

Approved

**Lutsen Township Board Meeting Minutes**  
**December 15, 2020**  
**Lutsen Town Hall**

*Due to COVID emergency and Executive Order 20-20, the Township meeting was conducted virtually. If the public wishes to view the proceedings, contact the Clerk at lutsentownship@gmail.com*

**Present by Roll Call:** Colleen Brennan, Ashley Van Doren, Sharon Hexum-Platzer, James Coleman, Matt Kartes, Lollie Cooper, Ginny Storlie, James Joerke

**Action items underlined**

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

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

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

**Approval of Monthly Meeting Minutes:** C Brennan made the motion to accept November regular board meeting minutes. Motion was seconded by L Cooper. Motion passed.

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

- 2021 levy will be approved next week. Currently it stands at 4.16 % and may be lowered. This depends on Covid issues and funding.
- Commissioners are seeking applications for a director of public communications at this time.
- Storlie reported that the per diem pay will remain the same for next year.
- The report from Public Health & Human Services included what the County supports for child care: Saplings at Birch Grove, a program in Grand Marais, a 3 family child care groups. The YMCA has its own program supported by other funds. The county does evaluate the aforementioned programs and applications for such programs. The County also has a foster care program for youth. Currently there is no adult foster care program and Storlie noted that one is needed.
- The Joint Powers Committee met. Today's topic is the 1854 Treaty and its impact on Grand Portage and the County at large. A subcommittee will be formed to further deal with this topic.

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

- Correspondence: Cook County Auditor email re Lutsen Mountainside Lodge LLC liquor license request –see Old Business; MN Management & Budget-Notice to return unspent CARES-doesn't apply; Arrowhead Agency on Aging –forwarded to Supervisors as info; MAT Nov Newsletter – online at MAT website; USFS request for support of Onion River Rd improvements – wrote and sent – copy on file in office or by request –rcvd thank you's from J Benson USFS and L Jurek Visit Cook County; requested update on Lutsen Mountains expansion – no reply as of yet; emails re digital speed sign on west side of Lutsen; emails re Lutsen sign berm installation; tax dispute letter query – once received confidential copies will be provided to supervisors; phone call re possible sale of equipment – referred called to website to contact EMS Chief; phone call re fire equipment available – referred caller to website for up-to-date information.
- Created Zoom meeting invitation for this 12.15 Board meeting; posted on website and usual places as per mandate
- Clerk's computer keyboard issues. Ordered new keyboard Currently using separate keyboard; alternate computer has less memory and keyboard also needs an adjustment if all files are to be transferred to it;
- Sent liquor license support letter for Lutsen Mountainside Lodge LLC dba The Mountain Inn at Lutsen requested beer and wine on/off sale to Cook County: Restrictions follow up sent – see Old Business
- CARES Act [Covid 19]: Prepared and sent final CARES Act fund report to State on 11.24.20
- Updated NSFUCU and GMSB logins as required

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

- Balances as of November 30, 2020: Business checking account is \$261,284.84 Building fund is \$25,698.65. Operating General Fund Money Market \$75,254.19, Fire/EMS Truck Fund, \$143,372.08. **Total funds**-- \$505,609.76. YTD Receipts \$319,841.87 which includes 1<sup>st</sup> and 2<sup>nd</sup> levy portions, PILT Taconite tax and CARES Act funds. YTD Disbursements \$303,640.93 [both include transfers of \$25,000 to truck fund and transfer of \$50,000 to NSFCU 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. Treasurer added that interfund transfers for November will or have occurred to reflect CTAS [town accounting system] amounts and bank statements.
- L Cooper made motion to accept the Treasurer's Report as presented. C Brennan seconded. Motion passed.
- Treasurer Van Doren provided specific data on monies received and expenditures through November which shows specific expenditure amounts compared to the budget.
- Cash Control Statements were also provided and signed by Supervisors. Copies available in town office for review.

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

- Clerk Hexum-Platzer presented the invoiced claims and read them aloud. Current Details: 12 claims for total of \$4411.12. This includes \$2,320 to Isak Hansens for Lutsen Town sign berm installation. L Cooper made a motion to approve the claims as presented. C Brennan seconded. Motion passed.
- Clerk present 22 payroll claims of \$8,215 which includes quarterly payroll and incentives for the Fire and EMS departments based on their training/call attendance. L Cooper made a motion to approve payroll claims as presented. C Brennan seconded. Motion passed.
- Claims approval and Payroll distribution signed by Supervisors; copies are on file in the town office.

**County Administrator James Joerke:** Joined the virtual meeting to introduce himself. All on Zoom session introduced themselves and their roles in the township. He explained his previous experience with county governments. Since he is originally from Michigan, he feels like it was "coming home" when he came to Cook County. He noted that having attended meetings with various entities that Cook County has great government leadership.

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

- It has been an easy quarter with only 4 calls and just one this past month.
- Classroom training has been on fire and smoke responses and protocol. Shared training with EMS department on the LUCAS device.
- The department has nominations for two positions that will be voted upon at a January meeting: One Captain and Chief position. Results will be shared with the Town Board for acceptance of those elected.

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

- Fewer total calls this year compared to last year [120] and current number is closer to the average of other years [50-60].
- Training on LUCAS device, a hands free compression device. It is now installed in the truck. Chief Kartes expressed thanks to the Board for the purchase of this device. He was interviewed by WTIP's Rhonda Silence on the importance of having access to this life saving equipment which smaller communities can't normally afford.
- Trainings will continue virtually and in person as needed.

### **Supervisor Reports:**

C Friesner:

- No report: Absent due to family emergency.

L Cooper:

- Did WTIP report
- Lutsen Town sign berm is in. A date for final work was selected and completed.

C Brennan:

- Radar digital speed sign on East side needed repair. Brennan called the company and MNDOT. MNDOT responded quickly and found a loose wire to the battery and made the adjustment.

### **Old Business:**

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- **Town Park volleyball court – net and lines:** next spring
- **Lutsen town sign:** See L Cooper report above
- **Lutzen Mountainside Lodge LLC liquor license** – Clerk explained notice from County of the need for a change of the request. Owner J Coleman explained what was needed and the current steps in process. He asked if the Board would send a revised letter of support for the request. L Cooper made a motion to support request by Lutzen Mountainside Lodge LLC dba as Mountain Inn at Lutsen for a liquor license. C Brennan seconded. Motion passed. Clerk will send a letter of support to Cook County Auditor's office.

**New Business:**

- **Location of 2021 Township Elections update and place in notice:** Clerk Hexum-Platzer explained need for change of the March Township voting location due to COVID, plans for safety of election judges and residents coming to vote. L Cooper made the motion to move the location to the large town hall. C Brennan seconded. Clerk will post the required notices of this change as required by law.
- **Other Election decisions/deadlines/notices:** Clerk Hexum-Platzer gave information on deadlines for filing: Dec 28-Jan 12 for 1 supervisor for 3 year term, 1 treasurer for 2 year term. [Added that Supervisor C Brennan was completing a 1 year term and Treasurer Van Doren was completing a 1 year term as well]. Clerk added that absentee voting would be available after February 5 with a request to the town office. Clerk will publish and post these notices and information on the website, newspaper, and usual posting places.
- **Discussion: New computer for Clerk:** Clerk was asked to put this item on the agenda because of noted need for a new computer since current keyboard is not working. Clerk explained the difficulties and said with the purchase of a new keyboard, the Board may wish to decide on a new/different computer at a later date. Supervisor Cooper asked that clerk research costs and which model would be best solution and the Board can address this at a later meeting.

**Donations:** Clerk read donations provided: Thoreson to Fire Dept, Philip & Carol Westbrook to both Fire and EMS Depts, and Cathedral of the Pines to Fire and Rescue Squad. L Cooper made a motion to accept all donations listed on Resolution 2020-12, C Brennan seconded. Motion passed. Copy on file in town office.

**Citizen Comments:** None

**Adjournment:** L Cooper made a motion to adjourn; seconded by C Brennan. Motion passed and meeting was adjourned at 7:40 p.m.

Respectfully Submitted, Sharon Hexum-Platzer Clerk

L Cooper Vice Chairperson