

Approved

Lutsen Township Board Meeting Minutes
September 15, 2020
Lutsen Town Hall

Present [By roll call required for those attending remotely]: Lollie Cooper, Colleen Brennan, Carl Friesner, Ashley Van Doren, Sharon Hexum-Platzer, James Coleman, Matt Kartes, Ginny Storlie. Note: L Cooper & C Brennan connected remotely through GoToMeeting.

Action items underlined

Call to Order: Meeting called to order by Chairperson, C Friesner, at 7:05 pm.

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

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

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

Commissioner's Report (Ginny Storlie):

- County Board interviewed 4 County Administrator applicants from Wisconsin, Missouri, Michigan, and Minnesota. A Kansas City applicant was hired and will start in 1 month. Name withheld until later.
- Board reviewed budget levy decision. They will adopt the current levy next Tuesday and have to the end of December to ratify. Note: levy can go down not up.
- Board has started negotiations with the three unions involved in county business.
- Committee of the Whole met today and received the 2021-2029 bridge and road plan from Hwy Department Engineer Hass. Public questions about paving roads was answered that if gravel roads were good they would stay as gravel. Currently 90 miles of road are paved; the remaining 300 +/- are gravel. County 45 work starts in 2022.
- Commissioners are updating their Handbook [Bylaws?]
- Storlie attending MN County meetings virtually this week.
- She added that an article on dealing with vulnerable adults was published in News Herald and that is worth reading. It is available on the County website under Public Health.
- Storlie received a query from Clerk Hexum-Platzer who had received a question from a resident regarding the loss of the blue Lutsen signs. Her research was resolved by MNDOT representative Christian Luland from the regional office. The signs were removed and will be replaced with new ones. C Brennan asked for representative's number and Storlie will text it to her.

Clerk's Report: S Hexum-Platzer

- Correspondence: MN Housing has launched Covid 19 housing support - - uploaded to home page; Email request from MGT Holding LLC, dba Moguls Grille & Tap Room re liquor license renewal; emails re Downtown Streetscape grant for bids, letters of support, and property easement from Arrowhead Electric for Lutsen town sign placement & email re County input requirements for sign location; Northern Lakes Food Bank re Free Food Distribution - Grand Portage, Grand Marais and Finland on September 16th-- uploaded info to Township website home page; State Auditor update forwarded to J Coleman to forward to Fire Relief Association; MAT Newsletter – shared with board members; email request to use town hall on reduced rental rate – see New Business; Northland Connection Newsletter: September 2020 –copied; CLPOA report on water tests for e coli & other levels, Rusty Crayfish found on Caribou Lake and info re sealing well spring on Murmur Creek – see their website for specifics; email re if cell phone is used to dial 911 – answered GPS on phone notifies County and appropriate local Fire/EMS department; 9.15 phone/text message from Supervisors C Brennan & L Cooper not being able to be present at Town Board meeting that evening – GoToMeeting option set up by Chairperson Friesner & sent by Clerk and posted before meeting

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- Posted notice of supervisors on virtual District 10 meeting August 27; also attended and received CARES info; MAT recorded for later listening by township officers
- Downtown Streetscape grant application for Lutsen town sign sent : see Old Business below
- CARES Act funding report needs to be sent; also found that LUCAS could be supported – shared info with Chief Kartes
- Request from Clearview Store regarding payment method: see New Business
- Century Link payment arrives late – other methods to pay? Supervisors agreed that Clerk pay using Visa for missing /lost August check payment.
- Received Visa bill without invoice on Microsoft 365 – traced to Treasurer’s new computer. Asked former Treasurer Goettl to send invoice and to change the notification to township email.
- CARES Act [Covid 19]: Expenditure Report to CRAOffice.mmb@state.mn.us seven business days after the end of each reporting period. Total spent \$4,046.20 – unspent \$6,853.80

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

- Balances as of August 31, 2020: Business checking account is \$210,395.49 Building fund is \$25,691.20. Operating General Fund Money Market \$75,241.00, Fire/EMS Truck Fund, \$143,351.82 **Total funds--** \$454, 679.51. YTD Receipts \$215,788.90 which includes first half of levy and PILT funds. YTD Disbursements \$241, 187.25 [includes 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.
- C Friesner 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 August which shows specific expenditure amounts compared to the budget. She could include CARES act budget document and noted that the Clerk will provide update on expenditures through December 2020 when funds must be spent.
- Cash Control Statement were also provided for review and will be signed by Supervisors when they can meet in person next month. Copies available in town office for review.

Review and Approval of Claims:

- Clerk Hexum-Platzer presented the invoiced claims. Current Details: 10 claims for total of \$2269.85. This includes the partial cost of installing the shower for EMS/Fire personnel safety due to possible Covid 19 contact. Clerk read claims so online Supervisors could reviewed claims. C Brennan made a motion to approve the claims as presented. L Cooper seconded. Motion passed.
- C Friesner read the 24 quarterly and regular Payroll claims so online supervisors could also review claims Total was \$7,142.50. C Friesner made a motion to approve payroll claims as presented. C Brennan seconded. Motion passed.
- Claims approval and Payroll distribution to be reviewed and will be signed separately by Supervisors when present; copies are on file in the town office.

Fire Chief’s Report: Chief James Coleman

- One fire call this month.
- Training included ladder training for buildings etc. work.
- Extraction training using old cars replicating an accident has been completed; demolished cars will be removed as soon as North Shore Towing truck has been repaired.
- First opportunity to engage ropes division. Incident occurred at Devils Track Lake.

EMS Chief’s Report: Chief Matt Kartes

- 5 calls this past month
- Training is next Monday, Sept 21.
- After getting info from Clerk that unused CARES Act funds could be used to partially pay for LUCAS device Chief Kartes asked other entities about sharing their CARES funding. Other townships are using their funds for their own townships. The EMS department will explore other methods of finding additional funds beyond monies available after November.

Supervisor Reports:

C Friesner:

- Lutsen Park volleyball net and border will be installed soon or if not possible not until next spring.

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- Storage building is being completed. An invoice was received today and will be reviewed and processed at next month's meeting.
- Responded to septic alarm and called G & G Septic to pump the Lutsen Fire Hall tank.
- Parking Lot and Driveway: KTM suggests Township gets on their calendar ASAP since their schedule gets filled in advance. . Cost is \$8,800 for fixing cracks and resurfacing.

L Cooper:

- Contacted Sylvia Duclos regarding the request to use the town hall for local students. This request has been dropped.
- Lutsen town sign and Downtown Streetscape grant through IRRRB has been submitted. Construction & installation costs were compiled. She noted that Clerk Hexum-Platzer followed through on research and grant writing.
- She has not but will submit the MNDOT permit for clearing brush/cutting trees for the Lutsen town sign.

C Brennan:

- Sent in MNDOT application for digital speed signs but has not heard from the contact and will contact by phone for an update. Contacted local electricians for doing connecting to electric facility for estimates. None received at this time. That information could determine whether Township chooses to do electric or solar powered signs. She had hoped to get this done before winter freeze up but is not sure now with responses from entities not forthcoming.

Old Business:

- **Speed limit & signage:** See C Brennan report above
- **Town Park volleyball court – net and lines:** See C Friesner report above
- **Fire/EMS bathroom shower:** Chief Coleman notes that only a shower curtain needs to be installed
- **Lutsen town sign:** Downtown Streetscape Grant coordinator contacted the Township with questions today, Sept 15. As grant writer Clerk will respond Wednesday morning Sept 16.
- **CARES Act [Covid 19] Funds:** Update: See Clerk report. Each month the clerk must report allowable expenditures.

New Business:

- **MGT Holding LLC, dba Moguls Grille & Tap Room request for support for liquor license renewal:** C Brennan made a motion to send a letter of support for this renewal. L Cooper seconded. Motion passed. Clerk will send letter to County Auditor office and copy MGT Holding representative.
- **Clearview Store request to pay by EFT or Credit Card. Documents need signing.** After discussing that any eft or credit card payment would have to be processed at the town board meeting on the third Tuesday meeting and that all invoices must still be received prior to payment of claim, Clerk was to contact Clearview owner with these limitations in hopes that continuing to pay by check still works.
- **Moondance Fiber Friends request use of town hall twice per month for 2 hrs on second & fourth Tuesdays:** After discussing the details, the supervisors agreed to this use with stipulations of disinfecting surfaces touched, not leaving garbage/trash, resetting temperature. Noted is that this is a temporary use until next spring or when Covid is not an issue so group can return to meeting in participants' homes. Clerk will notify the group of the decision and update hall rental calendar.

Donations: None at this time

Citizen Comments: Discussion on how EMS/Fire can or will attempt fund raising. Normal opportunities through Pancake Breakfast is not possible. Both departments are discussing ideas. Also Coleman noted there will be no Firemen's Ball this year.

Adjournment: C Friesner motioned to adjourn; seconded by L Cooper. Motion passed and meeting was adjourned at 8:05p.m.

Respectfully Submitted, Sharon Hexum-Platzer Clerk

C Friesner Chairperson