

LUTSEN TOWN BOARD

April 19, 2022

AGENDA

1. Call to Order:
2. Pledge of Allegiance
3. Approval of Agenda
4. Approval of March Monthly Meeting Minutes
5. Commissioner's Report (Ginny Storlie)
6. Clerk's Report:
 - A. Correspondence: MAT [webinar](#) will share more information about ARPA reporting requirements hosted by the Treasury; recording available on the Treasury's website; Planning Commission - 13 Apr 2022-sent to supervisors in BCC; Board of Adjustment - 13 Apr 2022 – sent to supervisors since again it is before town meeting; Minnesota Housing Board action on the proposed amendment is expected to occur at Minnesota Housing's April 21, 2022 Board meeting; The Northspan Inclusion Readiness Assessment on April 14th will be followed by an additional 2-hour virtual Community Action Planning meeting on May 19th, 2022 @ 5:30-7:30PM; mail RE to insurance for deer collision—redirected to Cook County Police Dept.; phone call RE new business roofing replacement—directed to land use permits.
 - B. Sharon Deputy clerk acquired new UEI number in place of now obsolete DUNs number.
 - C. Sent Letter to Senator Bakk's office regarding extending speed zone
 - D. Update; Nelson Machine product costs
 - E. Updated contract for Arrowhead Electric thermal storage space heating
 - F. Census survey for public employment and payroll
 - G. Should Deputy Clerk receive compensation for board meetings
 - H. Should we add another domain listing for webpage

Reorganization Meeting as Required/ Change/Review of Information

- A. Designate by motion a Chairperson
- B. Designate by motion a Vice-Chairperson
- C. Adopt a schedule of regular meeting dates: Currently: 3rd Tuesday of every month
- D. Select by motion an Official Township Newspaper: Currently: Cook County News Herald
- E. Designate by motion posting places: Currently: Town Hall, Clearview/Post Office Bulletin Board, and Website
- F. Review Resolution No. 2014-09 – Policy for the Compensation of and Reimbursement of Town Officers: [Note capital R and S is for town meetings.]
 - I. Compensation for Supervisors
 - a. Regular and Special Meetings: Currently \$85.00/meeting
 - b. Hourly work on behalf of the Township: Currently \$20.00/hour
 - II. Compensation for Clerk:
 - a. Regular and Special Meetings: Currently \$85.00/meeting
 - b. Hourly work: Currently \$20.00/hour
 - III. Compensation for Deputy Clerk: [To be employed only if Clerk is unable.]
 - a. Regular and Special Meetings: Currently \$85.00/meeting
 - b. Hourly work: Currently \$20.00/hour
 - IV. Compensation for Assistant Clerk
 - a. Hourly work: Currently \$20.00/hour –for record retention
 - V. Compensation for Treasurer:
 - a. Regular and Special Meetings: Currently \$85.00/meeting
 - b. Hourly work: Currently \$20.00/hour
 - VI. Compensation for Deputy Treasurer:
 - a. Regular and Special Meetings: Currently \$85.00/meeting
 - b. Hourly work: Currently \$20.00/hour
 - VII Mileage Reimbursement Rate for Town Officers: \$.56 –Currently; Shall we continue to follow federal government reimbursement rate?
 - VIII. Meal Reimbursement Rate for Town Officers: Currently \$37.00/day--adjusted the meal rate to the same as the County: \$10 per breakfast, \$12 for lunch, \$15 for dinner. No liquor included.

G. Review Resolution No. 2014-12 – Policy for the Compensation of and Reimbursement of Town Employees: Currently in addition to pay per call, Incentive pay for fire fighters is \$82.50 per quarter if officers attend 80% and member attends 60% of maintenance and drills. Incentive pay for EMS is \$300 and for EMT \$400 per year if members make 50% of the calls.

I. Compensation for Fire Chief:

a. Regular and Special Meetings: Currently \$85.00/meeting

b. Monthly Stipend: Currently \$175.00/month

II. Compensation for Assistant Fire Chief:

a. Regular and Special Meetings: Currently \$85.00/meeting

b. Monthly Stipend: Currently \$125.00/month

III. Compensation for EMS Chief

a. Regular and Special Meetings: Currently \$85.00/meeting

b. Monthly Stipend: Currently \$175.00/month

IV. Compensation for Assistant EMS Chief

a. Regular and Special Meetings: Currently \$85.00/meeting

b. Monthly Stipend: Currently \$125.00/month

V. Compensation for Fire and EMT/1st Responders:

a. Fire Department: Currently \$25.00/fire call + incentive/bonus pay

b. First Responders: Currently \$25.00/call + incentive/bonus pay

c. Drills/Training/Maintenance Meetings: Currently \$25.00 per meeting

VI. Mileage Reimbursement Rate for Town Employees: Currently \$.56 per mile – shall we continue to follow federal government reimbursement rate?

VII. Meal Reimbursement Rate for Town Employees: Currently \$37.00/day --adjusted the meal rate to be the same as the County: \$10 per breakfast, \$12 for lunch, \$15 for dinner. No liquor included.

H. Designate Financial Institution as the Town Depository:

I. List of Officers –submitted to MAT and Cook County

J. Supervisor Liaison Posts/Assignments and Review job descriptions as needed:

ALCCTO [Association of Lake & Cook Township Officers] —liaison?

Fall Lutsen Community Celebration – Usually 2nd Tuesday in October

Fire and EMS Department liaison,

Building & Grounds: Fire & Town Hall and Grandview Park

Contracts/Insurance,

WTIP

Lutsen Downtown Business Council liaison --is this still viable/working group?

Joint Powers meetings or subcommittees inclusion with townships and County

K. Consider any potential conflict of interest issues: Employers and employment roles

7. Treasurer's Report

8. Review and Approval of Claims

9. Fire Chief's Report

10. EMS Chief's Report

11. Supervisor Reports

A. Carl Friesner

B. Lollie Cooper

C. Chris Homyak

12. Old Business

A. Storage shed update

B. Tables in boxes awaiting moving old ones to storage building

C. ARPA purchase information update—monitor, microphone[s],

D. Zoning concern: Addressing prohibiting adult entertainment will be discussed further. Commissioner Storlie to provide information.

E. EMS truck Insurance claim update

F. Request/process for moving 40 mph / 60 mph speed move to east side of Caribou Trail. Letter to Senator Bakk

- G. DNR Outdoor Recreation grant update--submitted
- H. Completion of Electric off peak charges--completed
- I. Return to in-person voting with paper ballots: R Piepho

13. New Business

- A. ALCCCO meeting at Schroeder Town Hall at 6 on April 28
- B. Mowing bid print in Newspaper
- C. FY23 Congressionally-Directed Spending; no response from supervisor
- D. Local Board of Appeals and Equalization Meeting 5.17.22 6-7pm; reminder

14. Donations:

15. Citizen Comments:

16. Adjournment: