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Lutsen Township Board Meeting Minutes
October 20, 2020
Lutsen Town Hall

Present]: Colleen Brennan, Carl Friesner, Ashley Van Doren, Sharon Hexum-Platzer, James Coleman, Steve Duclos, Travis Wickwire, Ginny Storlie.

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 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 September meeting minutes. Motion was seconded by C Brennan. Motion passed.

Commissioner's Report (Ginny Storlie):

- County Board has placed 75% of monies in the General Fund to keep County finances healthy and has proposed a 4% levy for 2021. This may be a bit high but with Covid expenses possible, they want to have options. In addition there are 3 union contracts up for consideration which impact levy decisions as well.
- County Board celebrated the work of Rena Rodgers as interim County Administrator and welcomed newly hired County Administrator, James Jorke.
- County Assessor must be appointed every 4 years so Assessor Bob Thompson will be reappointed in January. He had a partial term in this past appointment time frame.
- Committee of the Whole has completed their handbook which includes policies/protocols a, with roles and expectations of how County staff participates in County work and decisions. This will be helpful for new commissioners joining next month and early next year. The handbook will be reviewed next week.
- Storlie attended the ARDC [Arrowhead Regional Development Commission] last week and learned that entity received COVID monies that are available to regional businesses who need support.

Clerk's Report: S Hexum-Platzer

- Correspondence: Email of invoices – see claims; Emails & calls re digital speed signs – answered questions/provided next steps; emails & calls re Lutsen town sign; scheduled times for location review, researched new location & feedback with MNDOT and Supervisor L Cooper; request from Lutsen Liquor Store for support of license renewal memo included–see New Business; Lutsen Mountains Corporation re liquor license renewals copy of letter on file –see New Business; Quantity Takeoff in Construction –ad for estimation services – filed; Marketing Update from Visit Cook County and other businesses- Fall 2020 – links: September 2020 Marketing Report (recording) or September Marketing Report Slide Deck ; LTTA Meeting by Zoom on 10.13 – forwarded to board since it is before Oct meeting so they could attend or share with others; CARES Act funding report update requested...done already; Email re use of Town Hall for possible court event; Minnesota Department of Agriculture Newsletter with invasive species & disease information – contact clerk lutsentownship@gmail for a copy;
- Downtown Streetscape grant application for Lutsen town sign sent & awarded : see Old Business below for more info
- NSFCU Banking Process for LutsenTownship-Resolution0916152150 – Signatures received. Clerk will deliver to the document to the credit union.
- Clearview Store regarding payment method – Owner agreed to keep process of check payment
- Moondancers Fiber Friends use of town hall completed and on calendar. Rental payment received thru Dec 2020
- CARES [Covid 19]: Expenditure Report to CRAOffice.mmb@state.mn.us seven business days after the end of each reporting period. Total spent \$4,016.20 – unspent \$6,883.80. Request to order air purifier & 2 voting booths; also need protective shields for election judges [will borrow shields from Cook County]. These costs will be covered by the CARES

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act funds. C Friesner made a motion to purchase an air purifier and voting booths with an approximate cost of \$1000 . C Brennan seconded. Motion carried. Clerk will order the items.

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

- Balances as of September 30, 2020: Business checking account is \$277,445.89 Building fund is \$25,694.36 Operating General Fund Money Market \$75,251.20, Fire/EMS Truck Fund, \$143,369.69 **Total funds--** \$471,761.14. YTD Receipts \$243,969.70 which includes first half of levy, PILT Taconite tax funds. YTD Disbursements \$250,090.68 [both include 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 Brennan made motion to accept the Treasurer's Report as presented. C Friesner seconded. Motion passed.
- Treasurer Van Doren provided specific data on monies received and expenditures through September which shows specific expenditure amounts compared to the budget. She explained that bank statement and this report varied due to NSFCU Visa late receipt of an invoice cost that Clerk received via email and paid early. Credit Union received the payment, changed the current statement so account is now accurate to this current report.
- Cash Control Statements were also provided for review and signed by Supervisors. Copies available in town office for review.

Review and Approval of Claims:

- Clerk Hexum-Platzer presented the invoiced claims. Current Details: 14 claims for total of \$9917.01. This includes the State withholding for \$193.57, Federal withholding for \$1984.21 and one half down payment of storage shed of \$4165. C Friesner made a motion to approve the claims as presented. C Brennan seconded. Motion passed.
- Clerk present 4 payroll claims of \$1075. C Friesner made a motion to approve payroll claims as presented. C Brennan seconded. Motion passed.
- Claims approval and Payroll distribution signed by Supervisors; copies are on file in the town office.

Fire Chief's Report: Chief James Coleman

- Two false alarms this month.
- Chair lift evacuation training held.
- Other training: Fire crew checked out Lutsen Church for location of exits, boiler/furnace and layout of the building.
- Cook County Fire Chiefs' meeting was held Monday Oct 19 at Lutsen Town Hall.
- Shower curtain and rods are ordered for the decontamination shower. CARES Act funds will pay for these.
- Chief Coleman will have a PERA increase to members proposal that does not negatively impact current funds ready for Board review at the next meeting. He will share information with the Clerk so a resolution draft can be ready for the meeting as needed. This increase would go into effect in January 2021.

EMS Chief's Report: Assistant Chief S Duclos

- 4 calls this past month
- Training this past month was on documentation of patient care for an incident and correct protocol of incident queries.
- Chief Kartes/Assistant Chief Duclos will contact Sheriff's Department for whom to contact at Lutsen EMS in response to queries on incidents to which they respond.

Supervisor Reports:

C Friesner:

- Met with Clerk regarding Lutsen town sign grant signatures and town sign site changes.
- Lutsen Park volleyball net and border will now be installed next spring.
- Storage building contract received and signed at this meeting.
- Friesner will contact KTM to get on their calendar for Parking Lot and Driveway repair and resurfacing. Cost yet to be approved is \$8,800 for fixing cracks and resurfacing.

L Cooper: Absent – no report

C Brennan:

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- Received MNDOT permit for digital speed signs.
- Brennan presented the RU2 proposal of \$7540 for both signs which will be shipped to MNDOT. Because she had no information about installation costs, she will contact MNDOT about the installation cost and also order the signs. She is hoping they could yet be installed this year. Discussion about having both signs installed [West and East side where 40 mile per hr signs are now located as well as when this money is actually on the budget –2021—with a total for safety signs of \$10000] followed. C Friesner made a motion to order the signs and C Brennan seconded. Motion passed. C Brennan will proceed with sign order and installation if it is possible.

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:** See Chief Coleman report above.
- **Lutsen town sign:** Clerk Hexum-Platzer gave report for L Cooper. Summary included: change of original location on the grant due to MNDOT right of way limitations on original site [original and second sites provided by Arrowhead Electric permissions], the change meant added requirements of additional clearing, contact and permissions from Lutsen Cemetery Board which has property where old Town Hall is located and early Lutsen Native resident graves, County wetland review, Thoreson berm delivery times once area is cleared. Clerk Hexum-Platzer also shared the local business and contractor/artist donations of labor, materials, etc. Total cost will be approximately \$5000 with the additional berm material and clearing. All other costs are covered by the IRRRB grant. With other such community sign cost of over \$25,000, the grant and donations make this a worthy and inexpensive project. T Wickwire asked if sign will be lighted. Answer-No. The design was verbally shared. It is similar to other community North Shore signs and will be shared at a future meeting. C Friesner thanked Hexum-Platzer for writing and grant and other work related to the sign and its location.
- **Century Link payment arrives late** – Clerk explained issues. Decision is to pay in advance so late fees are absorbed. Because a phone service not connected to fiber line, a change of service to Broadband is not allowed.

New Business:

- **Liquor License renewal support to Cook County requested from:**
 - Lutsen Liquor Store
 - Lutsen Mountains Corporation for Northern Lights Entertainment, dba Pap Charlie's; Lutsen Mountains Corporation, dba Summit Chalet; Lutsen Mountains Corporation, dba Rosie's Café
 - Superior National at Lutsen Golf Course
 - North Shore Resort Company Db a Lutsen Resort's "On Sale" liquor license
 - Lockport, Inc dba Lockport Marketplace & Grill's request for renewal of their 3.2 malt liquor off sale license

Each from November 1, 2020 through October 31, 2021. C Friesner made a motion to send a letter of support for each business to County Auditor. C Brennan seconded. Motion passed. Clerk will create and send letters via email.

Hydrant at Caribou Lake: Property owners note that visitors are parking that will make it impossible for Fire Truck access and suggest signage. Discussion followed. There is a sign already. If Fire trucks need to get to hydrant they can physically move cars or access in any way. **Vehicle owners do not have right to park there. An additional warning sign will be considered.**

Bid ads in News Herald for snowplowing/snow removal and bid sanding – dates suggested: week of Oct 23 and week of Oct 26 with bids due Nov 12 for Board decision at November 17 meeting. Current contracts in effect through October 31. Clerk has sent the ads. Clerk will share contracts with C Brennan for her review so these contracts will be available at the next meeting.

Variance request for PID 27-126-1140. Comments due Oct 14 which is outside of Board Meeting time frame- No Action could be taken; email & call made to Planning & Zoning re this but no response received

Donations: To EMS from Stillman. Due to Chief Kartes absence, the envelope was opened by Clerk, card given to Asst EMS Chief Duclos and check to Treasurer Van Doren. A motion to accept the donation will be done at the next meeting.

Citizen Comments: Discussion: **steps to purchase the LUCAS device** and use the unspent CARES Act monies toward that purchase. With additional monies available through Taconite funds recently deposited and CARES monies of about \$5000, this

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is possible. Chief Kartes and Asst Chief Duclos should have the final cost available at the next meeting so this purchase can be filled before the CARES Act deadline in December.

Adjournment: C Friesner motioned to adjourn; seconded by L Cooper. Motion passed and meeting was adjourned at 8:00p.m.

Respectfully Submitted, Sharon Hexum-Platzer Clerk

C Friesner Chairperson