

Approved

**Lutsen Township Board Meeting Minutes**  
**August 18, 2020**  
**Lutsen Town Hall**

**Present:** Sharon Hexum-Platzer, James Coleman, Matt Kartes, Ashley VanDoren, Carl Friesner, Lollie Cooper, Colleen Brennan, Ginny Storlie.

**Action items underlined**

**Call to Order:** Meeting called to order by Chairperson, C Friesner, at 7:15 pm.

**Pledge of Allegiance:** Flag was presented for the pledge of allegiance.

**Approval of Agenda:** L Cooper made the motion to approve the updated agenda and C Brennan seconded. Motion passed

**Approval of Monthly Meeting Minutes:** C Friesner made the motion to approve July meeting minutes. Motion was seconded by L Cooper. Motion passed.

**Commissioner's Report** (Ginny Storlie):

- Storlie announced the starting work of Highway Engineer Robby Hass and Maintenance Supervisor Josh Dykes.
- County Assessor personnel: Todd Smith retired & Bob Thompson assumes that new role. John Denny joined the staff.
- Five applicants will be interviewed for County Administrator. Interim is Rena Rodgers.
- Commission De Shaw has finished his last meeting. There will be only 4 county commissioners until February when those elections will occur.
- Racial disparities discussions will be done through the Joint Powers group and will be done August 25 from 5:30 to 7 p.m. See the County website for location and how individuals can share individual matters related to this and how the County can address racism in our area.
- CARES Act monies: \$200K was awarded to EDA to support county businesses. \$700K was provided to Cook County.
- She thanked Supervisor Friesner for getting the water spigot installed at the Park.
- Storlie announced that Schroeder Township purchased masks and hand sanitizer and gave them away to their residents.

**Clerk's Report:** S Hexum-Platzer

- Correspondence: PERA Changes notification –copies for board; Ad for mobile aps – info available for review; Ad for logo masks – available for review; State Auditor Updates – forwarded with specific board information to review; new sign error at Ski Hill Road – replied with change made; emails regarding addition to Continued Annual Meeting or August Regular Meeting agendas – added items; request for Fire Dept contact – replied to access the website contact link and bcc fire dept website; email requesting fire pit regulations -- referred to County, USDA, and MNDNR and if needed to add request to Town Board; email query on assessment on property – referred to County Auditor and Assessor; mail notice of District 10 meeting via Zoom August 27th at 6 p.m. – see below; North Shore Pest Notice – see below; MN Dept of Revenue –shared 2021 Town Aid of \$9715 based on ratio net tax of Agriculture land to all other taxed land, total of land & water, & population; NorthShore E Bike ad –nsebike@gmail.com or 218 663 0009; ad for Domain Listings – Lutsen has through WIX. IRRRB FY21 Resource Guide for Grants & Loans – on file in office; call re Environmental Assessment of Cleaview complex – replied to check with County Land & Water & neighbors' concerns; call re bldg. off Ski Hill Road – found answer about water; emails sent for remote continued Annual Town Meeting
- Posted and sent notification for Continued Annual Town Meeting – posted July 27 and published August 7
- Added continued annual meeting documents to website & made hard copies available prior to August 18
- CARES Act Certification sent and a received notification from MN DOR\_PropTax Admin July 22 that it was received; later notice -- \$10900 was deposited 8.7.20; Clerk added that any township officer or Fire/EMS training of additional hours for COVID 19 related work needs to be documented for later required reports to MN Property Tax division of State Auditor's office. Clerk will give CARES Act expenditure updates prior to deadline of expenditures in November.
- Thank you to Clearview Store former owners

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**Treasurer's Report:** Treasurer A VanDoren presented the Treasurer's report. Copies are available for review.

- Balances as of July 31, 2020: Business checking account is \$204,264.75 Building fund is \$25,687.84. Operating General Fund Money Market \$75,228.22, Fire/EMS Truck Fund, \$143,321.38 **Total funds--** \$448,502.29. YTD Receipts \$204,824.51 which includes first half of levy and PILT funds. YTD Disbursements \$233,705.86[includes transfers of \$25,000 to truck fund and transfer of \$50,000 to NSFUCU checking from GMSB Operating Fund]. 2020 General Town Budget \$35,050.00; 2020 Fire District Budget \$158,245.00. Approved 2020 total Tax Levy is \$193,295.00.
- L Cooper made motion to accept the Treasurer's Report as presented. C Brennan seconded. Motion passed.
- Treasurer VanDoren provided specific data on monies received and expenditures through July which shows specific expenditure amounts compared to the budget.
- Cash Control Statement were also provided for review and signed by Supervisors and Treasurer. Copies available in town office for review.

**Review and Approval of Claims:**

- Clerk Hexum-Platzer presented the invoiced claims. Current Details: 11 total claims for \$5,339.23. This includes the partial cost of installing the shower for EMS/Fire personnel safety due to possible Covid 19 contact. Clerk noted that cost code is now a CARES monies fund account number. Supervisors reviewed claims. C Friesner made a motion to approve the claims as presented. C Brennan seconded. Motion passed.
- Supervisors reviewed 8 Payroll claims for \$2,465. C Brennan made a motion to approve payroll claims. L Cooper seconded. Motion passed.
- Claims approval and Payroll distribution were reviewed and signed separately by Supervisors; copies are on file in the town office.

**Fire Chief's Report:** Chief James Coleman

- Three fire calls this month.
- Training included work with Hazmat and checking fire hoses.
- The decontamination shower still needs electrical work and shower bars.
- Poplar River Water District hydrants are currently working but have had continued serious issues. Chief Coleman checked with State Fire Marshal and State mandates that state these hydrants need to be tested and operational at all times. If one more incident occurs, Chief Coleman will be sending a fix order letter to the Poplar River Water District. This is a serious issue for fire safety of all related businesses and private residents on and near Ski Hill Road.
- State Board of Fire Department Training notified that G Mueller completed testing.
- Coleman stated that Lutsen will be covering calls on Hwy 61 corridor east to Fall River Road until construction is complete [end of August]. Grand Marais cannot reach that area in a timely fashion due to re route due to that construction.

**EMS Chief's Report:** Chief Matt Kartes

- Higher than average number of calls – 7 - with a few that were difficult and tragic incidents. Chief Kartes asked that if Board sees any of the EMS crew to thank them for their work. Supervisor Friesner added that one involved person called who wanted to make sure EMS was thanked for saving her life. The County ambulance crew have also added their appreciation of the quality of EMS work at several of these incidents.
- Training which was done outside included splinting, backboard, and seating collars.
- Chief Kartes asked about CARES funding. Discussion included relevant PPE supplies and the shower costs. He wondered about monies to support the LUCAS equipment which costs \$20-25K. He asked if Clerk can research whether it is possible to spend some of the new CARES Act fund monies toward this equipment because it would allow EMS personnel hands - free heart compressions.
- Question on increase PERA retirement payments without costing the town residents more in taxes. Clerk noted that information has been shared from the State which was shared with the supervisors and Fire & EMS chiefs. Clerk will make copies for Chiefs again.
- Topic brought up at the Continuation of Town Meeting regarding any needed additional/lighted signage: Kates, Coleman, and Friesner noted that more signage is not needed since emergency vehicles do not leave the building in unsafe manner and with truck lights any Caribou Trail traffic can easily see these vehicles.

**Supervisor Reports:**

C Friesner:

- Lutsen Park volleyball net and border will be installed soon.
- Friesner set up GoToMeeting for the Continued Annual Meeting on August 18.
- The ballfield has been dragged.

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- Summarized the storage shed progress: P Henrikson at North House is supervising the construction of framing of a 16 x 24 shed. Cost of this is \$8480. This can be stored for the Township until next spring when a slab has been poured [work and mix donated by a Lutsen business]. He has found another business to donate the roof construction. The plan is to have other materials donated and when the frame can be delivered and then to have a community “shed raising” since we have several community members with construction experience. L Cooper made a motion to approve North House timber frame construction of the storage shed at cost of \$ 8,840. C Brennan seconded. Motion passed. Friesner clarified that 20% of the shed will be a concession area for use by various events and 80% for storage of tables, chairs, fire and town equipment.

### L Cooper:

- Did monthly WTIP report
- She contacted MNDOT persons and needs more information and will again contact MNDOT and other entities for more details on sign construction & installation. After discussion she will also contact local artists and landscapers for additional sign design ideas and costs.
- She shared more information about the closing of Grand Marais Pharmacy [now as of September 8] and that North Shore Clinic’s pharmacy construction and availability is not until June 2021.

### C Brennan:

- Speed Limit Signs and Digital option: All information was shared at the Continued Annual Meeting at 6 p.m. [See those minutes for more information] Brennan further researched the information with MNDOT regional director Jim Miles. Digital speed limit sign which emit light of a 45 watt bulb are effective in alerting and slowing drivers. She has a petition signed by 48 residents in the Lutsen downtown area to support purchase and installation of these signs. RU2 Systems Inc gave price of electrically powered signs of \$2615 and solar powered at approximately \$5200. Installation cost is not included. She intends to ask Arrowhead Electric [who provided a letter of support on this topic] to donate cost of power connection. After brief discussion and considering the motion at the Continued Annual Meeting, Brennan said an application to MNDOT must be made to proceed with the installation. C Friesner motioned to have C Brennan made the application to MNDOT for digital signs and installation. L Cooper seconded. Motion passed. Copies of the petition, letter, and other documents on file in town office. A VanDoren asked when installation might occur and answer is probably not until 2021 [This question and answer relate to the updated 2021 budget and town tax levy.] C Friesner thanked C Brennan for her work on this topic.

### Old Business:

- **Speed limit & signage: Update, email copies and other or next steps:** See C Brennan report above and Continued Annual Meeting minutes
- **Town Park volleyball court – net and lines:** See C Friesner report above
- **Fire/EMS bathroom shower:** updated by Chief Coleman – see above
- **Lutsen town sign:** An additional sign picture of Sugar Loaf location provided – example in town office. See report from L Cooper above.
- **CARES Act [Covid 19] Funds:** Update: See Clerk report. Reminder to all board members and Fire & EMS chief to document Covid 19 related expenditures that qualify for funding. [E.G. extra hours, not accounted for in Budget plan and spent after March 1 to December 2020].

### New Business:

- **MAT District 10 Meeting via Zoom on August 27 at 6 p.m.** As required by statute, Clerk will post o of possibly more than 1 supervisor attending via Zoom.
- **North Shore Superior Pest notice for Cluster Fly application:** Question on whether we have done this in other years.
- **Resident Sylvia Duclos email regarding use of the Town Hall for Cook County school students to meet for instruction support and social interaction since school district is starting with distance learning:** Clerk gave each supervisor a copy of the email and read aloud the email. After discussion of the issues of social distancing, limitations of the internet connections, additional cleaning protocol, and individuals that would be supervising and supporting student learning, it was noted that more information is needed. L Cooper will contact S Duclos for more details and plans to share at the next Board meeting.
- **Parking Lot and Driveway:** C Friesner got KTM bid for fixing cracks and resurfacing with black top. Cost is \$8,800. Some discussion included details of dry time and where to park emergency vehicles during process.

**Donations:** None at this time

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**Citizen Comments:** None

**Adjournment:** C Friesner motioned to adjourn; seconded by L Cooper. Motion passed and meeting was adjourned at 8:40 p.m.

Respectfully Submitted, Sharon Hexum-Platzer Clerk

C Friesner Chairperson