motioned by C. Homyak, seconded by L. Cooper. Motion passed.

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 to remain L. Cooper

Fall Lutsen Community Celebration – Usually 2nd Tuesday in October to remain C. Homyak

Fire and EMS Department liaison to remain C. Friesner

Building & Grounds: Fire & Town Hall and Grandview Park to remain C. Friesner

Contracts/Insurance liaison to remain C. Homyak

WTIP to remain L. Cooper

Lutsen Downtown Business Council liaison --is this still viable/working group to remain C. Homyak

Joint Powers meetings or subcommittees inclusion with townships and County

A. Equity to remain L Cooper

B. Housing to remain C Homyak

Treasurer's Report: A VanDoren.

- Balances as of March 231, 2022. NSFCU Business checking account is \$323,011.50 Building fund is \$35,663.64 At GMSB Operating General Fund Money Market \$50,263.38, GMSB Checking is \$50,000; Fire/EMS Truck Fund, \$168,393.9+7. **Total funds--** \$627,332.49 YTD Receipts \$25,083.81. YTD Disbursements \$21,236.57. 2022 General Town Budget \$28,700; 2022 Fire District Budget \$166,745. 2022General Town Levy: \$20,500 and Fire District Levy: \$136,000. Approved **2022 total Tax Levy** is \$156,500

- C Friesner made motion to accept the Treasurer's Report as presented. C. Homyak seconded. Motion passed
- Treasurer noted first half of taconite tax received from the county.
- An electronic fund transfer of \$25K needs to be moved from NSFCU checking to GMSB new truck fund. Treasurer VanDoren will transfer
- Received interest from bank accounts.
- Treasurer report copies are available in town office for review. The Cash Control statement provided to the Board.

Review and Approval of Claims:

- Clerk S. Mcquatters-Spangle provided the invoiced March claims. Details: 17 claims for total of \$49,934.69. This included \$25,000 electronic funds transfer to truck fund. \$1981.97 quarterly federal tax. \$15,162 for 6 new ARMER radios. \$1,427.97 for an updated township laptop. \$4,035.98 ground monitoring device to aid firefighters. C. Friesner motioned for approval, L. Copper seconded. Motion passed.
- Clerk provided March payroll claims for total of \$1699.62. C Homyak made a motion to approve the payroll claims as presented. C Friesner seconded. Motion passed.
- Cash Control Statement for March was reviewed and compared to Treasurer's information. Supervisors signed 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: Chief Paul Goettl

- Goettl noted there was 1 fire calls – it was false alarm
- New ARMER radios have been received and programmed to 6 Fire/EMS personnel
- New \$4k ground monitor received will stand in place of firefighter to spray water in a continuous direction helping in defensive firefighting and tackling more than one direction at a time. Training has been productive with said device.
- Updating DNR agreement regarding equipment and payments.
- Applying for 50/50 DNR grant for new protective gear.

EMS Chief's Report: Chief Matt Kartes

- 6 calls for month
- Continuing monthly meetings with Cook County ambulances
- Revamping SOG's
- Planning to buy new jackets/gear for EMS personnel

Supervisor Reports:

C Friesner:

- Worked with S. Hexum-Platzer to submit DNR Grant by deadline for ball field/township area, will hear back by July.
- Working with Phil Bonin on township locks for replacement

L Cooper:

- Worked on WTIP radio on behalf of the township
- Planning to attend April 28th Cook and Lake county local governing body meeting

C Homyak:

- Housing Meeting on March 29th to continue reviewing issues in the county.
- Insurance review
- Found a smart TV and Logitech conference bundle pertaining to video/audio communications for townhall use at 2800\$ bought by ARPA funds. Purchase motioned by C. Friesner, seconded by L. Copper. Motion passed. C Homyak will get information to clerk for purchase.

Old Business:

- Storage building shed waiting for snow to clear and pick up supplies from Isak Hansen
- Storage shelves for Kitchen installed. New tables for Hall are in Fire Hall. C Friesner will get marred tables removed to await storage in new building.
- Zoning concern: Addressing prohibiting adult entertainment will be discussed further. Commissioner Storlie to provide information. Storlie not in attendance so this is tabled.

- EMS truck Insurance claim for hail damage submitted in October 2021 In process: This may include having to switch out the damaged truck and/or using the other truck. M Kartes will get this quote and will send to MATIT insurance through C Homyak. Postponed until further snow has dissipated.

New Business:

- Dinner meeting at Schroeder Hall April 28th at 6pm. All supervisors plan to attend; quorum notice will be posted by Clerk
- Mowing bid to be posted in Cook County News Herald. Clerk will send bid notice to newspaper.
- Board of appeals and equalization meeting to be posted in Cook County News Herald for next month. Clerk will send notice of meeting to newspaper.
- Lutsen resort has asked Lutsen fire chief inspect property plans and road access for new large addition. Chief Goettl will review road access, sprinkler, strategies...etc.
- New lithium batteries requested by service provider for Lutsen speed signs. Motioned for purchase by L. Cooper, seconded by C. Homyak. Motion passed. Deputy clerk will send request to Sundew Technical.

Donations: None

Citizen Comments:

Tyson Smith accompanied by Molly and Philip Larson are attending as a forewarning of a submitted petition for a 925ft cartway to gain access to 28 acres of raw private land purchased to build two homes on to the west of and connecting to ski hill road via contested road. A mock petition was brought before the supervisors with aerial views of the contested road and land locked parcel. Once the official petition is received it will be presented to the supervisors at the next Lutsen Town board meeting.

Adjournment: C Friesner made a motion to adjourn; seconded by L Cooper. Motion passed and meeting was adjourned at 8:26 p.m.

Respectfully Submitted, Samantha Mcquatters-Spangle Clerk

C Friesner Chairperson