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Lutsen Township Board Meeting Minutes
January 19, 2021
Lutsen Town Hall

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

Present by Visual & Roll Call: Paul Goettl, Lollie Cooper, Colleen Brennan, Carl Friesner, Ashley Van Doren, Sharon Hexum-Platzer, James Coleman, Matt Kartes, Ginny Storlie,

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

Approval of Monthly Meeting Minutes: C Brennan made the motion to accept December regular board meeting minutes. Motion was seconded by L Cooper. Motion passed unanimously.

Commissioner's Report (Ginny Storlie):

- Committee meetings are held this 3rd Tuesday. New Board members begin after February 9 which will complete the full board.
- To support businesses & non-profits, \$256K+ is available. Contact EDA or Grand Marais Chamber of Commerce for application. Business loan payments are extended until June 30th. Seek applications for this option; these require a statement of need.
- Storlie will begin the virtual meetings with MN Association of Counties January 21.
- The report from McIntyre director of Public Health & Human Services included a summary of 2020 services.
- Committee of the Whole had two reports: Bev Green of the Hub [Senior Center] reported that senior meals are being delivered within 5 miles and volunteers are picking up meals for both the East and West end residents as well. The second report was from County Hwy Department who provided a list of work for buildings & equipment maintenance. Future plans include a significant need for bridge replacement/repair. Commissioners will meet again with this dept to address needs in relation to the budget.
- Storlie attended the Gitchi Gami Trail Association meeting with C Friesner & S Hexum-Platzer. Meeting provided discussion and plans for additional bonding for Tofte segment 2 and Lutsen who previously had attained \$1.1 million. More info below

Clerk's Report: S Hexum-Platzer

- Correspondence: PERA Exclusion Report notice-completed and submitted; Liquor license question from County Auditor – responded to connect with owners re their process and steps; phone call re upcoming election; Notice for necessary LBAE training before Feb 2021 – forwarded to L Cooper—later report of completion sent to County Assessor B Thompson; Request for assessments – responded not by township at this time; communicated with Cortnee Brenier at Auditor's Office about training of 2 as new election judges – see new business below; MN Assoc of Township updates – forwarded to supervisors, et al for review, MATIT [workers compensation] audit report due January 30.
- Created Zoom meeting invitation for this Jan 19 Board meeting; posted on website and usual places as per mandate
- Sent adjusted liquor license support letter for Lutsen Mountainside Lodge LLC dba The Mountain Inn at Lutsen to Cook County: County Questions sent to owners
- Published and posted election 2021 notices as required; more notices will be done in next weeks
- Jan 12 filing final date – ballots to be completed for mailing if requested by February 5. Contact clerk
- Completed annual sales & use tax
- Purchased, completed W2s and 1099s and mailed; completed uploading data to MN Revenue & SSA for Federal reporting

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

- Balances as of December 31, 2020: Business checking account is \$247,725.90 Building fund is \$35,619.18. Operating General Fund Money Market \$75,254.83, Fire/EMS Truck Fund, \$143,373.30. **Total funds**-- \$501,973.21. YTD Receipts \$339,860.10 which includes 1st and 2nd levy portions, PILT Taconite tax and CARES Act funds. YTD Disbursements \$317,775.63[both include transfers to building fund & of \$25,000 to truck fund and transfer of \$50,000 to NSFUCU 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 Friesner made motion to accept the Treasurer's Report as presented. L Cooper seconded. Motion passed unanimously.
- Treasurer Van Doren provided specific data on monies received and expenditures through December which shows specific expenditure amounts compared to the budget.
- Clerk provided review of 12.31 fund transfer of \$4.01 from general & fire funds to CARES to zero out that account to address her 11.17.2020 transfer error. MAT advised to make that change as of 12.31.20 to avoid carrying that amount throughout 2021. Clerk asked for motion to approve this interfund transfer distribution. C Friesner made a motion to approve the transfer as noted in distribution [Trans.12.31.20] L Cooper seconded the motion Motion passed unanimously.
- Cash Control Statements were also provided and signed by Supervisors. Copies available in town office for review.

Review and Approval of Claims:

- Clerk Hexum-Platzer presented the invoiced claims and read them aloud. Current Details: 14 claims for total of \$5,713.35. This includes payments for MN and Federal withholding. C Friesner made a motion to approve the claims as presented. C Brennan seconded. Motion passed.
- Clerk present 7 payroll claims of \$2,145 which includes one for Asst chief Duclos for 2 months. L Cooper made a motion to approve payroll claims as presented. C Brennan seconded. Motion passed unanimously.
- Claims approval and Payroll distribution signed by Supervisors; copies are on file in the town office.

Fire Chief's Report: Chief James Coleman

- 1 call this past month.
- Two meetings. Last month included nominations for secretary, one captain, and chief. Jan 11 the elections took place. Secretary G Mueller continues as does Captain Ben Belland. Paul Goettl was selected as Chief. As required by the Standard Operating Guidelines [SOGs -rules & regulations], the Lutsen Board most vote to approve. C Friesner made a motion to accept/approve the election of Paul Goettl as Fire Chief. L Cooper seconded. Motion passed unanimously.
- Chief Coleman shared his thanks for the opportunity to serve.

EMS Chief's Report: Assistant Chief Matt Kartes

- Fewer total calls this year compared to last year [120] and current number is 57 which is closer to the average of other years [50-60]. He attributed this number to cancelled large events due to Covid. E.G. Races on Superior Hiking Trail, the Lutsen 99er, etc.
- Training was in person due election of Tim Lien as Secretary and Steve Duclos as Asst Chief. The SOGs were reviewed.
- C Friesner made a motion to approve the election of S Duclos as Asst Chief as required by the SOGs. L Cooper seconded. Motion passed unanimously.
- Since training was in person, members practiced on the 12 lead AED
- Chief Kartes reflected on work with Chief Coleman and thanked him for the hours of dedicated work that many do not know takes place. He welcomed Goettl as the Fire Chief who has held that position before.

Supervisor Reports:

C Friesner:

- Attended Jan 14 GGTA meeting. The time line remains that the extension from Ski Hill road to downtown Lutsen [Church area] in 2022.
- Plans for the Storage building replacement included conversation with Mal Haugen who may be able to pour foundation as early as April. He asked the Board to consider what to do with the current storage building. Fire and EMS do not wish to keep it

L Cooper:

- Had technical issue and did not do WTIP report last month.

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- As requested, she did the online Local Board of Appeals and Equalization training so Lutsen can lead that annual process instead of County Assessor.

C Brennan:

- Radar digital speed sign on East side again is not working. Brennan called MNDOT who said it is no longer their issue. For repair she contacted Sundew Technical Services who maintains other digital speed signs in the County and provided the key to get into the device. No action has been completed at this time. Brennan will again contact Sundew and will contact Ru2 Inc from whom we purchased the signs if the problem is one that is a warrantee issue.

Old Business:

- **Town Park volleyball court – net and lines:** next spring
- **Lutsen town sign:** L Cooper will contact Border Signs for ordering supplies/materials so sign can be done before June.

New Business:

- **Name & Select Election Judges:** Leah Ekstrom, Melissa Rexrode, S Hexum-Platzer, possible Harleigh Lindquist and Samantha McQuatters if each complete required training; Colleen Brennan as needed. Clerk explained for safety protocol for election, additional judges will be needed. L Cooper made a motion to approve the named judges and alternates. C Brennan seconded. Motion passed.
- **Town Park:** bench has been moved...action? After discussion bench will be moved in the Spring. In addition a large spruce tree has fallen. Friesner and Kartes will remove it. Other discussion for later is to decide on additional benches.
- **Hall rental for unused sessions**—how to adjust. After discussion, the supervisors agreed that any unused rental monies will be credited for future use. Honor system will be protocol. L Cooper made a motion to credit groups for unused rentals. C Brennan seconded. Motion passed.
- **New computer for clerk:** Clerk explained updating and purchase of new keyboard for Surface computer. The other computer will be a backup. Treasurer Van Doren warned of the older Surface machines “dying” and to consider that this could occur at any time. Clerk will backup CTAS and desktop data monthly for safe data measures and to transfer to another computer if needed.
- **Date for Audit of 2020 records & Budget for 2022:** After discussion February 2nd will be virtual. Audit at 6:30 and Budget at 6:45. Process for Supervisors to review data and collect copy of 2020 records as needed will be Jan 30 after noon.
- **Annual Meeting March 9:** Due to Covid 19 and issues of meeting in person, this year’s Annual Meeting may be held remotely [virtual or telephone]. According to recommendations by MAT, Clerk Hexum-Platzer will prepare the required Resolution draft to hold the meeting remotely. This meeting can be continued for voting or postponed after it has opened. In that way residents do not need to feel pressured to vote on issues. The prepared Resolution will be ready for February 16 meeting for consideration and signing.

Donations: Dana Grosslien and Green Family. C Friesner made a motion to accept the resolution to receive the monies donated to the Fire and EMS departments. L Cooper seconded. Motion passed unanimously.

Citizen Comments:

- Friesner asked L Cooper about Covid 19 vaccination timeline in the county. She responded that MN Dept of Health releases the schedule. To her knowledge all EMS have now been vaccinated. She currently has 340 shots which will go to teachers and those over 65. As soon as more vaccines are available, she will order them.
- S Hexum-Platzer after sharing additional information about the Trail Extension from Ski Hill Road to downtown Lutsen, asked as a resident for the Board to consider sending a letter/memo to DNR, GGTA, and others attending the GGTA meeting. Since DNR already had \$1.1 million approved for Lutsen extension, the letter will be to urge the DNR to move forward with the Engineered Design soon so work can begin sooner. In addition, Lutsen should be a priority since both Schroeder and Tofte segments already reach their town centers. After a brief discussion and agreement with the supervisors, Hexum-Platzer offered to help draft that letter/memo.

Adjournment: C Friesner made a motion to adjourn; seconded by C Brennan. Motion passed and meeting was adjourned at 8:13 p.m.

Respectfully Submitted, Sharon Hexum-Platzer Clerk

C Friesner Chairperson