

Approved

Lutsen Township Board Meeting Minutes
June 16, 2020
Lutsen Town Hall

Present: Sharon Hexum-Platzer, Steve Duclos, Ashley Van Doren, Carl Friesner, Lollie Cooper, Ginny Storlie, Colleen Brennan

Action items underlined

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

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. Motion passed

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

Commissioner's Report (Ginny Storlie):

May:

- County Board discussed Property Tax postponed to July 15. Nonpayment interest will be 2% after that date and 3% for August and an additional 1% each month thereafter. County Auditor Powers reports 95% of taxes have been paid.
- County state of emergency will be updated based on Governor Walz directives according to Mike Keyport. No new meetings are needed because guidelines from State will be followed.
- Storlie made note of the Travel Advisory language updated as of June 16 and now aligned with state directives.

June:

- Committee of the Whole working session included budget advisory policy on dealing with topics—what to do with fleet of cars as they age out, transportation, number of buildings and those needs.
- Hiring of County Administrator was on hold due to pandemic and will search will now continue. Interim is Rena Rodgers who is doing a fine job according to Storlie.
- Labor negotiations for the 3 groups [county employees, sheriff's department, and highway department] begin this Fall.
- CARES Act monies must be spent by October and decisions on spending priorities are being discussed.

Clerk's Report: S Hexum-Platzer

- Correspondence: Email re recycling fire extinguishers –suggested GM Recycling Center – our answer Assistant Chief Duclos will find answer and recycling is still best suggestion. MN Demographic Center April 1, 2019 population estimate was 451; households was 234 – no challenge on numbers; MN Dept of Agriculture Emerald Ash Borer Active Period Now – contact for more info <https://www.mda.state.mn.us/eab>; Questions Answered: CARES Funding – contact clerk for registration info; content marketing opportunity – copies for Board; email Township contacted re July 4 celebration – responded that they are cancelling; check for fireworks has been voided; Top 10 Safety Resources for Kids from K Hayes public health info – posted info on Lutsen website home page; MN Housing and their work to disrupt racism in housing – copies for supervisors; The Taconite Area Community Relief Grant Program is now accepting applications through July 6, 2020- see supervisors for information or homepage of website; ad: Avenu Insights & Analytics – copies for supervisors; MN Assoc of Townships re Tuesdays Conference Calls info shared with Board; 5 Principles for Crisis Communication - <https://click.granicus.com/CWT00K0Dk0ZD0iYJ0518B0y> ; State of MN sent sealing of well notice by McKeever. See C Friesner report below for more information
- Approval of LBAE meeting minutes: C Friesner motioned to approve minutes. L Cooper seconded. Motion passed. Minutes are uploaded to township website. Lutsentownship.com
- Updated Contact information for Board members; sent to County & MAT and posted to website & posting places for resident use

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- Mowing contract signed & insurance copy received and filed in contract binder
- Signature Card for Checking Account completed
- Signature Card for Credit Card Policy – EMS & Fire Chiefs signatures needed. They were absent so signatures are still needed.
- Hall Rental Policy Resolution update according to discussion & approved on May 19. After updates the signatures were completed
- Memo and invoices to residents who share Park electric costs – sent

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

- Balances as of May 31, 2020 business checking account is \$133,112.54 Building fund is \$25,681.52 Operating General Fund Money Market \$75,203.08, Fire/EMS Truck Fund, \$143,261.52 **Total funds--** \$377,258.66 YTD Receipts \$94,567.08 YTD Disbursements \$94,827.05 [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 \$193,295.00. 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 May which shows specific expenditure amounts compared to the budget. She added the Park electric shows over 100% because the 2/3 pay of electric by those who share electric have not yet been received.
- 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 presented the invoiced claims. Current Details: 12 total claims for \$26,355.45. This includes the 8th loan payment of \$19,395.36 for the town hall building to Cook County and final payment for the hall floor refurbishment of \$3546.
- Clerk and treasurer have voided check for Tofta July 4 celebration of \$1500 because event has been cancelled this year due to Covid 19 directives.
- Supervisors reviewed 26 second quarter June Payroll claims for \$6597.50.
- L Cooper made a motion to approve claims and payroll claims. C Friesner seconded to approve both claims and payroll claims as presented. Motion passed.
- Payroll distribution and Cash Control Statement were reviewed and signed separately by Supervisors; copies are on file in the town office.

Fire Chief's Report: Chief James Coleman absent: Assistant Chief Duclos reported:

- Two fire calls this month.
- Hovland Fire Department may take our old air packs. These will be donated to them.
- Trainings are in person and safe distancing is being practiced: Fire hall maintenance, parking lot swept, flushed dry hydrants at Caribou Lake and Tait Lake.
- No fish fry will be done this year. Other fund raisers are being discussed. The fall Pancake Breakfast is still being considered.
- Fire department has some old ladders that cannot be used. Discussion ended with supervisors telling the department to dispose of them as they see fit.

EMS Chief's Report: Chief Matt Kartes absent: Assistant Chief Duclos reported:

- 2 calls. 11 calls for the quarter.
- Trainings are in person. Duclos shared that traveling to incidents means these members are in close contact with one another. Last training including getting the wilderness packs ready for incidents that are more prevalent in the summer.

Supervisor Reports:

C Friesner:

- He reported a very busy month! May 21 flooring work involved moving out all furniture in hall and town office. He thanked the many fire and ems members who helped with the move. Clerk Hexum-Platzer noted how heavy office items were and

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thanked them as well. All was moved back on May 28. While Northern Elite Epoxy was here, Friesner asked that they do epoxy floor in the fire/ems bathroom for the shower installation. [Cost included in floor work --\$600]

- Sink hole was discovered in the town hall parking lot. It is the old school well. Friesner contacted McKeever who applied for permits for sealing the well with concrete. Thoreson filled the well hole with concrete Mike Rose Landscaping completed the surrounding area with gravel. Eventually black top will be used to complete the work.
- Lutsen Park volleyball net and border have been ordered and after arrival court will be dragged and cleaned up.
- The storage shed is on hold until next spring since P Hendrickson from North House reported that building projects have been scaled back.
- Cook County Plumbing will be installing a frost free water spigot on Park well house with shut off valve.

L Cooper:

- Completed monthly WTIP report.

C Brennan:

- Nothing to report. Asked about speed limit signs that has been under discussion since last year.

Old Business:

- **Ballfield needs to be dragged and cleaned up.** Friesner will do this once we have some rain and the field not so dusty.
- **Speed limit & signage:** C Friesner read last year's steps taken by former supervisor Walsh. Discussion led to consensus that writing a letter to Sheriff's department and contacting Highway Patrol to have downtown Lutsen and 40 mile per hour area under more supervision. C Brennan will follow up with letter and contacts.
- **Storage Shed Replacement next steps:** See Friesner report above
- **Town Park 1- installation of frost free water on Pump House and 2- volleyball court – net and lines:** See Friesner report above
- **Fire/EMS bathroom remodel for decontamination shower** – Supervisors reviewed bids to complete this work. C Brennan made a motion to accept Lutsen Cabin & Land Care LLC bid for work and materials including glass board, window work, and plumbing [work by M Farley] for \$2150 and Peak Electric for materials and installation of exhaust fan, location of light in wet location, sensor switch for \$1,100. L Cooper seconded. Motion passed. Hexum-Platzer requested copies of these two entities' liability insurance policies. C Friesner will contact them.
- **Green chairs requested by former small hall renters** — suggestion for storage and use shared by Hexum-Platzer. These chairs are difficult to clean around and move. Decision is to leave them in front vestibule for 6 months. If not used and/or put back, disposing of them is next step.
- **Lutsen town sign – previous discussions/plans and next steps/ action:** A drawing for signs used by other North Shore communities was shared. Discussion of Downtown Business Group and advisability of placing a Lutsen sign on curve crossing the Lutsen Creek led to decision of having a more consistent sign with other communities and placement on Lake side of highway across from Arrowhead Electric. L Cooper will contact MN DOT & North Shore Scenic Drive for requirements, financial support from Lutsen Downtown Businesses and property owner for placement within road set backs.

New Business:

- **Replaced Bulletin Board for Town Hall:** Clerk Hexum-Platzer shared need to replace enclosed bulletin board at the front of the fire hall and a key lock box for the office. Both have been installed.
- **Hall renters Book Club who meets 1st Tuesday** – Sent a note on how they follow sanitizing & safe distancing guidelines and wiping of surfaces shared as best practices by hall users.

Donations: None at this time. C Brennan asked who donated in past. Answer several entities and families and usually given to Fire and/or EMS.

Citizen Comments: C Friesner brought up the Taconite Area Community Relief Grant Program. With a deadline of July 6, he will look into possibility to support local businesses or the EMS department for the Lucas device. Copies of the grant offer is available in the town office. Lutsen Township would then become the lender/fiscal agent of the monies. Applicants must provide a 1:4 match for funds. C Friesner will research options. This information has been shared with other businesses and possible interested parties.

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Adjournment: C Friesner motioned to adjourn; seconded by L Cooper. Motion passed and meeting was adjourned at 8:14 p.m.

Respectfully Submitted, Sharon Hexum-Platzer Clerk

C Friesner Chairperson