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**Lutsen Township Board Meeting Minutes
May 19, 2020
Remote Meeting Via GoToMeeting**

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

Action items underlined

Call to Order: Meeting called to order by Vice Chairperson, C Friesner, at 7:06 pm.

Pledge of Allegiance: Flag was presented for the pledge of allegiance.

Approval of Agenda: C Brennan made the motion to approve the agenda and L Cooper seconded. Roll call vote: C Friesner approved, L Cooper approved, C Brennan approved. Motion passed

Approval of April Monthly Meeting Minutes: L Cooper made the motion to approve April meeting minutes. Motion was seconded by C Friesner. Roll call vote: C Friesner approved, L Cooper approved, C Brennan approved. Motion passed.

Commissioner's Report (Ginny Storlie):

April:

- County Board accepted Hwy Administrator Foster's resignation who took a job with MNDOT. Foster recommended M Tardy former hwy administration who will become interim administrator to oversee projects that need a certified person. County will advertise for a new administrator.
- New Dispatcher hired: M Schleip
- County Auditor Powers shared need that the County Airport needed 10 acres of trees removed. This will be done and the cost covered by the Federal CARES Act funding.

May:

- Board discussed Property Tax relief . The County has no authority to change but MN Statute 279,01 allows for abating penalties. Current discussion is that late payment after July 15 will be between 2 and 5%. Property taxes have been paid by 97% so far.
- Declaration of a State of Emergency will be extended according to Mike Keyport and response center remains open at Community Center
- Storlie made note of the Travel Advisory language change by Gov Walz from "Stay at Home" to "Stay Safe"

Clerk's Report: S Hexum-Platzer

- Correspondence: Correspondence: Regional Effort Accepting Small Business Relief Fund Grant Applications – forwarded to local businesses & placed on website; Property Tax Delay email to Auditor Powers – copied for files; MN Assoc of Townships Legislative Update & Alert – forwarded to Supervisors FYI & no action required; LBAE documents and notice for remote meeting – posted and emailed as needed; updates on Small Business Grants – forwarded to local small businesses as blind copy emails; Teleconference meeting with Gov. Walz –shared with town officers; LTTA [Visit Cook County host] virtual meeting – placed on Homepage of website www.lutsentownship.com ; Visit Cook County sent lodging status for Memorial Weekend with 26 properties accepting reservations and 38% capacity filled as of this date – copy on file; email request for any pending utilities/taxes– referred to County Auditor
- Resolution [4.21.2020b] regarding single signature on checks with accompany 4.21 minutes delivered to NSFCU
- Posted LBAE and May 19 Regular Board meetings via GOTOMEETING for required virtual meeting
- Signature Card for Checking Account needed except for Deputy Treasurer and Deputy Clerk if these are chosen
- Signature Card for Credit Card Policy – signatures needed by Fire Chief and EMS Chief

1. Reorganization Meeting / Change of Information

A. Designate by motion a Chairperson. L Cooper made the motion to designate C Friesner as Chairperson. C Brennan seconded. Roll call vote: C Friesner approved, L Cooper approved, C Brennan approved. Motion passed.

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B. Designate by motion a Vice-Chairperson. C Friesner made motion to designate L Cooper as Vice Chairperson. C Brennan seconded. Roll call vote: C Friesner approved, L Cooper approved, C Brennan approved. Motion passed.

C. Adopt a schedule of regular meeting dates: Currently: 3rd Tuesday of every month. Adopted as is

D. Select by motion an Official Township Newspaper: Currently: Cook County News Herald. L Cooper made motion to select Cook County News Herald as the official township newspaper. C Brennan seconded. Roll call vote: C Friesner approved, L Cooper approved, C Brennan approved. Motion passed.

E. Designate by motion posting places: Currently: Town Hall, Clearview/Post Office Bulletin Board, and Website. C Brennan made the motion to accept the posting places of Town Hall, Clearview/Post Office Bulletin Board and Town Website as posting places. L Cooper seconded. Roll call vote: C Friesner approved, L Cooper approved, C Brennan approved. Motion passed.

F. Review Resolution No. 2014-09 – updated 2016-04 Policy for the Compensation of and Reimbursement of Town Officers: [Note capital R and S and M 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

C Friesner made the motion to add Deputy Treasurer at these rates L Cooper seconded. Roll call vote: C Friesner approved, L Cooper approved, C Brennan approved. Motion passed.

- 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: Then \$.545 –Currently 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.

All other items in part F Policy for the Compensation of and Reimbursement of Town Officers: were agreed on by supervisor consensus.

G. Review Resolution No. 2014-12 – updated 2016 -04 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 attends 80% members attend 60% of maintenance and drills**. Incentive pay for EMR is \$300 and for EMT \$400 per year if member does ~~25%~~ 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

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- 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

L Cooper made motion to accept the noted changes according to Fire and EMS SOGs. C Brennan seconded. Roll call vote: C Friesner approved, L Cooper approved, C Brennan approved. Motion passed.

VI. Mileage Reimbursement Rate for Town Employees: Currently \$.575 per mile –we will 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: NSFCU is checking and building funds financial institution and Grand Marais State Bank as the designated financial institution for the truck fund and operating general fund money market.

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]: L Cooper

Fall Lutsen Community Celebration – Usually 2nd Tuesday in October: C Brennan

Fire and EMS Department liaison: C Friesner

Building & Grounds: Fire & Town Hall and Grandview Park: C Friesner

Contracts/Insurance: C Brennan

WTIP report of Township news: L Cooper

Lutsen Downtown Business Council liaison: as needed L Cooper

K. Consider any potential conflict of interest issues: Employers and employment roles: None noted

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

- Balances as of April 30, 2020 business checking account is \$145,866.89 Building fund is \$25,678.26 Operating General Fund Money Market \$75,190.31, Fire/EMS Truck Fund, \$143,231.11 **Total funds--** \$389,966.57 Patronage Reward Shares (Not in GFC) \$.36 interest YTD Receipts \$94,508.15 YTD Disbursements \$182,047.48 [includes transfers of \$25,000 to truck fund and transfer of \$50,000 to NSFCU checking from GMSB Operating Fund]. Treasurer Van Doren 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 \$193,295.36. C Friesner made motion to accept the Treasurer's Report as presented. L Cooper seconded. Roll call vote: C Friesner approved, L Cooper approved, C Brennan approved. Motion passed.
- Treasurer Van Doren provided specific data on monies received and expenditures through April which shows specific expenditure amounts compared to the budget. She added that the Patronage Reward Share will be transferred to the banking account to adjust amounts to general and fire accordingly.
- 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 read & presented the invoiced claims. Current Details: 15 total claims for \$12, 430.62. This includes the insurance to MATIT for property and equipment of \$7055, a donation to Jr Alpine Team for \$1000 according to 2020 approved budget, and \$1500 to Tofte for 4th of July Fireworks but this check is being held until Tofte Township Special

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Meeting May 28 to decide whether 4th of July Celebration is being held. C Brennan made motion to approve claims as presented. L Cooper seconded. Roll call vote: C Friesner approved, L Cooper approved, C Brennan approved. Motion passed. Supervisors separately reviewed and signed the approval form at town hall. Copies on file in the town office.

- Supervisors reviewed May payroll claims for \$2,115. She noted that a few members did not turn in their payroll claim for May. C Friesner made motion to approve payroll claims as presented. L Cooper seconded. Roll call vote: C Friesner approved, L Cooper approved, C Brennan approved. 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:

- One fire call to BlueFin in Tofte... Fire contained in roof. Structure saved
- Chief Coleman reported that on May 19 EMS doors have gaskets installed and service on all bay door openings and rollers have been completed. The invoice is available in Clerk's drop box.
- He reported that their use of Zoom for a department meeting does not allow for hands-on training and that the department will train in the parking lot following safe distance directive.
- A pressure reduction valve for the Polar River hydrant has been ordered. It will work for summer month use and safely fill trucks as needed.
- Summer trainings are on schedule to proceed.
- With strong possibility that July 4 events at Tofte will be cancelled, the department has discussed having a drive thru fish fry at the Fire Hall.
- Coleman shared the continued discussion and need for a shower to be installed in restroom – now in Fire & EMS facility – for safety of crews after attending incidents.

EMS Chief's Report: Chief Matt Kartes:

- Chief Kartes reported 2 calls
- EMS attended a Zoom training with Ambulance Director Tom Fleming who gave update considering Covid 19 issues with ongoing protocol for responding to incidents. The department also discussed continued need for correct PPE [Personal Protective Equipment] and Lutsen is okay at this point.
- Kartes also shared reasons for need of a shower installation in the current restroom. With all incidents, need for cleaning before going home to families is essential. C Friesner made a motion to pursue estimates for costs of installation and checking with the company doing floor epoxy work in the Town Hall about additional amount. C Brennan seconded. Roll call vote: C Friesner approved, L Cooper approved, C Brennan approved. Motion passed

Supervisor Reports:

C Friesner:

- Held conversations with County Assessor Bob Thompson regarding the LBAE meeting.
- Town Hall floor restoration will start May 21. EMS and Fire crews will help move items.
- Lutsen Park volleyball court needs work – a resident reported and Friesner has found replacement items for a few hundred dollars. That court needs to be dragged and cleaned up as well which he will see completed.
- Ballfield needs to be dragged and cleaned up. Friesner will do this once we have some rain and the field not so dusty.

L Cooper:

- Participated in Special Meeting to hire Township Cleaner Mike McCoy.
- Completed monthly WTIP report and will do this on Thursdays again.

C Brennan:

- Participated in Special Meeting to hire Township Cleaner

Old Business:

- **Town Hall Cleaning:** Supervisors have hired M McCoy as of May 5. He has opened the two toilets [Park and Ballfield] and been notified that no Town Hall cleaning is needed until after the floor refinishing is complete.
- **Refinishing town hall floors:** May 21 is date set. L Cooper has reminded the 3 hall users that the space is not available until June 1.
- **EMS bay door gasket installation:** see above
- **Speed limit & signage:** C Friesner will write a letter to MN DOT asking them to review the speed zone issues in Lutsen.
- **Hall rental Policy in Resolution update of Resolution 2014-11:** L Cooper and Clerk Hexum-Platzer reviewed the changes to the resolution. Summary of changes: clerk/supervisor will approve applications which can be submitted via email as well

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–checks still need to come via mail or in person before event, as a closed meeting who collects donations from members the current AA related groups are grandfathered in at \$5.00 per meeting, open meetings by non-profits led by a resident for health, social and/or recreational purpose will pay \$0.00, open flames, sparklers, fireworks would be permitted with permission from the supervisor[s], a renter may be required to provide proof of liability/homeowners coverage before and event. C Friesner made a motion to accept the Resolution update [Resolution 2020-05] with the deletion of “for profit” after Gambling rule declaration. C Brennan seconded. Roll call vote: C Friesner approved, L Cooper approved, C Brennan approved. Motion passed Clerk Hexum-Platzer thanked L Cooper for her review and work on the policy.

New Business:

Bid for Lawn Mowing and associated Contract: Bid from D Somnis reviewed. C Friesner motion to approve the bid from from Somnis to be the Township mower. L Cooper seconded. Roll call vote: C Friesner approved, L Cooper approved, C Brennan approved. Motion passed. Contract is ready for signing. Clerk will contact D Somnis.

Town Park needs:

- installation of frost free water on Pump House: C Friesner contacted County Plumbing but has not heard yet
- volleyball court – net and line: see C Friesner above
- email regarding need to water the more recently added trees they are very dry due to lack of rain: C Friesner asked Fire Department if they would use tanker to water – Chief Coleman and Chief Kartes will do this on Wednesday, May 20.

Donations: None at this time

Citizen Comments: None

Adjournment: Motion to adjourn made by C Friesner and seconded by L Cooper. Roll call vote: C Friesner approved, L Cooper approved, C Brennan approved. Motion passed and meeting was adjourned at 8:20 p.m.

Respectfully Submitted, Sharon Hexum-Platzer Clerk C Friesner Chairperson