

Approved

Lutsen Township Board Meeting Minutes
March 16, 2021
Lutsen Town Hall

Due to COVID emergency and Executive Order 20-20, the Township meeting was conducted virtually.

Present by Visual & Roll Call: Chris Homyak, Paul Goettl, Lollie Cooper, Colleen Brennan, Carl Friesner, Ashley VanDoren, Brad VanDoren, Sharon Hexum-Platzer, Marilyn Gilmore, Gary Gilmore, Matt Kartes

Action items underlined

Call to Order: Meeting called to order by Chairperson, Carl 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 with recent additions as noted by Clerk Hexum-Platzer and L Cooper seconded. Motion passed with voice vote of supervisors.

Approval of Monthly Meeting Minutes: L Cooper made the motion to approve February regular board meeting minutes. Motion was seconded by C Brennan. Motion passed by voice vote.

Commissioner's Report (Ginny Storlie): Not in attendance

Clerk's Report: S Hexum-Platzer

- Correspondence: LTTA Zoom Meeting is Wednesday, March 3, 2021 @ 9 a.m. – forwarded to local businesses/interested parties; Request for 2021/2022 donations – see claims and/or town meeting for budget plan; request for town rental – replied with process and C Friesner contact info; calls for info from Fire Dept – forwarded the information;; requests for voting process; notice from New Herald for April Reorganization meeting; Ongoing MNDNR Grant Requirements - Lutsen Township Town Park—see New Business; call on zoning requirements/restrictions – see New Business; hall rental questions; request for town records re town wide climate change adaptation or resilience plans and preparations – copied for supervisors response; emails regarding Lutsen town sign; Emerald Ash Borer and other forest info training; updates from State Auditor's office – forwarded to supervisors, treasurer, fire & ems chiefs; New Herald bid for services – to be shared with supervisors at April reorganization meeting [a portion of regular board meeting]; see items on Gitchi Gami Trail extension & support for bonding in Old Business; Town zoning issue in New Business
- Created Zoom meeting invitation for Annual Town meeting and current meeting; posted on website and usual places as per mandate
- Election process: picked up election supplies & materials; Sent required info to March election judges and returned required election supplies and documents
- Board of Canvass completed and returned to County Auditor's office

Treasurer's Report: A VanDoren.

- Balances as of February 28, 2021. Business checking account is \$237,422.86, Building fund is \$35,624.94. Operating General Fund Money Market \$75,256.05, Fire/EMS Truck Fund, \$168,375.70. **Total funds--** \$516,699.55. YTD Receipts \$53,044.22, YTD Disbursements \$38,030.10. 2021 General Town Budget \$32,350; 2021 Fire District Budget \$190,000. Approved **2021 total Tax Levy** is \$222,350.00. Treasurer VanDoren explained that the receipts and disbursements included the transfer of the levied truck fund amount of \$25,000 is included and a receipt of a 3rd 2020 tax levy. Also included three large donations to the fire/ems departments.
- C Friesner made motion to accept the Treasurer's Report as presented. L Cooper seconded. Motion passed per voice vote.
- Treasurer VanDoren provided specific data on monies received and expenditures for February which shows specific expenditure amounts compared to the budget.

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- Treasurer asked process of computer security which needs renewal; answer: Treasurer VanDoren to renew through computer offer and provide invoice for payment to clerk.
- Cash Control Statements were signed by Supervisors. All treasurer report copies are available in town office for review.

Review and Approval of Claims:

- Clerk Hexum-Platzer provided the invoiced claims and read summary aloud. Current Details: 19 claims for total of \$7051.36 This includes \$1500 donation to Lutsen Junior Alpine, \$1500 to Town of Tofte for 2021 fireworks; \$1290 to Border Design for Lutsen town sign materials.
C Friesner made a motion to approve the claims as presented. C Brennan seconded. Motion passed.
- Clerk provided 22 quarterly and regular payroll claims for total \$6,762.50. C Brennan made a motion to accept payroll claims as presented. L Cooper seconded. Motion passed.
- Claims approval and Payroll distribution signed by Supervisors; copies are on file in the town office.

Fire Chief's Report: Chief Paul Goettl

- 3 calls. 2 to Caribou Highlands—one false alarm. One to Clara Lake that renters had used fire extinguishers and fire fighters completed the suppression. Chief Goettl noted this could have been a disaster but renters knew how to use the extinguishers.
- Revisions to Fire Department SOGs -- Rules and Regulations—will be completed, voted upon by the department and then shared with Board for final approval possibly at April meeting
- Training included yearly required blood-borne pathogens and hose and ladder training.
- Chief Goettl reminded all that with dry conditions burning permits are required. If in area where there's 3 inches of snow or more, no permit is yet required.
- Discussion at the Budget meeting and the Annual Town Meeting was to plan for future needed equipment and budgeting accordingly. With that in mind, Chief Goettl shared document of current age of trucks and their replacement time and costs. With current amount saved and amounts paid in, it appears the township has an appropriate amount in the account. This will be copied and reviewed on a regular basis. He also shared a graph of fire calls since 2009. Average is 20 calls per year with a slight increase in past few years.

EMS Chief's Report: Chief Matt Kartes

- 15 calls for this quarter which is about normal.
- Trained on 12 lead which is used on most every call when heart issues are involved.
- Chief Kartes announced that about half of the department will have refreshers completed and invoices will be arriving in a month. Half of the crew receives refreshers every year.
- He was not at the Clara Lake fire but reported that the homeowner and the Fire Marshall both commented on the excellent way in which Lutsen responded and left minimal damage at the scene. This is a testimony to excellent training of the crew.

Supervisor Reports:

C Friesner:

- Slow month. Went to election; he welcomed Chris Homyak to the Board and thanked Colleen Brennan for her service
- Attended the Annual Town meeting.
- Was on Board of Canvass to certify election results.

L Cooper:

- Did WTIP report last month.
- Attended Joint Powers virtual meeting on Racial Issues subcommittee but she reported no progress –another meeting scheduled.
- Thanked C Brennan for service and congratulated C Homyak on his election.

C Brennan:

- Reported that digital speed signs are working and that current batteries may need to be replaced when severe cold or continually cloudy days affect the signs.

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- Reported that she received an email about the Cascade Vacation Rental property on Norbakken Rd and another but hadn't had time to read them as they arrived late today... Clerk and C Friesner noted that the topic is on the agenda and would be discussed later in this meeting.

Old Business:

- **Town Park volleyball court:** soon to be completed; "Spring is here [? Really?]"
- **Lutsen town sign current steps/update:** Materials to be ordered; payment made to Border Designs completed
- **Park tree removal:** to be completed
- **Reminder: Lutsen Local Board of Appeals & Equalization -- Tuesday, May 18, 2021 from 6:00pm to 7:00pm.**
- **Gitchi Gami Trail – Lutsen segment extension:** After receiving information at the Annual Town meeting from the regional DNR that current funding would only extend the trail to West of Arrowhead Electric, Clerk Hexum-Platzer provided a draft for an additional letter to DNR Commissioner Strommen and Gov Walz which supervisors Cooper and Friesner approved to send. Lutsen's letter states that this is not a satisfactory end point since the trail needs to get to the town center and anything short of that presents trail traffic and highway use at that end point as a danger to users because there's no highway shoulder for safe travel. Clerk reported that Schroeder supervisor and GGTA Vice President, Bruce Martinson concurred in an email and noted the additional distance is about a 1000 feet. A later email from GGTA president M Pierson asked to support her request to the MN Legislature for additional bonding of \$1.5 million. Board agreed that is and was their intention to support that request. Clerk will send that reply to M Pierson.

New Business:

- **Grandview Park – MNDNR grant for ongoing use as a public recreation area --email letter sent to supervisors:** No further action on possible upgrades/project through use of another grant at this time. No further comments on ongoing requirements.
- **Town Zoning issue requirements/restriction: awareness/next steps:** Email forwarded from Norbakken property owner C Hahn with her emails to County Land Use agent Bill Lane regarding the zoning description/requirements of Cascade Vacation Rental property on that road. Residents of Norbakken Rd Gary and Marilyn Gilmore and Brad VanDoren spoke about issues. Supervisors commented and agreed that some action is required. C Friesner will speak with the CVR owners on this matter in the next few days to find a solution. He thanked Gilmores and VanDoren for their input.
- **Request for Town records involving climate change/resilience plans:** Lutsen does not have nor address these; clerk will respond to email and direct sender to County resource.
- **Plaque for donated grill:** Discussion included cost and town board role in providing. No action taken at this time.

Donations: None at this time

Citizen Comments:

- Clerk asked if next meeting could be in person. Board members agreed. Guidance allows 15 persons and requires masks with social distancing. Next meeting will be in person at Lutsen Town Hall. C Friesner invites people to attend.
- Brief discussion on resurfacing of parking lot in May and howto/where to park emergency vehicles while surface dries.

Adjournment: C Friesner made a motion to adjourn; seconded by L Cooper. Motion passed and meeting was adjourned at 8:06 p.m.

Respectfully Submitted, Sharon Hexum-Platzer Clerk C Friesner Chairperson