

Approved

Lutsen Township Board Meeting Minutes
March 17, 2020
Lutsen Town Hall

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

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 with the additions and C Friesner seconded. Motion passed

Approval of February Monthly Meeting Minutes: C Friesner made the motion to approve February meeting minutes. Motion was seconded by E Walch. Motion passed.

Commissioner's Report (Ginny Storlie): Not present.

Clerk's Report: S Hexum-Platzer

- Correspondence: Cook County Early Childhood Coalition Updates & Strategic Teams minutes – filed; PRESS RELEASE: NORTHFORCE Partners with Hibbing Community College to Facilitate Regional Student Employment – filed; Meet and greet with Gaylene Spolarich on March 4th at The Hub in Grand Marais, 6-8pm.—for board members --sent on; emails regarding use of Town Hall –copied –see New Business; Visit Cook County's Upcoming Swag Opportunities – copied for supervisor consideration; phone call regarding Lutsen speed limit followed by email – see Old Business; phone & emails regarding protocol for hiring maintenance person; emails regarding Bone Builders hall rental fee – see New Business; MAT District 10 Lobby Day: Wednesday, March 18 in St. Paul 11 am to 1 pm – sent registration info to supervisors [note if more than 1 plans to attend]; 2020 Census Powwow and feast to be held on March 21st at the Grand Portage Lodge Event Center –flyer shared and attendee plans checked; request to be on agenda regarding a zone change – see New Business; email re questions on how to proceed with renting protocol – replied to contact County Auditor & Land Use permits; phone call asking about rental property's window requirements & asked for Chief Coleman's info [what is protocol here?]; Minnesota's Lake Superior Coastal Program invites participation in a short survey due March 27 – sent to board members and available upon request because link is live in the forwarded email; Many meetings noted above recently postponed or cancelled due to Covid 19 guidance by Governor Walz and others – announced or provided at meeting.
- Hiring maintenance person for Hall & toilet cleaning –notices were posted. Next steps --see Old Business.
- Township Day 2020 Resources – shared with Herald & WTIP

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

- Balances as of February 29, 2020 business checking account is \$153,600.58 Building fund is \$25,671.84, Operating General Fund Money Market \$125,157.61, Fire/EMS Truck Fund, \$143,171.29 **Total funds--** \$447,601.32 YTD Receipts \$33,921.42 . YTD Disbursements \$65,932.57. Treasurer Goettl explained that both of these figures include the \$25,000 truck levy disbursed out of checking and received into the truck fund. This will be seen monthly and it is just the same monies. 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 [2019 late tax payments and reimbursement for unused firefighter training] and expenditures through February which shows specific expenditure amounts compared to the budget. Currently the Fire expenditure shows a significant negative amount until half of the tax levy is received in June.
- Updated expenditures documented on 2020 budget, Cash Control Statement and were also provided for review by Supervisors. Copies available in town office.

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Review and Approval of Claims:

- Supervisors reviewed the Cash Control statement for February. They reviewed the invoiced claims. Supervisors signed that approval form. Current Details: 17 total claims for \$50,656.78. This includes the necessary AIR Pac update replacement equipment/apparatus for \$45,755. C Friesner made motion to approve claims as presented. A Beavers seconded. Motion passed. Copies on file in the town office.
- Clerk Hexum-Platzer told the supervisors that on February claim # 100741 the amount should have been 45.50 not half that amount as shown [an amount that showed just the Township's share of a retirement account]. The distributed amount to PERA was correct and CTAS record adjusted as needed. She also made note that 3 current check numbers needed to be voided due to accidental print over. Voided and filed are # 16237, 16238 and 16239. Stubs filed with other March check stubs.
- Supervisors reviewed March and first quarter payroll claims for \$6,227.50. She noted that the fire and EMS payroll will all be under FIRE department code – EMS no longer separate. E Walch made motion to approve payroll claims as presented. C Friesner seconded. Motion passed. Payroll 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:

- SCB Air Pacs have been installed and fire team have been familiarized with their use. Chief Coleman looking for a use for the department's old air pacs.
- Chief Coleman reported that Cascade State Park office now has a lockbox installed so any future alarms won't require breaking in or waiting for someone to let firefighters in.
- He also completed a request to PERA to review the possibility of increasing retirement pay since the interest rates have not required the Township to pay into that account. The form needs to be signed by Board Chair before it could be submitted. A Beavers to sign and Clerk to mail at close of this meeting.
- Protocols for dealing with Covid 19 and possible infected individuals has been learned and will be shared.

EMS Chief's Report: Chief Matt Kartes:

- Chief Kartes reported the new average for monthly calls is between 5 and 8.
- EMS regular training included members from Tofte Fire/EMS and County Ambulance personnel. Arrowhead EMS trainers dealt with critical stress debriefing on high trauma events.
- Also discussed and underscored is the need for 1st Responders and Firefighters to use PPE [Personal Protective Equipment] not just now with Covid 19 prevalence because not knowing the person[s] involved in the incident but to protect all involved. Question: do you have the supplies you need: Answer: yes -- masks and eyewear
- LUCAS, a device which provides continual resuscitation while person is being transported to rescue vehicle, is still being researched and considered.

Supervisor Reports:

Andrew Beavers:

- Did regular report to WTIP in February giving details about the election and annual meeting.

C Friesner:

- Attended Annual meeting and the Canvass Board and reported the good turnout of 103 voters.
- Cleaned the Town Hall before the meeting. He chooses not to clean.
- Hung the donated pictures in the office hallway area
- No bids have come in for the town hall floor treatment so the Silver Bay company will be given the work and will be scheduled for the end of May. Friesner will contact hall users for the week + closure to do this floor refurbishment.
- Supervisor Friesner researched storage shed replacement for a 10 x 12 structure. North House will do the timber framing. The concrete floor materials and installation has been donated.
- Thanked E Walch and A Beavers for their work as Supervisors.

E Walch:

- Few attendees at the Lutsen downtown business meeting – this group is deciding how they will proceed in the future
- Attended the Annual Township Meeting and served on the Board of Canvass for Election results.

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Old Business:

- **Town Hall Cleaning:** No one has expressed an interest in the newly posted position for \$20 per hr. No further steps were suggested. We do need a maintenance person. Selection and requirements briefly discussed. No further action on background check is needed if person is known to Board was the consensus.
- **Refinishing town hall floors:** Supervisors selected the color. A Beavers made a motion to approve the Safari color for the Town Hall epoxy floor finish. C Friesner seconded. Motion passed. Question: What maintenance does it require? Answer: Regular cleaning process. It is guaranteed.
- **EMS bay door gasket installation:** Steve Duclos has it on his list to do. No mice have been found by Fire or EMS members. North Shore Pest did a recent check. C Friesner will check that no mice were found.
- **Speed limit & signage:** Another Lutsen resident has requested Board action since MN DOT said to talk with the Township. Resident reported that where the 60 mph sign at his driveway makes it unsafe. Others present discussed and added comments about the increased speed and that the only positive result seems to be to have law enforcement officers present in Lutsen. A Beavers suggested that C Friesner write a letter to MN DOT asking them to review the speed zone issues in Lutsen.

New Business

- **Grand Marais Bank request regarding funds --transfer and/or pledge for security:** After discussion of the need for limiting accounts to less than \$250,000 or to require a pledge for security from the account holder, the decision is to move monies from GMSB to checking at NSFCU. A Beavers made a motion to transfer \$50,000 from Township's Money Market [Operating]Fund to NSFCU Business Checking. C Friesner seconded. Motion passed unanimously.
- **Use of Town Hall for Bone Builders program – a RSVP nonprofit requesting rent free use-** Emails & petition on file: Discussion included concerns for setting president and the inequality of charges at the current time. This topic will be moved to Old Business next month when the new supervisors can address this topic.
- **Jeff Latz –application to County regarding a zone change request --behind Clearview from LBDA to LTGC:** J Latz decided not to attend this meeting because of the CDC's and Governor's advice to avoid meetings of more than 10. He emailed documents and sent the supervisors a letter with what he has proposed for rezoning according to the Lutsen Town Plan. Discussion determined that this is informative and requires no action by the Board at this time.
- **Large Pot Coffee Machine:** This is broken. E Walch shared information about this machine: Part would be \$450 replacement for new could be \$1200. Other meeting attendees said a used one is much less. Suggestions: Research replacement of it. Perhaps large associations who use it might consider a donation to defray cost.
- **Storage Shed Replacement:** The cost could be from \$3000 to 10,000. North House 's Peter Henrikson was approached to do a 16 x 24 timber frame which would be part of a class and cost free except for materials. Roof materials has been partially donated. Besides a large storage area, a concession area would be available for outdoor events. Cost of materials is somewhere between four and six thousand dollars. A building permit is required – electricity only being a part of the plan. Noted above the concrete floor has been donated. Discussion of exterior siding needs follow up decision. C Friesner will continue work on the shed replacement.

Donations: None at this time

Citizen Comments:

- Clerk Hexum-Platzer reminded newly elected officers to remain after the meeting to receive documents needing completion and to receive Oath of Office since any future MN Association of Township new officer training has been postponed due to Covid 19 concerns.
- Clerk asked who will provide WTIP report on Thursday. C Friesner said he had been contacted already and will do it this time.
- A Beavers expressed his appreciation for his time on the Board and congratulated Colleen Brennan and Lollie Cooper wishing them well on their roles as supervisors. He also thanked Paul Goettl for his work as Treasurer this past year. Other attendees added their thanks to all leaving their positions: Elis Walch, Andrew Beavers, and Paul Goettl

Approved

Adjournment: Motion to adjourn made by A Beavers and seconded by C Friesner. Motion passed and meeting was adjourned at 8:10 p.m.

Respectfully Submitted, Sharon Hexum-Platzer Clerk

Andrew Beavers Chairperson