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Lutsen Township Board Meeting Minutes
August 19, 2025
Lutsen Town Hall

Present: Carl Friesner, Chris Homyak, Lolli Cooper, Ashley VanDoren, Samantha Mcquatters-Spangle, Sharon Hexum-Platzer, Steve Duclos, Ginny Storlie, Fred Schmidt

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

Approval of Agenda: C Friesner made a motion to approve the July agenda, L Cooper seconded. Motion passed.

Approval of July Meeting Minutes: Clerk was advised to double check the spelling of new fire fighter's name; addition E-L on new business; C. Friesner made a motion to accept the meeting minutes, L Cooper seconded. Motion passed.

Commissioner's Report: (Ginny Storlie)

- Cardboard Trailer previous in Lutsen update as requested by Lutsen citizens. As no other places have been found in the Lutsen area to hold the cardboard truck the available options for recycling are currently in Tofte and Grand Marais. *Citizen request for commissioner Storlie to ask for extended hours as the sporadic hours don't work with most people schedules.* (additional space on Caribou was suggested however clean up and plowing may pose a problem)
- Tofte park road will be worked on after Labor Day
- New housing administrator Kristen Trebel has started to outreach and get acquainted with issues around the county.
- Emergency management west end meeting formed by concerned citizen between Schroader and Lutsen included commissioner Storlie held a meeting to begin discussions on chain of command for different types of emergencies and how to get important information to each citizen that could be affected. One of the driving forces and concern happened during this last year's floods that left a number of citizens stranded in homes for days as road were washed out; who can citizen call or get a hold for either immediate help and to restore properties to working status? Looking at other townships such as Duluth township; what is the best route for different emergencies and the different levels of aid that could be available. Best way to outreach to people affected; these important questions are being looked at and brainstormed.

Clerk's Report: S. Mcquatters-Spangle **Deputy Clerk:** S. Hexum-Platzer

Correspondence: 10 phone calls forwarded; Email correspondences: OSA Weekly Update, cemetery information reach out; forwarded, City of Grand Marais Weekly Update, Save the Date: MAT Annual Conference December 11-13, 2025, Iron Range Resources & Rehabilitation newsletter, Updated Cook County Zoning and Subdivision Ordinances, Staff Safety Training - CPR & First Aid, Lifeguard, Invitation: MAT District 10 Meeting Notice, Monthly Public Hearing Notice – Cook County Board of Adjustment; 1 property in Lutsen; forwarded to supervisors, Town Aid Certification Update - 2026 Aid Amounts Posted, PERA Employer Newsletter: Summer Edition, AAAA Newsletter, August Update, upcoming cluster fly service, yoga calendar usage update from Rachel, Lutsen Fire station Breakfast Fundraiser questions, Crystal Bay township request of wages/compensation information; forwarded reorganization meeting minutes, Emerald Ash Borer Informational Webinar, Fire chief request for federal ID, CCNH affidavits received, Invitation: Legislative & Research Committee Fall 2025 Meeting, Thank you to fire/EMS crew; forwarded, Cook County Housing and Redevelopment Authority request for townhall rental(called and waiting to hear back), Energy Efficiency and Conservation Block Grant Funding Announcement, Public Invited to Learn about Community Development Block Grant Funds FY2026,

- Township Tuesdays webinar
- Parking lot resurfacing alerts/barriers
- Daily townhall checks

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- Personal baking insurance info sent
- On site to help 2 rental set ups
- Posted notice; Continued annual mtg
- Tax exempt sent to Pro-Hydro/Cardio partners
- Reviewed Cartway with Mr. Gilchrist
- Playground grant information meeting

Treasurer's Report; Ashley VanDoren: As of July 31, 2025;

North Shore Federal Credit Union-Checking \$225,591.74; General Building Fund-savings \$57,553.62, General Money Market \$85,901.46, Fire/EMS truck fund \$82,317.10 totaling \$451,363.92; CD investments;

- 7 Month CD at Grand Marais State bank-\$102,613.70 at 4.0%
(The 7 Month CD accrued interest will not show until the CD matures because of the short length of time but is earmarked to return to the fire truck fund) Matures 2/19/26
- 29 Month CD at Grand Marais State bank-\$104,512.33 at 4.5%
Matures 6/2/25
- 7 Month CD at Grand Marais State Bank-\$10,000 at 4.25%
Matures 10/20/25
- 7 Month CD at Grand Marais State Bank-\$10,000 at 4.25%
Matures 10/20/25

Total funds including CD investments \$227,126.03

Year to Date Receipts \$249,166.65; Year to Date Disbursements \$252,525.16.

2025 General town Budget \$40,850.00, 2025 Fire District Budget \$363,795.00 for a total budget of \$404,645.00.

2025 General town Levy \$40,000.00, 2025 Fire District Levy \$300,000.00 for a total 2025 Levy of \$340,000.00.

C Homyak made a motion to accept the treasurer's report. L Cooper seconded. Motion passed

Working on a building fund report to clarify where each line item goes to. Coding to update town park electric will change on the proposed budget forms to clarity between park and townhall. Supervisor Friesner requested to have the CD information additional show where the funds originally were pulled from and where they are earmarked to be deposited into once the maturity passes.

Review and Approval of Claims:

- Clerk S. Mcquatters-Spangle provided the invoiced August Claims. Details; 15 claims for a total of \$17,117.79 This included \$1,495.02 to MacQueen for turnout gear, \$1,500 to Full sun for tree removal, \$5000 to City of Grand Marais for turnout gear brought with transplant fire fighter, \$4040 to Century Fence for base ball field fence replacement/repair, \$3,248.82 to Kirvida for maintenance on all 4 Fire/EMS vehicles.

C Homyak made a motion to approve claims, L Cooper seconded. Motion passed.

- Clerk provided August 2025 payroll; 5 claims totaling \$2,275.21

C Friesner made a motion to approved payroll. C Homyak seconded. Motion passed

- Claims approval and Payroll distributions were signed by Supervisors; copies are on file in the town office.
- Cash Control for July 2025 presented and matches with treasurers; Both signed by all supervisors and on file in town office.

Fire and EMS Chief's Report: (Steve Duclos)

- EMS responded to 8 calls and Fire responded to 5 calls and 1 search and rescue call in the last month
- Training included Narcan, EpiPens, behavioral crisis, alpine bistro and rope training
- Pressure washed and cleaned bay area
- Moved trucks to Arrowhead while parking lot is being recoated and sealed

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- Created a captain position for EMS while the previous one is healing from an injury. Fire Chief Duclos proposes paying the junior captain stipend to Kassia at \$50 monthly and requests supervisors' approval. Supervisor Cooper made a motion to approve a new junior captain with a monthly stipend of \$50; C Friesner seconded. Motion passed.
- Landed helicopter in ball field
- Fire Chief Duclos requested clarification on how to approach payment and PERA for fire crew on maternity leave? Attendance, fire training, attending training and meetings? Current rule is if two quarters of training and fire calls are missed, they have to reported to PERA however maternity leave might not fall under the same guidelines. *Supervisor Homyak will contact attorney Fenske to inquire on best course of action and policy for a paid-on call/volunteer fire department.*
- Hydro testing moved to Arrowhead
- ARMOR radio anticipated in the coming weeks; 3 new pages ordered at \$591 each as the older ones are no longer serviceable and batteries have failed.
- **Pancake breakfast hosted by Lutsen fire crew will take place September 21, 2025 at Lutsen townhall**

Supervisors' Report:

C Friesner:

- KTM scheduling
- Fence repair; corresponds
- Full sun tree removal at ball park
- Bought new handle for outhouse door
- Surveyed Grandview Park needs and repairs
- Changed trash at dog park
- Worked on linguistics with fire chief

L Cooper:

- WTIP radio scheduling worked on
- West End Emergency representative at first meeting
- Emergency mitigation meeting set for September
- Collaborated with attorney to complete lease baking oven

C Homyak:

- Worked on insurance claims with multiple companies
- Talked with a few specialists about the possible cartway

Old Business:

- Lutsen Township emergency shelter; generator has been delivered and has been placed on property; now waiting for electrical hook ups to be installed. Lutsen already has a working kitchen, cots, blankets, showers and has already talked with other emergency shelter groups on needs. ***Supervisor L Cooper will be the main contact for Mr. Keyport about his hazard mitigation request. Supervisor Friesner will be working with setting up the necessary work to have propane tank installed, new heater put into bay and Como gas installation. Hoping to have installation completed by the end up summer 2025. Clerk will finalize paperwork with Como propane.***
- Citizen request for installation of personal convection oven at town hall kitchen; Tabitha Blanchard requested discussion about installing a personal high end convection oven she has received through a grant to help grow her cottage license baking business but currently does not have the space to house and would require a 240 outlet or a normal oven outlet which the townhall kitchen currently has. As the oven only requires a standard oven outlet which is easily accessible in the open space near the current oven only one shelf will need to be moved.

Judy Motschenbacher advised the board that a full lease with terms of service will need to be drafted and signed along with hand full of Questions including the liability being placed on the community.

- Is enough to cover full loss should anything happen to either the building or if the oven would be damaged by a renting party?
- Where is the line drawn as this is a type of rental?
- What would happen if someone because sick from the food would the town be liable for be sued?
- Is there a timeframe for this rental/lease to be held to?
- What would happen if this person were to move away and left the oven?
- Why use Lutsen Townhall as it is not a commercial kitchen instead of Grand Marais or Birchgrove?
- Legality of hosting a cottage law business in the Townhall?
- Deposit for damage to the kitchen like any other rental with kitchen use?

Supervisor Cooper has taken lead in talking Smith Law to draw up a legal document to cover all interests.

- New web design for township suggested. Deputy Treasurer Philip Creighton presented the topic of a new web design and layout for Lutsen township as the current webpage is about 10 years old and outdated. The only stipulation Philip mandated was that once the page is approved, designed and personnel trained he would not be tasked with maintaining the page on a daily basis. **Supervisor Friesner is the main contact point.**
- **Resurfacing:** Supervisor Friesner has talked with KTM about resurfacing the townhall parking lot and leveling out all the pot holes; back half of parking lot has been completed. The front parking lot in front of fire bay doors will be completed on Wed. August 20, 2025 along with a large area that have been completely demolished, re-crushed and poured. A new line item of \$20,000 has been created to build each year to cover the cost of a full reconstructed parking lot in the next 3 to 5 years. **Clerk will contact any affected rentals as the sealing coast will need a full 24 hours to dry.** Supervisor Friesner commissioned a physical layout of proposed line stripping at townhall advised by fire crew on areas needed for fire trucks and will work with a contractor to complete.
- **Grandview Park outhouse door handle:** *Supervisor Friesner will repair the broken door handle*

New Business:

1. **Fall Celebration planning: October 11, 2025 1pm-4pm**
Potluck style with supervisor Homyak donating 50/50 Hotdogs, brats, buns, condiments, hot chocolate; supervisor Cooper will take lead with prizes and Clerk will email Arrowhead. Sharon will create a poster; Supervisor Friesner is to take lead will all other planning aspects.
2. **Community flea market;** previously a flea market used to be help in conjunction with the art show which has moved to Grand Marais but since the church is not doing a yard sale this year a flea market on the Lutsen ball field would be a great alternative. Individuals can bring their own supplies, price their own things and collect their own money in a communal area. Perhaps the local parent pitch could open the concession stand for the day to fund raise and ask for donation on behalf of Lutsen fire for either new truck or rescue drone purchase? **S Hexum-Platzer advised a great time to have this flea market open is on the Saturday before the Fire/EMS pancake breakfast on September 20, 2025, Set up at 11pm and sale from 12pm-4pm and has created a poster.** S Hexum-Platzer has requested a small amount of funds to purchase a few posters and advertise around Cook County the month leading up to the event. **Clerk will contact parent pitch parents and look into have concessions stand open to raise funds for equipment; supervisor Friesner will contact a couple food trucks and see if they are interested in being on site; fire crew will help set up a large tent on ball field**
3. MGT Holding LLC, dba Moguls Grille & Tap Room requesting a renewal of liquor license letter of support; **C Friesner made a motion to approve a letter of support, C Homyak seconded. Motion passed.**
4. Lockport Inc requesting a liquor license renewal for 3.2 letter of support **L Cooper made a motion to approve a letter of support, C Friesner seconded. Motion passed.**
5. **Insurance policy inquiry request to review by Fred Schmidt;** C Homyak presented a case that had recently happed during a fire call where some personal vehicles of volunteer fire crew were damaged while on call and asked for supervisors' stance on what should be covered while on a fire call pertaining to personal vehicles. Currently township insurance MATIT has stated that personal vehicle damages where not covered unless owned, rented or leased by the township. Concern over the willingness of Fire/EMS volunteers to drive personal vehicles

to calls if damages occur while on site as it has happened in the past such as with large fires. Previous fire chiefs had been under the impression that if used while on a fire call personal vehicles would be covered after deductible but the recent policy since 2024 says different, checking with alternative insurance companies questioned why damages would not be covered under liability. Other townships have opted to create a line item to budget a reasonable amount to cover deductibles of personal vehicle insurance of volunteers while in the line a duty. As this rarely happens C Homyak is suggesting putting aside \$2,500 yearly to help cover deductibles. All people if injured on call are currently covered under workers compensation so the main concern in personal vehicle, not people.

Supervisors discussed specific instances and what would constitute coverage, liabilities, damages and best incentives to ensure damage to personal vehicles is not a deterrent to attending a fire/EMS call. C Friesner expressed concern over a volunteer fire/EMS having to come up with \$500-\$1000 deductible if an incident occurs while on call to their personal vehicle. Active fire calls currently charge \$500 through insurance and could be used to offset the proposed line item. **C Friesner requested to have a well worked resolution drafted to cover the township and fire crew; Sharon Hexum-Platzer will take lead in drafting said resolution.** C Friesner did advise for a long-term goal of finding policies or solutions.

6. IRRRB grant; culture and tourism to help offset playground for townhall. Playground offers a 50/50 matching grant with fully customizable layouts. First step is to see if the township can acquire the IRRRB grant for the purchase of a new updated smaller playground at Lutsen townhall and base construction.
7. Clearview requests a letter of support renewal for 3.2 liquor sales; **L Cooper made a motion to approve writing a letter of support, C Friesner seconded. Motion passed.**
8. Grandview Park repairs needed;
 - o Spruce tree located on top of the pump house is dead and will need removal
 - o Log bench located to Connie in disrepair
 - o 4 new signs needing to be replaced and a new “no camping” sign to be placed
 - o Grill located on lower side in disrepair and needing to be replaced
 - o Bench located on lower side broken and needing to be removed
 - o Invasive Tanzy weeds need to be removed
 - o Lower driveway washed out and new gravel fill needed
 - o Upper driveway washed out near payment
 - o Pavilion vertical post at bottom needs to be fix/repair as the wood is sitting directly on concrete; proposed to hire contractor to raise building, cut back wood and have concrete poured.
 - o Apple trees that have survived need to be fenced before deer get to them
 - o Seedlings need to be planted
 - o Hand sanitizer needs to be placed in outhouse

Supervisor Friesner will work on the Grandview Park repair list

9. West end emergency planning; S Hexum-Platzer volunteered to be a representative for Emergency mitigation meeting as deputy clerk; supervisors advised to invite the new county administrator to west end emergency planning.
10. Community held HRA housing meeting presented to the supervisors detailing the newly adopted residential open space overlay district public outreach. **Supervisor Homyak and Friesner both expressed interest in attending the court house meeting date.**
11. Cook County school referendum; Mr. Lindholm volunteered to attend the October monthly meeting to better inform the public on the school district fall bond referendum; supervisors agreed it was a great opportunity.

Donations: Tait Lake Association

Citizen Comments: N/A

Adjournment: C Friesner made a motion to adjourn; seconded by L Cooper. Motion passed and the meeting was adjourned at 8:56 pm

Respectfully Submitted,

S Mcquatters-Spangle; Townhall Clerk

Carl Friesner; Chairperson