

Approved

**Lutsen Township Board Meeting Minutes**  
**April 21, 2020**  
**Remote Meeting Via GoToMeeting**

**Present:** Sharon Hexum-Platzer, Teri Chilefone, James Coleman, Matt Kartes, Ashley Van Doren, Carl Friesner, Lollie Cooper, Ginny Storlie, Colleen Brennan

**Action items underlined**

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

**Resolution to Proceed with Remote/Virtual Meeting by Teleconference:** Clerk Hexum-Platzer read Resolution 4.21.2020a into record as required by MN Statute and MN Association of Township directive. C Friesner made the motion to approve this Resolution. C Brennan seconded. Roll call vote: C Friesner approved, L Cooper approved, C Brennan approved. Motion passed. A copy is on file in the town office for review.

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

**Approval of Agenda:** C Brennan made the motion to approve the agenda and C Friesner seconded. Roll call vote: C Friesner approved, L Cooper approved, C Brennan approved. Motion passed

**Approval of March Monthly Meeting Minutes:** L Cooper made the motion to approve March meeting minutes. Motion was seconded by C Friesner. Roll call vote: C Friesner approved, L Cooper approved, C Brennan approved. Motion passed.

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

March:

County recognizes need to develop a plan for County workers to work remotely if possible.

- Emergency preparedness meeting begins
- County issued a Declaration of a State of Emergency. Emergency Operation Center opens @ Community Center headed by Mike Keyport
- County Board will begin meetings virtually
- Candidates for Administrator position on hold
- Board took action to discourage visitors until further notice guided by directive from Gov. Walz to "shelter in place"
  - Clerk Hexum-Platzer presented an email query from a town resident regarding VRBO & AirB&B still being open for business to visitors and whether these businesses are considered Critical when motels and hotels in County are closed. Storlie Answered that the County Commissioners have not dealt with that issue to date.
- Courthouse restricts public from entering county buildings. Drop box is now placed by Court House front door.

April

Special board meetings every Tues. beyond regular board as needed.

- Grace Grinager Public Health Coordinator gives weekly updates. Contact her at 387-2680 with questions.
- Flyers on COVID 19 are distributed throughout the county
- Mike Keyport updates weekly from Emergency Center
- Dr. Terrill have video presentation to EMS responders
- Recycle Center is now open in Grand Marais Mon, Wed, & Thurs
- Jim Boyd will help with small business discussions.
- County Auditor Powers presented possibility of first half property tax payments being delayed and effect on County budget and finances. Storlie said funds were available to operate County needs for a time and asked about Township capability. That question with answer is under Treasurer Report. County Board and Storlie encourage all to pay via mail as soon as possible.

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

## Approved

- Correspondence: CCHE: updated student support & calendar – placed on website home page; Business Impact Resources during COVID-19 – site included tax info; MN Dept of Revenue notice on income tax file/pay due date change to July; Property Assessment info request – replied this is County Assessor role and forwarded info – with PID this can be viewed on County website as well; Local Bd of Appeal & Equalization training was to be available for supervisors if all were newly elected – not an option if C Friesner is available – if not, Lutsen Board would not be able to lead meeting for 2 years; several cancelled hall rental apps; The Northspan Group, Inc. info@northspan.org; MAT conference calls info – shared with supervisors; County Emergency Response Protocol – shared with supervisors & gave R Rogers the emails for board members; Governor Walz Covid 19 updates – shared as needed; MN Housing updates --<http://www.mnhousing.gov/sites> ; Cook County Higher Education MN PERA - COVID-19 FAQ for Employers – copied for town use-- <https://cookcountycovid19.org>, provides a centralized location for up-to-the-minute information on local, state and national data; -- placed on front page website; CCHE April events, updates, resources re COVID 19 --see website at [www.myCCHE.org](http://www.myCCHE.org) or call 218 387 3411; MN DNR Zoom session on water levels and impacts—shared sign in with residents: April 29, PM via Zoom (registration required) Registration: Please register by Friday, Apr 24 [https://uwextension.zoom.us/meeting/register/vJYqduugqDwuVUP0HQhbs-VK37ev\\_9IP8g](https://uwextension.zoom.us/meeting/register/vJYqduugqDwuVUP0HQhbs-VK37ev_9IP8g) Cook County Census—only 13.7% have responded [dead last in MN county response] Response needed to secure appropriate funding--Online responses at [www.2020census.gov](http://www.2020census.gov) or call 844-330-2020.
- Transfer of funds from GMSB to NSFCU completed and CTAS distribution noted on 3.18.20
- Signature Card for Checking Account completed/needs signatures of new Vice Chair...and except for Deputy Treasurer or Deputy Clerk --Postponed until Reorganization Meeting
- Signature Card for Credit Card Policy – signatures needed from Treasurer and Department heads. – delayed until face-2-face Lutsen town board meeting
- Website Listing service ...\$228/yr: Township already has one through our WIX website for 2 more yrs. Supervisors agreed that we do not need another
- Reorganization Meeting ...Required: Postponed until face-2-face Lutsen town board meeting

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

- Balances as of March 31, 2020 business checking account is \$156,282.06 Building fund is \$25,675.10 Operating General Fund Money Market \$75,177.95, Fire/EMS Truck Fund, \$143,201.69 **Total funds--** \$400,336.80 YTD Receipts \$94,450.56 [includes transfers of \$25,000 levy to truck fund and transfer of \$50,000 to NSFCU checking from GMSB Operating Fund]. YTD Disbursements \$172,122.27 [includes transfers of \$25,000 to truck fund and transfer of \$50,000 to NSFCU checking from GMSB Operating Fund]. Treasurer Van Doren explained that both of these figures will include those transfers monthly and they are the same town monies. 2020 General Town Budget \$35,050.00; 2020 Fire District Budget \$158,245.00. Approved 2020 Tax Levy is \$193,295.36. C Friesner made motion to accept the Treasurer's Report as presented. C Brennan seconded. Roll call vote: C Friesner approved, L Cooper approved, C Brennan approved. Motion passed.
- Treasurer Van Doren provided specific data on monies received and expenditures through March which shows specific expenditure amounts compared to the budget. Currently the Fire expenditure shows a significant negative amount until half of the tax levy is received.
- Treasurer Van Doren addressed County Auditor's query on Township's ability to manage financial impact of delayed first half property tax levy. She explained the 25% to 50% late payments amounts. She presented the usual amounts paid in previous/ regular June through August claims as well as the current town hall floor refurbishment/maintenance plan and storage shed replacement amounts with how these would impact reserves. Lutsen Township does have about 6 months of financial reserves. Auditor Powers said late levy payments would probably happen in July or August. C Friesner noted that the replacement of the needed storage shed can be postponed until later in the year. Treasurer Van Doren will present the township's financial position to Auditor Powers.
- Updated expenditures documented on 2020 budget, Cash Control Statement and were also provided for review by Supervisors. Copies available in town office for review.

### **Review and Approval of Claims:**

- Clerk Hexum-Platzer read & presented the invoiced claims. Current Details: 14 total claims for \$8,001.59. This includes the withholding taxes: MN \$227.20; Federal \$1,953.17 and Floor refurbishment down payment, \$4,419. C Brennan made

## Approved

motion to approve claims as presented. L Cooper seconded. Roll call vote: C Friesner approved, L Cooper approved, C Brennan approved. Motion passed. Supervisors separately reviewed and signed the approval form at town hall. Copies on file in the town office.

- Supervisors reviewed April payroll claims for \$2,315. She noted that 3 former Board members are on this payroll but will not appear again. C Friesner made motion to approve payroll claims as presented. C Brennan seconded. Roll call vote: C Friesner approved, L Cooper approved, C Brennan approved. Motion passed. Payroll distribution and Cash Control Statement were reviewed and signed separately by Supervisors; copies are on file in the town office.
- **Resolution to Temporarily Require a Single Signature on Approved Claim and Payroll Checks:** Clerk Hexum-Platzer read Resolution 4.21.2020b into the record as required. Additional processes addressed: There will be a roll call voting to pay the claims; [completed]; Clerk attests to the amount reflected on each claim [completed above]; Treasurer confirms there are sufficient funds [so affirmed verbally]; A copy of minutes/resolution to bank as needed [Clerk Hexum-Platzer will provide these as soon as Wednesday, April 22.]; One person signs as designated by board. C Friesner made a motion to approve this Resolution. L Cooper seconded. Roll call vote: C Friesner approved, L Cooper approved, C Brennan approved. Motion passed.

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

- Presented the fire call to fight Grand Marais downtown business fire. He added that no one was hurt and that the new AirPacs got their first use. The Air Trailer refilling station also saw significant use refilling 60 tanks.
- Chief Coleman reported that Cascade State Park office now has a lockbox installed so any future alarms won't require breaking in or waiting for someone to let firefighters in.
- He has not had a response regarding PERA increase to retirement pay.
- Chief Coleman reported that their use of Zoom for a department meeting had 10 or 11 attend the hour long virtual meeting required by Stay at Home and Safe Distancing directives. C Friesner said that township's GoToMeeting sessions can be used by the Fire/EMS departments as needed. He noted that parking lot may allow more training and keep the safe distancing required.
- Coleman said the EMS bay door gasket has been ordered. Added that no mice have been found by Fire or EMS members.

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

- Chief Kartes reported the below average for monthly calls -4 this past month reflects fewer people visiting and returning to their Cook County properties.
- EMS regular training requires more hands on so virtual meetings may not work.
- County and Arrowhead Ambulance is helping provide support for 1<sup>st</sup> Responders and Firefighters PPE [Personal Protective Equipment] equipment and Lutsen is okay at this point.
- LUCAS, a device which provides continual resuscitation while person is being transported to rescue vehicle, is on hold for now because of costs that would affect Fire budget and donations/support will take additional time.

### **Supervisor Reports:**

C Friesner:

- Participated in MAT teleconferences regarding township requirements and response to Governor Walz's stay at home orders.
- Did regular report to WTIP in March would do next but L Cooper has been asked by WTIP and will do the report for this meeting.
- Called P Henrickson at North House which is closed due to Covid 19 requirements of stay at home. Shed project will be placed on hold for now.
- C Friesner thanked both Fire and EMS departments for their continued work and special support to the downtown Grand Marais fire.

L Cooper:

- Participated in MAT teleconferences regarding township requirements and response to Governor Walz's stay at home orders.
- Is attending virtual new officer training offered by MAT. Cooper notes the amount to learn and understand about the supervisor role.
- As a nurse at the North Shore Clinic addresses the Covid 19 issues each day. Finished 150 masks for Clinic workers.

C Brennan:

- Participated in MAT teleconferences regarding township requirements and response to Governor Walz's stay at home orders.
- Has also started the new officer training offered virtually by MAT. She also noted much to learn about the job.

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**Old Business:**

- **Town Hall Cleaning:** One person has shown interest. Since we have not hired a person an application and a job description needs to be completed. C Brennan will work on an application. Once done the applicant can complete. C Brennan will work with Clerk on a job description using previously used contract language and advice from previous maintenance person/cleaner.
- **Refinishing town hall floors:** May 21is date set. L Cooper will notify hall users for that week of May 21 through May 29 to continue using their Zoom sessions for their meetings. C Friesner will ask Fire & EMS members to help move all furniture out prior to this project.
- **EMS bay door gasket installation:** Steve Duclos has ordered it.
- **Speed limit & signage:** C Friesner will write a letter to MN DOT asking them to review the speed zone issues in Lutsen.
- **Policy Update for Town Hall Use by Residents for Health/Social/Recreation programs:** Discussion included costs, cleaning, and scheduling that would impact other hall rentals. Criteria for rental responsibilities and rental costs need to be considered. L Cooper will help draft /update policy for renters/users of the town hall.
- **Coffee Machine:** This is broken and after discussion, supervisors agreed to remove it. C Friesner will remove and dispose. No action to replace was decided.

**New Business:** None at this time

**Donations:** None at this time

**Citizen Comments:**

- Clerk Hexum-Platzer noted that the email request for information about VRBO & AirB&B action from the County Board is in Commissioner's report. Email on file in the town office for review.

**Adjournment:** Motion to adjourn made by L Cooper and seconded by C Brennan. Roll call vote: C Friesner approved, L Cooper approved, C Brennan approved. Motion passed and meeting was adjourned at 8:18 p.m.

Respectfully Submitted, Sharon Hexum-Platzer Clerk C Friesner Vice Chairperson