

Approved

Lutsen Township Board Meeting Minutes
February 18, 2020
Lutsen Town Hall

Present: Sharon Hexum-Platzer, Elis Walch, Andrew Beavers, James Coleman, Matt Kartes, Ashley VanDoren, Carl Friesner, Ginny Storlie, Paul Goettl, Colleen Brennan, Travis Wickwire

Action items underlined

Call to Order: Meeting called to order by chairperson, A Beavers, at 7:00 pm.

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

Approval of Agenda: A Beavers made the motion to approve the agenda and seconded by E Walch. Motion passed

Approval of January Monthly Meeting Minutes: A Beavers made the motion to approve January meeting minutes with adjusted December YTD Receipts and Disbursements. Motion was seconded by C Friesner. Motion passed.

Commissioner's Report (Ginny Storlie)

- County Board reviewed process and decisions made at meetings. Found that attendees who are disruptive can be censored.
- Hiring a County Administrator is complete. 12 candidates will be narrowed to 6 and 3 will be in final selection process. Two people in the twelve are local candidates.
- 2020 primary election will require party affiliation identification requirement. Ballots will be mailed February 13 and must be returned by March 3.
- Refugee Relocation was approved by the County Commissioners but not likely to happen because relocation must be within 100 miles of the support office which is in the Twin Cities.
- VRBO-Short term rental classifications County Board meeting held with a resolution that states: Cook County Board recommends a local class rate of 1.25% for the first \$275K of property value and a 1.5% for any dollar of property value exceeding \$275; this class would be subject to RMV tax and exempt from state general tax; or more generally a local class rate higher than the Seasonal Recreational class and lower than the Commercial class; or alternatively, including residential properties used as short-term rentals in the current class Residential Non-Homestead [1-3 units]. This will go to Rep Bakk and then to the MN Legislature in the next weeks. A Beavers commented this will allow monies to be kept in county.
- PILT: Decision provided new appraisal. Counties will be encouraged to provide relevant information to the new appraiser.
- Border to Border off road vehicles issue will not proceed because ATV group withdrew. Lake County is still interested. Since this is to North Dakota border with one county in between not allowing for use of county roads, this may not be a border to border trail. Cook County is currently not participating.
- Will attend MN legislative meetings and then goes to Washington DC to attend meetings with all counties in U.S. Her meetings will include Health planning and others with MN congress representatives.

Clerk's Report: S Hexum-Platzer

- Correspondence: Cascade Vacation Rentals request for Tables for staff lunch – forwarded to Supervisor Friesner; US Census Bureau request for Initial Boundary Validation Program (BVP) –sent to Cook County Kyle Oberg and Braidy Powers – response from K Oberg that it will be completed; email of Lutsen Ski team donation letter – included in Annual Town Meeting docs; MAT District 10 Lobby Day Wednesday, March 18 in St. Paul –provided to supervisors; Cook County Early Childhood Coalition Updates –forwarded to supervisors since it occurs before next meeting; Invoices received for training costs and sanding; email including SOG's wording on hiring policy for EMS --Copy of new wording sent to supervisors & Chief Kartes for review: No action until 2.18 meeting; email re LBAE meeting in Lutsen – see below; email from MAT regarding fire/ems as one account – see New Business; U.S. Census Bureau request for Boundary Validation – referred to County for map to be sent and mailing to physical address then delivered documents and map to Chairperson Beavers for review, signature and sending; phone call re Fire Truck capacity, etc. –referred to Chief Coleman after sharing website information

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- Hall cleaning notice sent to Herald. No responses in January. Next steps see Old Business.
- Approval of 2019 Audit minutes, approval of 2021 Budget Plan minutes: A Beavers made a motion to approve the Audit and Budget meeting minutes. C Friesner seconded. Motion passed. Copies available in town office and will be available at Annual meeting March 10.
- Confirmed with County Assessor Thompson date of Lutsen's Local Board of Appeals May 19 6 pm to 7 pm.
- Yoga now moved to Caribou Highlands. Tuesdays at 5:30.
- Election and Annual Meeting Public notification and posting to be done by Feb 25.

Treasurer's Report: Treasurer P Goettl presented the Treasurer's report. Copies are available for review.

- Balances as of January 30, 2020 business checking account is \$149,059.28 Building fund is \$25,668.79, Operating General Fund Money Market \$125,132.76, Fire/EMS Truck Fund, \$143,142.85 **Total funds--** \$443,003.68 YTD Receipts \$25,488.32 . YTD Disbursements \$59,675.10. 2020 General Town Budget \$35,050.00; 2020 Fire District Budget \$158,245.00. Approved 2020 Tax Levy is \$193,295.36. E Walch made motion to accept the Treasurer's Report as presented. C Friesner seconded. Motion passed.
- Treasurer Goettl provided specific data on monies received and expenditures through January which shows specific expenditure amounts compared to the budget. The Fire expenditure shows a significant negative amount but is covered by operating fund surplus noted above.
- Updated expenditures document on 2020 budget, Cash Control Statement and Receipts Register were also provided for review by Supervisors. Copies available in town office.

Review and Approval of Claims: Supervisors reviewed the invoiced claims. Supervisors signed that approval form. Current Details: 11 total claims for \$3654.32. C Friesner made motion to approve claims as presented. A Beavers seconded. Motion passed. Copies on file in the town office.

Supervisors reviewed February payroll claims for \$3,010. A Beavers made motion to approve payroll claims as presented. E Walch seconded. Motion passed. Monthly distribution and Cash Control Statement were signed by Supervisors and approval of payroll claim; copies are on file in the town office.

Fire Chief's Report: Chief James Coleman:

- 6 call this month. Some were false alarms. One involved a landing zone to move a person.
- SCB Air Pacs are scheduled to arrive next Monday, Feb 24. Chief Coleman attended the County Chiefs meeting and asked if any group wanted our used ones. Since there was no local interest, he will pursue finding any other interested department to try to recoup some monies toward the cost of these Pacs.
- Firemen's Ball had fewer attendees with the date and location change.
- Chief Coleman noted that D Velcheff dropped membership in fire department. Township will be refunded the \$1500 of his training fees. New member G Mueller is continuing Firefighter training.

EMS Chief's Report: Chief Matt Kartes:

- Nine calls this past month – some were false alarms as they were involved with fire calls. 3 were medical calls.
- At last EMS training, a representative from Stryker demonstrated LUCAS, a device which provides continual resuscitation while person is being transported to rescue vehicle. This device is under consideration of pros and cons while the dept considers how it could be funded- grants, donations, etc.
- Chief Kartes reported that J Hill resigned from the department and will provide clerk with the date for accounting purposes.

Supervisor Reports:

Andrew Beavers:

- Beavers did regular report to WTIP
- Attended Audit & Budget meetings
- Reviewed US Census request for Boundary Validation Program; emails and work thru County Kyle Oberg and Auditor Braidy Powers. Met with Clerk to sign and send documents.

C Friesner:

- Attended Audit and Budget meetings.
- Worked with Cascade Vacation Rentals for table and chairs.

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- Did certification for local board of appeals and equalization so at least one supervisor is ready for May 19 meeting.
- Suggested April or May for town hall floor treatment. See notes below on how this will proceed once quote is established.
- Supervisor Friesner researched storage shed replacement for a 10 x 12 structure. The cost will be between \$5000 and 10,000. The floor is dangerous and must be dealt with soon.
- Attended the Fireman's Ball.

E Walch:

- No Lutsen downtown business meeting
- Supervisor Walch attended the county Census meeting. Lutsen was the only township represented. Notes: All PO box holders will have a census taker come to their home address. This will be between April and August and is important for accurate financial support to the township and county. In 2010 only 24% responded which is, then, problematic. She encouraged some to be census takers with pay at \$24 per hr and .58 per mile mileage.
- Attended the Audit & Budget meetings Feb 4.

Old Business:

- **Review of SOG's Rules and Regulations for EMS:** New draft reviewed with hiring policy advised by MN Association of Townships. A Beavers made a motion to approve EMS SOG's with updated Article II Section 1 membership policy suggested by MAT. E Walch seconded. Motion passed. Chief Coleman will place same wording into Fire Dept SOG's as well. Copy on file in town office.
- **EMS election of Chief approval by Board:** A Beavers made motion to approve EMS election of Matt Kartes for chief. C Friesner seconded. Motion passed.
- **Bid quote for Town Hall cleaning:** No bid was received in January or February. D Leckenby sent email stating her interest but does not have the liability insurance. After discussion, on Feb 19, A Beavers will check on need for such an insurance with MAT and communicate with clerk on re stating the next step in process of hiring or re publishing bid for cleaning
- **Bid Cost limit requirement for bidding specific jobs:** Contracts of \$0 to \$25,000: A contract at this level may be made upon quotes or by direct negotiation in the open market. Minn. Stat. §.345, subd. 5.
- **Refinishing Town hall floors:** Supervisor Friesner will provide to the clerk wording for an ad to be published requesting quote from qualified persons to refinish the town hall floors. One such quote has been provided by a Silver Bay business. After discussion the date of this work will be April or May. Fire department personnel will help move furniture prior to this work. Weekly renters will be notified of the work and lack of access to the town hall for their meetings.
- **S Duclos will replace the gasket door seals to prevent easy access by mice.** No action announced.

New Business:

- **Fire/EMS as one account:** After clarifications from Treasurer Goettl and process in town's accounting system, discussion included advise from MN Assoc. of Townships. A Beavers made a motion to combine Fire and EMS accounts to simplify procedures and accounting. C Friesner seconded. Motion passed. Clerk Hexum-Platzer will make changes in CTAS [accounting system] before next payroll cycle. Chief Kartes noted that Treasurer Goettl will guide the fire and ems chiefs in their long term equipment planning for future budget plans. Supervisors thanked Goettl for this work.
- **Display of donated pictures –removal from small hall:** After discussion including past policy for town hall displays, the supervisors agreed that donated pictures will be placed in hall way to rest rooms which still keeps town hall free for other renters' use of decorations. C Friesner will install these pictures.

Donations: None at this time

Citizen Comments: None. Clerk reminded supervisors to read documents provided but not discussed in meeting.

Adjournment: Motion to adjourn made by A Beavers and seconded by C Friesner. Motion passed and meeting was adjourned at 8:15 p.m.

Respectfully Submitted, Sharon Hexum-Platzer Clerk

Andrew Beavers Chairperson