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Lutsen Township Board Meeting Minutes
January 16, 2024
Lutsen Town Hall

Present: Sharon Hexum-Platzer, Ashley VanDoren, Carl Friesner, Samantha Mcquatters-Spangle, Lollie Cooper, Ginny Storlie(virtual), Paul Goettl, Steve Duclos, Matt Kartes, Hank Walch

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 agenda, L Cooper seconded. Motion passed.

Approval of December Meeting Minutes: C Friesner made a motion to accept December meeting minutes, L Cooper seconded. Motion passed.

Commissioner's Report:(Ginny Storlie)

- Cook County Commissioners held the organizational meeting at the beginning of January electing Commissioner Ann Sullivan to continue as the chairperson; Commissioner Mills was elected as the vice chairperson. All committees, organizations and meetings reviewed; a new committee was created as a cannabis work group made up of county, city, tribal, public health and human services and school representatives to look at and begin talking about regulations for cannabis. Estimated for a 2-year work group; 2025 is the expected operational date for dispensaries in Minnesota so long as they are properly licensed. Lutsen supervisor C Homyak has also requested to become part of the work group to represent Lutsen business.
- 10am at Cook County Courthouse a bonding CIP sale to start refining and updating talks for a new facility to move the justice system out with the law enforcement
- Cook County Commissioner Storlie sought information for Lutsen Supervisor L Cooper to be placed on the next commissioner meeting agenda to re-request funds from Cook County to make Lutsen Town Hall into a short-term emergency shelter including installation of a generator. **L Cooper will represent Lutsen township in requesting funds for a generator installation in preparation of creating a short-term emergency shelter at Lutsen Town Hall.**

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

- A. Correspondence: MAT Legal Case Update; forwarded to supervisors. Eagle Brook rental extension booked and paid for. Contact for Tofte Fire Department acquired by fire chief. December Newsletter from the Superior National Forest. Initiative for Resilient Great Lakes Coasts; forwarded to supervisors. Regional NOAA Grant Partner meeting. Minnesota BEAD Program Initial Proposal Submitted to NTIA. Arrowhead Area Agency on Aging newsletter. MATIT for Workers Compensation Surveys. MATIT's 2023 WORKERS' COMPENSATION PAYROLL AUDIT. State and Local Fiscal Recovery Funds (SLFRF) Program Annual Report Workshop; clerk attended. CTAS - ESST Update, 2024 Tax Tables, and backing up to comply with new earned sick time law. 2024 MAT dues invoice received. Fire State Aid and Police State Aid Forms Now Available; forwarded to fire chief. U.S. Treasury Workshop; forwarded to treasurer. PERA Annual Certification of Volunteer Firefighter Service 2024; forwarded to fire chief. Office of Broadband Development Updates. February Cook County Planning Commission Public Notice, one pertaining to Lutsen; forwarded to supervisors. Letters of Support and Commitment for NOAA Grant Proposal requested; forwarded to supervisors. Exclusion Reporting - TOWNSHIP OF LUTSEN. Fire Relief Association Reporting Forms available to completion.
- B. Purchased Microsoft 365 account with access for treasurer and fire chief
- C. Office was open for final day of candidacy filing Jan. 16, 2024
- D. 4th quarter taxes filed
- E. S. Hexum-Platzer completed W2/1099 forms
- F. Verification of employment

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- G. Final Cartway debts paid
- H. Park electric invoices sent to involved parties
- I. Check #17455, #17456 voided due to printer error

Treasurer's Report: A VanDoren:

Balances as of December 31st, 2023. NSFCU General Fund Checking is \$329,053.62; General Building Fund Savings \$35,726.20. At Grand Marais State Bank General Fund Money Market \$100,391.47; Fire/EMS Truck Fund Money Market \$218,825.97 with a total of \$683,997.26.

Year to date receipts \$334,199.00, year to date disbursements \$332,340.64. 2023 General Town Budget \$32,900.00; 2023 Fire District Budget \$179,645.00 totaling \$212,545.00 for 2023 budget.

2023 General Town Levy \$25,000; 2023 Fire District levy \$140,000.00; totaling \$165,000.00 levy.

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

- A VanDoren created an official CD on behalf of Lutsen supervisors as per the previous months motion at North Shore Federal Credit Union in the amount of \$100,000 with 5% interest maturing in August of 2024
- A VanDoren created an official CD on behalf of Lutsen supervisors as per the previous months motion at Grand Marais State Bank in the amount of \$100,000 with 4.5% interest maturing in 2026
- Last anticipated CD in the amount of \$100,391.47 needing additional motion from supervisors. The planned route of moving \$100,391.47 from Grand Marais State Bank into North Shore Federal Credit Union account to create a CD at North Shore Federal Credit Union the additional funds exceed the insurance coverage amount and cannot be insured. If money was kept at Grand Marais State Bank with the presumption of pledging securities it would be covered. The percentages at both banks for a large CD is the same however the penalties differ with NSFCU having a 120 penalty and GMSB having a 6-month penalty. In preparation for the supervisors' decision A VanDoren has a ready to go CD at Grand Marais State Bank that just needs to be signed or can void the paperwork and work with clerk to write a check and move money to North Shore Federal Credit Union. **C Friesner made a motion to change institution from North Shore Federal Credit Union to the Grand Marais State Bank for the last CD. L Cooper seconded. Motion passed**
- End of year patronage at North Shore Federal Credit Union was moved on the second of the new year
- Review of resolution at both North Shore Federal Credit Union and Grand Marais State bank for the purpose of having only 1 signer due to covid restriction from 2020 due specifically for "health and pandemic". Requesting decision of this 1 signer resolution should be updated or changed. *C. Friesner advised it should be changed back to requiring multiple signers for security reasons. Signer's update will occur after township elections.*

Review and Approval of Claims:

- Clerk S. Mcquatters-Spangle provided the invoiced January Claims. Details; 15 claims for a total of \$20,651.41 This included \$1,725 for Fire class training of two potential new Lutsen fire fighters. \$1,962.83 for 4th quarter federal taxes. \$2,865 for EMT refresher course. \$10,000 for promised donation to Trailbreakers to go towards bridge replacement.

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

- Clerk provided January payroll Claims for a total of \$8,442.50 this included fire fighter and EMS payroll for fourth quarter.

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

- Cash Control Statement for January was reviewed and compared to the Treasurer's information and matched. Supervisors signed a document which is on file.
- Claims approval and Payroll distributions were signed by Supervisors; copies are on file in the town office.

Fire Chief's Report: Paul Goettl:

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- Firefighting 1 and 2 classes are starting in January located in Grand Marais for a duration of 3 months; Lutsen fire crew has two new potentials Nic Reineccius and Chris Homyak.
- 3 fire calls for the last month, 1 car fire and 1 kitchen fire and 1 smoke alarm call
- Annual PERA certification completed and filed
- Completed fire training schedule for the next year

Fire and EMS voted and got approved by supervisors to join units so one person will oversee both departments as chief; Steve Duclos was voted in as chief. Assistant fire chief will be Tim Lien, assistant EMS chief will be Matt Kartes, Hank Walch voted in as a 2-year senior captain, Brandon Gilespe voted in as a 1-year junior captain and Greg Mueller voted in as secretary.

The rules, regulations and SOG's will be updated and changed through the next few months to create a more cohesive combined department.

L Cooper made a motion to accept Steve Duclos as the new Fire/EMS chief. C Friesner seconded. Motion passed.

- Paul Goettl is retiring as of January 17, 2024 but will continue to help with transition for new Fire/EMT chief.
Thank you Paul for your time and dedication to the Lutsen Fire and township!

EMS Chief's Report: Matt Kartes

- 7 EMS calls over the last month
- New fire/EMS laptop to be ordered as old one is now obsolete for minutes and documentation

Supervisors Report:

C Friesner:

- Contacted Northern Epoxy on quote to fix up town hall entry way and requested materials deposit

L Cooper:

- WTIP setting up prerecording for Lutsen Township updates
- Communicated with commissioner to speak at next commissioner meeting on behalf of Lutsen township for additional fund to install generator

C Homyak:

- Communicated with MATIT about ball park fence
- Started training Fire Fighting class

Old Business:

- EMS truck insurance claim awaiting assessor and rental truck availabilities; **waiting for rental truck availability.**
- New locks and keys for Township building- **Arrowhead locksmith will be contacted as per Fire/EMT chief request. C Friesner will take lead in contacting.**
- Consideration to make Lutsen township suitable for emergency shelter; generator.
 - **L Cooper will represent Lutsen Township at the January 23, 2024 commissioner meeting in re-requesting additional funds for short term emergency shelter.**
 - **C Friesner made a motion to begin the set-up process for setting up heat and generator process. L Cooper seconded. Motion passed.**
 - **C Friesner will coordinate with Hank Walch to start process.**
- Town hall entry way repair. **C Friesner; deposit submitted for materials currently waiting for delivery.**
- Tree fallen on fence line of ball park; **C Homyak issues a claim with MATIT for the fence repair damaged by fallen tree however the exterior structure was not covered by "weather damage" and denied.**

New Business:

- Schedule LBAE meeting for 2024; **LBAE will be scheduled for May 21, 2024 after verification with county personnel**

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- Schedule Budget and Audit meeting for 2024; **Lutsen Audit meeting for 2024 will take place January 30 at 6pm with the Budget meeting directly following on January 30, 2024 but no sooner then 6:53pm. Notices will be published in designed spots as well as Cook County News Herald. This meeting is open to the public.**

Donations: J.P. Anderson & T.L. Anderson donated in honor of Jerry Anderson. Paul A. & Susan M Haugen donated in honor of Jerry Anderson, Joann Peters & Kent Swanson, Linda & Warren Stueve, Judy M. D. Nelson, Paul A. Nelson, Cathedral of the Pines Camp.

Citizen Comments: H. Walch requested pest services for fire garage; **C Friesner will take lead to contact pest control**

Adjournment: C Friesner made a motion to adjourn; seconded by L Cooper. Motion passed and meeting was adjourned at 8:07 pm

Respectfully Submitted, Samantha Mcquatters-Spangle; Clerk Carl Friesner; Chairperson