

Approved

Lutsen Township Board Meeting Minutes
February 16, 2021
Lutsen Town Hall

Due to COVID emergency and Executive Order 20-20, the Township meeting was conducted virtually.

Present by Visual & Roll Call: Paul Goettl, Lollie Cooper, Colleen Brennan, Carl Friesner, Ashley VanDoren, Sharon Hexum-Platzer, Rae Piepho, Steve Duclos Ginny Storlie,

Action items underlined

Call to Order: Meeting called to order by Chairperson, Carl 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 with the addition of R Piepho question and C Brennan seconded. Motion passed unanimously

Approval of Monthly Meeting Minutes: L Cooper made the motion to accept January regular board meeting minutes. Motion was seconded by C Brennan. Motion passed unanimously. C Brennan made the motion to accept the Budget for 2022 minutes and C Friesner seconded. Motion passed.

Approval of Audit & Budget Meeting Minutes: C Friesner made a motion to approve February 2 Audit of 2020 records and C Brennan seconded. Motion passed.

Reserving Grandview Park for West End Flower Show: R Piepho explained this year's need for an outdoor flower show due to Covid issues and gave a bit of history of this event. She asked the supervisors to consider allowing them to reserve [not usual protocol] the Park for this July 17 event. The group also wishes to rent the Town Hall for that date as well. After discussion, L Cooper made the motion to allow the Garden Club to reserve Grandview Park on July 17. C Brennan seconded. Motion passed. Piepho understands her group has responsibility of posting reserved signs and she will complete the town hall rental form.

Commissioner's Report (Ginny Storlie):

- Hwy engineer report on county bridge status and with MNDOT will set priorities. He will provide a budget and timeline of repairs/replacement.
- Vaccine update –Sawtooth Mountain Clinic and Public Health reported that over 300 people have received both shots and resident 65+ are eligible. Registration can be done online but some older residents may not know how to do this so Storlie personally contacted some and the phone number is provided in the News Herald and on WTIP site
- Commissioners welcomed newly elected 1st district commissioner who represents Colville to Grand Portage.
- The report from McIntyre director of Public Health & Human Services included a summary of 2020 services.

- Public information officer, Nick Cusick, is joining the county team. The commissioners found that having ONE person dealing with information that needs to be shared is very important.
- Commissioners signed snowmobile trail grant resolution for Ridge Riders. County Auditor Powers is the usual fiscal agent.
- Rena Rodgers proposed that the tower on Sawbill Trail could be leased for additional purpose/accessibility for emergencies and for remote trail visitors to have cell access.
- Joint Powers now named County Leadership Committee met to discuss county-wide common issues [E.g., education, health, housing, racial issues, etc] Township supervisors were invited and Storlie was happy to see 2 from Lutsen attend – other west end townships not involved at this time. Housing is serious issue: EDA director, Mary Somnis,

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will write a scope and sequence for a housing plan and will present it later this year. This group meets every even numbered month on the 2nd Thursday

Clerk's Report: S Hexum-Platzer

- Correspondence: Again communicated with C Bernier at Auditor's Office re training of 2 as new election judges; Email from resident re process for becoming a write in for the supervisor position – suggest TIP & News Herald contact [person also asked about conflict of interest issues – gave info on MAT website; email re County ordinances on feeding wildlife – referred to Commissioner Storlie; MATIT Workers Comp audit question on pay for Park maintenance – responded that mowing under contract and cleaning is now a township employee which is different and left under maintenance [I.E., how it was completed is correct.]; Feb 4 and 10: info on ARDC economic development strategy webinar link to register For a complete schedule and registration, visit <https://www.surveymonkey.com/r/CEDSRegistration> --sent to board to share since these dates were before today's meeting; Arrowhead Agency on Aging – Low Vision Awareness Month – copies to supervisors; PERA for Firefighters info – completed required contact info and sent to liaison C Firesner & Chief Goettl; Joint Powers Meeting request for attendance – asked supervisors if they wish to attend to announce so multiple attendance could be posted as required; IRS notice of line error on Sept 2019 3rd quarter form 941 – contacted and fixed error; CC New Herald request for election and absentee voting info – replied via email to questions; County Assessor LBAE Notice – see New Business and forwarded to Supervisors for review 7 required updated info; Gitchi Gami Trail Assoc request to legislature and request to use parking lot as trail head parking –see New Business; emails offering website alterations – copied to communication file; Tofte Township is requesting donation payment for fireworks this summer –claim ; process will be next month; Jr Ski Team email request about 2021 donation – clerk returned email instructing that group to send request for 2021 donations and to ask for donation for 2022 budget; McKeever Well Drilling sent well sealing notice—clerk checked that this has been filed with MN Dept of Health and will place township copy in town hall binder.
- Created Zoom meeting invitation for both February 2 Audit & Budget Mtgs & this Feb 16 Board meeting; posted on website and usual places as per mandate
- After supervisor approval of draft sent letter to DNR & Gitchi Gami Trail Association representatives, Sen Bakk & Rep Eklund regarding urge to get engineering design for Lutsen trail segment
- Continue to published and posted election 2021 notices as required
- Ballots are completed for mailing if requested by February 5. Contact clerk
- Completed MATIT Audit report and mailed
- Completed & submitted 2020 fiscal end of year reporting to State Auditor's Office. Township received a request for a Financial report as well and she will check if State Auditor needs that additional Excel document.

Treasurer's Report: A VanDoren.

- Balances as of January 31, 2021. Business checking account is \$238,455.58 Building fund is \$35,622.21. Operating General Fund Money Market \$75,255.47, Fire/EMS Truck Fund, \$143,374.57. **Total funds--** \$492,707.78. YTD Receipts \$719.21 YTD Disbursements \$7,534.50. 2021 General Town Budget \$32,350; 2021 Fire District Budget \$190,000. Approved **2021 total Tax Levy** is \$222,350.00.
- C Friesner made motion to accept the Treasurer's Report as presented. L Cooper seconded. Motion passed unanimously.
- Treasurer VanDoren provided specific data on monies received and expenditures for January which shows specific expenditure amounts compared to the budget.
- Treasurer explained the NSFCU small interest account was transferred to the general fund checking account in early February and will appear in the end of February report. This makes agreement of bank statement and CTAS report clear. She also asked if \$25,000 tax levied claim to transferred/paid to truck fund at GMSB. Ans: Yes
- Cash Control Statements were signed by Supervisors. All treasurer report copies are available in town office for review.

Review and Approval of Claims:

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- Clerk Hexum-Platzer provided the invoiced claims and read them aloud. Current Details: 14 claims for total of \$25,245.16 This includes 2021 tax levy truck fund payment of \$25,000. C Friesner made a motion to approve the claims as presented. C Brennan seconded. Motion passed.
- Clerk provided 8 payroll claims for total \$2410. 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.

Fire Chief's Report: Chief Paul Goetll

- Called away at beginning of meeting because of fire incident—sent this report;
- Total fire calls for all of 2020 was 25. For January 2021 we had three calls, compared to 1 call in January 2020. Two of the calls were false alarms and the third call was for mutual aid in Grand Marais, which we were cancelled before we arrived on scene.
- We are in the process of making some revisions to our Rules and Regulations; I hope to bring them to the Town meeting in March for approval.
- The past two fire trainings included:
 - forcible entry, searching for a downed firefighter, and getting tangled up while doing the search.
 - cold weather training including pump operations, air/support trailer, and having a downed firefighter in cold weather.

EMS Chief's Report: Assistant Chief Steve Duclos for Chief Matt Kartes

- Called away at beginning of meeting because of fire incident – no report...will send one.

Supervisor Reports:

C Friesner:

- Storage building replacement scheduled and determined process.
- Received letter from the Census bureau and needs further contact to access what the request is.
- Working on letter to residents on Township accomplishments and goals for this year. He hopes to have this ready for the Annual Town meeting and the letter will be posted on website as well as other venues.
- Downed tree in park not yet removed due to cold temperatures.

L Cooper:

- Did do WTIP report last month.
- Attended Joint Powers virtual meeting now called County Leadership Committee. Will continue as a representative on Housing and Racial Issues subcommittees.
- Contacted Border Designs [Woerheide] for status on Lutsen town sign materials order and process. Woerheide has not ordered materials but will. She will stay in contact to ensure deadline for grant purposes is met.

C Brennan:

- Radar digital speed sign on East side **nor** West side are working. Sundew Technical Services who maintains other digital speed signs in the County said he tightened wires to solar panel and battery but the battery is dead due to cold temps and that he may have to charge it. No action has been completed at this time. Brennan will again contact Sundew to check on the batteries and if needed will contact Ru2 Inc from whom we purchased the signs for battery need and warrantee. C Friesner added that if the problem is not a warrantee issue ,we need to discuss getting lithium ion batteries that should have been sent to this climate which requires working battery in all seasons.
- Attended Joint Powers virtual meeting

Old Business:

- **Town Park volleyball court – net and lines:** next spring; Downed tree removal: See C Friesner report above
- **Lutsen town sign:** See L Cooper report
- **Digital Speed signs:** See C Brennan report

New Business:

- **Annual Town Meeting March 9:** at 8:05. After discussion Covid 19 issues of meeting in person and vaccination status, this year's Annual Meeting will be held remotely [virtual or telephone]. C Friesner made motion to hold the

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annual town meeting virtually; seconded by L Cooper. Motion passed. Clerk Hexum-Platzer will provide link for residents at www.lutsentownship.com along with agenda, draft of minutes, 2022 budget. This meeting will be continued for voting on budget and other items. In that way residents do not need to feel pressured to vote on issues.

- **On Covid Vaccine:** L Cooper reported that the intense cold may delay this week's delivery of additional vaccines. Those receiving 2nd dose will still receive theirs.
- **Lutsen Local Board of Appeals & Equalization:** Notice that this is scheduled for Tuesday, May 18, 2021 from 6:00pm to 7:00pm. Clerk S Hexum-Platzer will post instructions on website or process of how to resolve residents' questions
- **Gitchi Gami Trail Proposed request for funding shared and request by GGTA board for motion to allow trail parking at Town Hall.** After discussion, supervisors agreed that a parking area is necessary/important but that with the town hall and fire department use of the parking area it could involve/restrict parking issues impacted by additional GGTA trail users.

Donations: Townhomes at Lutsen Mnts, Village at Lutsen Mtns, and Poplar Ridge Townhomes. C Friesner made a motion to accept the resolution to receive the monies donated to the Fire and EMS departments. L Cooper seconded. Motion passed unanimously.

Citizen Comments: None at this time

Adjournment: C Friesner made a motion to adjourn; seconded by C Brennan. Motion passed and meeting was adjourned at 8:09 p.m.

Respectfully Submitted, Sharon Hexum-Platzer Clerk C Friesner Chairperson