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Lutsen Township Board Meeting Minutes
July 21, 2020
Lutsen Town Hall

Present: Sharon Hexum-Platzer, James Coleman, Matt Kartes, Ashley VanDoren, Carl Friesner, Lollie Cooper, Ginny Storlie, Colleen Brennan, Travis Wickwire

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: L Cooper made the motion to approve the agenda and C Brennan seconded. Motion passed

Approval of June Monthly Meeting Minutes: C Friesner made the motion to approve June meeting minutes. Motion was seconded by L Cooper. Motion passed.

Commissioner's Report (Ginny Storlie):

- Storlie announced the hiring of Highway Engineer Robby Hass who starts on August 10th and Maintenance Supervisor Josh Dykes.
- Primary Election preliminary results will be tallied August 11th but mail in ballots will be allowed until August 14th due to Covid 19. Final results will be completed and reported at that time. Two county commissioner positions are open as well.
- No further news on the hiring of a County Administrator. Interim is Rena Rodgers.
- The early July Board of Commissioners meeting included letters from the public. When the Committee of the Whole met the focus was on racism which was reported by a number of residents in letters to the Board. The next step is what the County and other entities will do. The Joint Powers group will focus on individual matters related to this and the County will lead the first discussion on steps to address racism in our area.
- CARES Act monies are available to Townships & Counties. Lutsen can apply for \$10900. Decisions on spending priorities are also must follow specific guidelines related to Covid 19 expenses. Auditor Powers will monitor those for County. One example is the additional expense for the election costs for extending to August 14. See more below.
- **NOTICE!!!** Cook County has the **lowest percent response** of all MN counties for completing the Census! Residents need to complete CENSUS upon which federal and state funding are determined 1-fill out the document online or 2-respond to person coming to their residence. Storlie had no reasons why people aren't responding but others suggested perhaps the people have trouble with online or have not returned to the County from other homes due to Covid pandemic. Apparently enough census takers are available. Pay is \$25 per hr and mileage is paid as well.
- A third case of positive Covid 19 has been reported in Cook County. 20 year-old who was tested at St.Lukes but lives in the County.

Clerk's Report: S Hexum-Platzer

- Correspondence: Action for support of Transportation Funding – sent to MAT; US Dept of Treasury letter stating we had not filed Sept 30, 2019 form 941 tax return– sent them copies of 941 mailed Oct 15, 2019 with paid electronic documentation; MN Association of Township Tuesday calls –forward link to supervisors; 40 mph speed limit- J Belski email re speed signs – printed since he sent to supervisors and see minutes below; several Granicus emails re support for township public meetings; Census updates – copies for supervisors; CARES funding Zoom webinar – forwarded invitation to supervisors and treasurer; Questions on PILT funds –asked County Auditor & answered News Herald also received check –given to Treasurer; EDA's M Somnis asked for letter of support for IRRR grant to support county businesses – due to deadline requirements Clerk wrote memo of support. Copied for board; Email from visitor regarding need for recycling for Lutsen Mountain business – copied for supervisors & responded with current sites available; Request for other/additional sign plans from North Shore Scenic Drive /ARDC – received and printed for supervisors' review; July 15 LTТА zoom meeting – forwarded to Lutsen lodging business contacts; request for property pending assessment – referred to county auditor & assessor; MAT web trainings for clerks & treasurers – forwarded to A VanDoren & self for trainings July 14 –July 23; email re Foothill E. Coli test results – info shared with County Land & Water for next steps; Available Funding for

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Administrators: COVID-19 Housing Assistance Program -- info at mn.housing@state.mn.us via e2ma.net and forwarded to supervisors since webinar was July 16; email from Andrea Orest at sawtoothmountainclinic.org re in-person board meeting – answer returned with yes and limit of 10, 6ft apart, masks & notice of Continued Annual Meeting in August to be remote meeting;

- Memo and invoices to residents who share Park electric costs – sent; received payments
- Attended Zoom webinar on CARES funding. Actions required to accept funding. Started process. See below
- Attended online training for clerk Thursday July 16 with follow up on CARES funding account nos. See below
- Thank you to Clearview Store former owners—signed and will be delivered

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

- Balances as of June 30, 2020 Business checking account is \$199,078.47 Building fund is \$25,684.68. Operating General Fund Money Market \$75,215.44, Fire/EMS Truck Fund, \$143,290.96 **Total funds--** \$443,269.95. YTD Receipts \$192,012.60 which includes first half of levy. YTD Disbursements \$227,094.11 [includes transfers of \$25,000 to truck fund and transfer of \$50,000 to NSFCU checking from GMSB Operating Fund]. Treasurer VanDoren explained that both of these figures will include those transfers monthly and they are the same town monies. 2020 General Town Budget \$35,050.00; 2020 Fire District Budget \$158,245.00. Approved 2020 Tax Levy is \$193,295.00.
- When asked about percent of tax monies paid in, VanDoren reported that it was close to total. L Cooper made motion to accept the Treasurer's Report as presented. C Brennan seconded. Motion passed.
- Treasurer VanDoren provided specific data on monies received and expenditures through June which shows specific expenditure amounts compared to the budget. She noted one typo on the budget info which will be changed.
- Updated expenditures documented on 2020 budget, Cash Control Statement and were also provided for review by Supervisors. Copies available in town office for review.

Review and Approval of Claims:

- Clerk Hexum-Platzer presented the invoiced claims. Current Details: 16 total claims for \$5556.99. This includes the Federal and State tax withholding payments. Supervisors reviewed claims.
- Clerk voided check #16348 due to printing other document over it
- Supervisors reviewed 6 June-July Payroll claims for \$1,265. L Cooper made a motion to approve claims and payroll claims. C Brennan seconded to approve claims as presented. Motion passed.
- Payroll distribution and Cash Control Statement were reviewed and signed separately by Supervisors; copies are on file in the town office.

Fire Chief's Report: Chief James Coleman

- Two fire calls this month. One vehicle accident and one brush fire.
- The decontamination shower will be completed shortly. A delay in materials slowed this completion down.
- Yearly department barbeque was held two weeks ago.
- Current training included emergency driving. Another training was with EMS. See report below.
- Coleman donated the old air packs to Hovland Fire Department which allowed them a better option. He noted that it is good to keep them in the county.
- Coleman noted the need to purchase two more PSI bottles to keep air packs filled for a large fire scene. The Grand Marais fire showed that we just had enough for that event.

EMS Chief's Report: Chief Matt Kartes

- Average number of calls -5 or 6 depending on the incident related to fire department call.
- Monday July 20 training included both departments on Caribou Lake for practicing water rescue methods. A floatation suit was tried as well as how to load a person onto a board and then on to a boat's gunnel.
- He asked about CARES funding. Noted below but can include relevant PPE supplies, the shower costs. He wondered about monies to support the LUCAS equipment which costs \$20-25K.

Supervisor Reports:

C Friesner:

- Lutsen Park volleyball net and border arrived and will be installed in next two weeks.
- Friesner set up GoToMeeting for the Continued Annual Meeting on August 18. See info below.
- The Ballfield has been dragged once and will be again now that it has rained.
- Park water spigot has been installed.

L Cooper:

- Did monthly WTIP report

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- Met Nelson property owners of the old town hall regarding Welcome to Lutsen sign installation which they approved. But also noted that this is not necessary because MNDOT has right-of-way for such signage. Further she discussed the sign design which other North Shore communities have with J Latz [of Downtown Business Group] who prefers another sign. Also suggested was having other community artists to submit sign design. Cooper said a more consistent signage with other communities is a better choice. She will contact MNDOT and other entities for more details on sign construction & installation.
- Spoke with a resident who asked about vacation rentals and the requirements for renters as well as the home owners. This person was disturbed about what rules are. Cooper asked Clerk who provided the Visit Cook County site that states rental expectations from the State as well as what is expected by other rental properties in the county.

C Brennan:

- Spoke to resident who also sent email with information to town supervisors and township [on file in office] and downtown business people regarding speed limit signs and safety of reducing speed through Lutsen. Resident T Wickwire also spoke suggesting other speeding deterrents and about not wanting the digital sign because of its lights and that these signs are not effective according to his source. Brennan noted that the MNDOT person she spoke to said just the opposite. She did not call James Belski who had asked to be on a call during this portion of the meeting. Donations for such a digital sign is not necessary. C Brennan will further research the information provided by both residents. Also noted: having a Lutsen sign would indicate to drivers there is a reason to slow down to 40mph. Thanking the Sheriff's department to have more presence in Lutsen was suggested and asking for additional car here frequently. This has been effective. Also suggested is buying/parking an old sheriff's vehicle which would alert drivers too.

Old Business:

- **Speed limit & signage: Update, email copies and other or next steps:** See C Brennan report above
- **Town Park volleyball court – net and lines:** See C Friesner report above
- **Fire/EMS bathroom remodel:** updated by Chief Coleman – see above
- **Lutsen town sign:** See additional pictures provided by landscape design consultant on Lutsen website. [Lutsentownship.com] See report from L Cooper above.
- **Lutsen town sign – previous discussions/plans and next steps/ action:** See report from L Cooper above.

New Business:

- **Continuation of Annual Meeting August 18 at 6 p.m.:** Remote/virtual directions will be sent to Township Board and posted/published. Note the Regular Board meeting is at 7 p.m. in person. Limit of 10, 6 ft apart, and masks on
- **Support Memo for EDA application for a IRRR grant to support county businesses grant:** Clerk and C Friesner explained the deadlines, requirements to maintain funding records, and the addition of matching fund monies which made application better suited to County EDA rather than Lutsen Township. L Cooper made a motion to accept the Clerk's memo for this support. C Friesner seconded. Motion passed unanimously. Memo on file in town office.
- **CARES [Covid 19] township funding monies from State:** Requirements include signing of application which was completed and on file in town office. Also required are specific codes to report/track expenditures which the Clerk and Treasurer will add to the accounting system to track these expenses. These expenditures must be related Covid 19 expenses [E.G., decontamination shower for EMS and Fire crew, all supplies for masks, decontaminants, extra hours that were/are required related to Covid 19 and not part of prior job requirement.] Plans for next steps include documents or invoices related to these costs for records. Expenses from March 1 through December 31 will be considered or paid with these funds. Clerk Hexum-Platzer will send the required CARES form to State office.

Donations: Crooked Spoon Café, Inc to Lutsen Fire Dept with note to crew. C Friesner made motion to accept the Resolution 2020-07 noting this donation. C Brennan seconded. Motion passed. Resolution was signed and is on file in town office. Board thanks Crooked Spoon Café for this donation.

Citizen Comments: None

Adjournment: C Brennan motioned to adjourn; seconded by C Friesner. Motion passed and meeting was adjourned at 8:10 p.m.

Respectfully Submitted, Sharon Hexum-Platzer Clerk C Friesner Chairperson