

Approved

**Lutsen Township Board Meeting Minutes**  
**August 17, 2021**  
**Lutsen Town Hall**

**Present:** Chris Homyak, Sharon Hexum-Platzer, Lollie Cooper, Ashley VanDoren, Ginny Storlie, Carl Friesner, Matt Kartes, Samantha McQuatters-Spangle **Absent:** Paul Goettl

**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:** C Friesner made the motion to approve the agenda with additions and L Cooper seconded. Motion passed.

**Approval of Monthly Meeting Minutes:** L Cooper made the motion to approve July regular board minutes. C Homyak seconded. Motion passed..

**Commissioner's Report** (Ginny Storlie):

- Commissioners are considering 2022 budget with reports from the Highway and Public Health reporting so far. Residents are included in this budget committee work. Liz Wagner is West End representative. Land services want an additional \$500K for loans to residents for septic system work. Director T Nelson was asked to find a source for this additional money.
- At the last Board meeting, the commissioners met to prioritize the order of maintenance on county buildings and facilities. E.G. Recycling Center, Court House front steps and columns.
- At the Court House all must now mask up and sign in.
- Board of Commissioners and Housing Redevelopment Authority met to discuss future plans. EDA director Beth Dorst shared need for a new hire to access and monitor housing development funds and grants
- With mental health issues and awareness a chairperson with help from public health personnel will plan for ways to address increased needs.
- Linda Jurek from Visit Cook County presented the 1% lodging tax which must be renewed by State Legislature. This tax pays for their work and supports events in the county. The Commissioners must also approve of the 1% tax.
- Storlie reminded the Lutsen board members of the August 25 Planning & Zoning meeting. A Lutsen property at Grandview is requesting group septic and well approval. Any interested people can attend or supply a comment by email.
- Duluth News Tribune reported that Cook County gained population growth of 8.2% [increase of 824]

**Report:** S Hexum-Platzer

- Correspondence: Second email re Vacation Rental violation – township cc'd so no action required; IRRRB FY22 grant guidelines and cycle dates-copies for Board, MNOppCo Best Practice Webinars copies for those interested; July Analytics Highlights for lutsentownship.com – reviewed; MATIT invoice for sign insurance –notice we can pay after insurance coverage updated; Cook County Ordinance regarding Vacation Rentals - no action required; Notice from Cook County Land Services for plat approval for Grandview Ridge development – forwarded to Supervisors for submitting comment as individuals since this meeting is before our regular board meeting THEN followed by letter that this meeting was delayed to August 25th –copied for supervisors; District 10 Meeting & Election – Thursday August 26 6 p.m.via Zoom --forwarded to L Cooper who is our representative; hall rentals processed; email re a memorial for Lutsen resident –see New Business
- ARPA funding-applied see Old Business for info provided
- Ordered and received supplies for cleaning
- Notified the group who asked to rent ball field for wedding next year of other options and no ball field rental .
- Posted & published Continuation of Annual Meeting information and created documents for that meeting

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**Treasurer's Report:** A VanDoren.

- Balances as of June 31, 2021. Business checking account is \$274,485.24, Building fund is \$35,639.89. Operating General Fund Money Market \$75,259.20, Fire/EMS Truck Fund, \$168,382.76. **Total funds--** \$553,767.09. YTD Receipts \$168,794.61 which includes the first half of the tax levy. YTD Disbursements \$115,132.34. 2021 General Town Budget \$32,350; 2021 Fire District Budget \$190,000. Approved **2021 total Tax Levy** is \$222,350.00. L Cooper made motion to accept the Treasurer's Report as presented. C Homyak seconded. Motion passed
- Treasurer VanDoren provided specific data on monies received and expenditures for July which shows expenditure amounts compared to the budget further explaining the amount for professional services. That code now shows reimbursements from the IRRRB grant.
- Treasurer VanDoren noted the NSFCU bank checking account is currently above their insured amount. She has provided a claim for this check and transfer to be done for the September meeting.
- Treasurer report copies are available in town office for review.

**Review and Approval of Claims:**

- Clerk Hexum-Platzer provided the invoiced July claims. Current Details: 12 claims for total of \$1,576.53.. C Friesner made a motion to approve the claims as presented. L Cooper seconded. Motion passed.
- Clerk provided 4 regular payroll claims for total \$1103.75. L Cooper made a motion to accept payroll claims as presented. C Homyak seconded. Motion passed.
- Cash Control Statement for July was reviewed and compared to Treasurer's copy. Supervisors signed document which is on file.
- Claims approval and Payroll distribution signed by Supervisors; copies are on file in the town office.

**Fire Chief's Report:** Chief Paul Goettl sent info to M Kartes who shared:

- Lutsen Fire Dept sent our pumper truck and 4 fire personnel to Greenwood Lake forest fire. They may be replaced as needed. USFS requested the support and pays for these services according to the contract held with Lutsen and other fire depts..
- The pancake breakfast is currently schedule for Sept 19<sup>th</sup>. Times to be advertised. If Covid issues arise, tables may be moved outside.
- Suggested Operating Guidelines [SOGs] are now on file in town office

**EMS Chief's Report:** Chief Matt Kartes –

- There has been a spike in calls this summer which is normal. 7 this month with more vehicle accidents.
- Kartes noted the upcoming expenditures: purchase of new batteries and pagers. A question on ARMER radios purchase is still be pursued; responder training refreshers will come up this Fall. Most of the training is in Grand Marais or online.
- When asked about being able to access EPI pens, Kartes said that 1<sup>st</sup> Responders have been able to get them and will be able to until a medical director is chosen.

**Supervisor Reports:**

C Friesner:

- T-ball on Mondays has included 12 youngster with many observers; Tuesday night softball has continued as well.
- Volleyball court work at the Park has been completed
- Fill for Storage building pad was completed by Mike Rose Excavating.
- KTM has not contacted with a future date on sealing the parking lot.

L Cooper:

- Did the WTIP township news.

C Homyak:

- Attended housing meeting and did further research on vacation rental ordinance.
- Reviewed our insurance and needs to schedule inventory completion. Asked when this was last done. Clerk reported previous supervisor did so in 2018 and suggested no changes.

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**Old Business:**

- **Town Park volleyball court:** See Friesner report
- **Storage building shed update** See Friesner report
- **Repaving parking lot:** See Friesner report
- **Staining Park pump house and pavilion; painting EMS bay doors:** S Duclos will be doing this.
- **Clearview General Store 3.2 Beer license letter of support to County** – Clerk read the letter. L Cooper made the motion to accept the draft C Friesner seconded. Motion passed. C Homyak abstained.
- **America Rescue Plan funding:** Clerk shared 4 ways monies can be spent; Treasurer VanDoren said \$24,337.92 has been deposited into our checking. Amount available to townships is based on population. Supervisor Friesner has signed the appropriate agreements. With brief explanation, a separate fund will be created to monitor and track spending in our accounting system. Clerk noted that a report to Federal government is required each year through the duration until Dec 2024.
- **Insurance:** C Homyak asked further questions about increased costs of replacements and need to schedule time with Fire and EMS chiefs

**New Business:**

- **Memorial request:** Clerk Hexum-Platzer read email from C Dahl regarding former Lutsen resident Tom Wanous. After discussion supervisors agreed that planting apple tree[s] in his honor at the Park would be good.
- **Lockport Marketplace request for support for their 3.2 malt liquor license renewal request.** L Cooper made a motion for writing a letter of support for this renewal. C Friesner seconded. Motion passed. Clerk will write and send a letter of support to county auditor office and copy Lockport owners.
- **Use/requirement of Masks:** Supervisors agreed that mask use be recommended as currently stated on the hall door.
- **Norton computer protection:** Clerk asked about another charge. M Kartes will check with P Goettl about use on current computers. A VanDoren will pursue getting computer charges to come to township and not to person handling that past purchase.

**Donations:** None

**Citizen Comments:** None

**Adjournment:** C Friesner made a motion to adjourn; seconded by L Cooper. Motion passed and meeting was adjourned at 8:02 p.m.

Respectfully Submitted, Sharon Hexum-Platzer Clerk C Friesner Chairperson