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**Lutsen Township Board Meeting Minutes**  
**August 15, 2023**  
**Lutsen Town Hall**

**Present:** Sharon Hexum-Platzer, Ashely VanDoren, Paul Goettl, Carl Friesner, Samantha Mcquatters-Spangle, Lolli Cooper, Chris Homyak, Ginny Storlie, Matt Kartes, Rich Furlong

**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 Homyak made a motion to approve agenda, C Friesner seconded. Motion passed.

**Approval of June Meeting Minutes:** C Friesner made a motion to accept June meeting minutes, C Homyak seconded. Motion passed.

**Approval of Cartway Meeting Minutes:** L Cooper made a motion to accept cartway meeting minutes, C Homyak seconded. Motion passed.

**Mike Keyport Emergency Shelter update:** (Ginny Storlie spoke in place of Mike Keyport)

The main points to share for the west end emergency shelter project MN state hazard mitigation grant funding is not available at this time but will be available near October term. Public health has a say in any shelter and will need to have meeting with Mr. Keyport in the coming week. Supervisor Friesner asked if this was in fact Cook County public health? Commissioner Storlie verified that it was. Deputy Clerk Hexum-Platzer let it be known that other west end townships have shown interested in donation to this cause; ARPA funds are as well available; Hexum-Platzer questions if the new required involvement of public health means any government funding would be coming from their department? Commissioner Storlie was unsure but would verify an answer from Mr. Keyport. Supervisor L Cooper informed the room of her conversations of support with the commissioner board and Mr. Keyport the previous month and grants that were verified available including from FEMA. Clerk presented the form stated from Red cross by Mr. Keyport during the previous month's commissioner meeting as the best application for funds for an emergency shelter. Presented by Deputy clerk Hexum-Platzer the Redcross emergency shelter verification application requires food services and personnel management for long term shelter; however, the request from Lutsen township is opening a short emergency shelter for those who have lost power and heat, no for long term months at a time. Supervisors agree that we are only seeking short term shelter. Supervisor L Cooper questioned the funds available that were talked about at the commissioners meeting the previous month to the progression of nothing available at the moment. Deputy clerk read from the final terms presented using Lutsen Township ARPA funds: "New eligible uses allow recipients to use funds for emergency relief for national disasters and community development." Fire Chief Geottl questioned the town board; originally the township only requested help for imputing a generator and additional heating; which the town board would be able to do themselves, why is this process becoming such an issue with so many obstacles? Deputy Clerk Hexum-Platzer let it be known that after talking with other town boards the only place in cook county without this opportunity at their fire hall is west end.

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

- West end child care committee: Developing slowly Room available at Birchgrove for childcare 0-3 years of age being looked at; fire chief to review safety standards. Personnel currently being looked along with salary and wages
- 2 public hearings on Tuesday August 22<sup>nd</sup>, 2023; the first at 9am for capital improvement spending; **if unable to attend please message Ginny Storlie. Public comments are available online to view from the Cook County commissioner's site.** Second public hearing is at 11am for Marijuana public hearing; **Ordinance available to read online.** On August 24 Commissioners will be meeting to vote on hearing outcomes and bonding money

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**Clerk's Report:** S. Mcquatters-Spangle **Deputy Clerk: S. Hexum-Platzer**

- A. Correspondence: Call about shared water source near park; Chairperson notified. Cook County planning notified townhall of intent to build residential in Lutsen on commercial zoned land; Chairperson notified. Deeryard Association inquired on townhall services; Question on shared park services, chairperson notified; Al anon and AA meeting inquiries, persons notified; PERA legislative updates; Minnesota Housing's Draft 2024-2027 Strategic Plan Available for Public Comment; Additional townhall rentals confirmed; District 10 Meeting and Election, John Upton running for Mn Assoc of Townships District 10 Director; forwarded to supervisors; 2023 PERA Legislative Webinar, forwarded to supervisors; Cook County Planning Commission August 9th Public Notices, forwarded to supervisors; Minnesota Department of Revenue has certified the 2024 amounts for Town Aid-Lutsen received \$4,539; August 16 - "Investigative Interviewing Techniques" Webinar; MN Broadband Office Update, forwarded to supervisors; 3 Remittance Advice Notification received, printed for treasurer; Minnesota Housing Welcomes Rinal Ray as Assistant Commissioner of Housing Stability; NEW SLFRF Interim Final Rule released, forwarded; The State Auditor's Fire Relief Association Working Group will meet on August 16, from 2:00 p.m. to 3:30 p.m., forwarded to fire chief;
- B. West end pointers from both clerk and deputy
- C. Election judge prep
- D. Voided checks 17317 & 17328 due to printer jam
- E. Park checked multiple times a week for rubbish; cleaner contacted more frequency needed
- F. Soccer supplies and dog waste supplies ordered
- G. Cartway appraisal meeting prep and post
- H. Sharon completed park electric costs to be split
- I. Quorum for Annual meeting continuation and prep
- J. Cluster bug spray scheduled
- K. Cook county voter allocation of voter operations, technology and election resources resolution 2008-08 signed

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

Balances as of July 31, 2023. NSFCU Business checking account is \$298,462.77. General Building fund is \$35,711.23. At Grand Marais State Bank Operating General Fund Money Market is \$50,279.11; GMSB Checking is \$50,000; Fire/EMS Truck Fund \$218,461.11; Total Funds– \$652,461.11; YTD Receipts \$168,857.22; YTD Disbursements \$141,839.47; General Town Budget \$32,900.00; Fire District Budget \$179,645.00; 2022 General Town Levy: \$25,000 and Fire District Levy \$140,000: Approved 2023 total tax Levy is 165,000.00.

C Friesner made a motion to accept the treasurer's report. L Cooper seconded. Motion passed

**Review and Approval of Claims:**

- Clerk S. Mcquatters-Spangle provided the invoiced August Claims. Details; 22 claims for a total of \$22,954.57 This included \$7,200 for cartway appraisal using money placed in escrow for cartway; \$4,800.00 for IRRRB grant projects including aggregating ball field and bushing near playground; \$1,836.42 for new firefighting helmets and personnel equipment.  
L Cooper made a motion to approve claims, C Homyak seconded. Motion passed.
- Clerk provided August payroll Claims for a total of \$3,358.36. C Homyak made a motion to approved payroll. C Friesner seconded. Motion passed
- Cash Control Statement for August was reviewed and compared to the Treasurer's Information and matched. Supervisors signed a document which is on file.
- Claims approval and Payroll distributions were signed by Supervisors; copies are on file in the town office.

**Fire Chief's Report:** Paul Geotl:

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- 2 fire calls for the month of August
- Training with rope launcher and replacement parts
- Training using the dry fire hydrants at Caribou Lake
- Training using newly repaired AIR packs
- Received the fire call bill from Papa Charlies fire to be split between the 6 responding fire departments.

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

- 6 total EMS calls for the month of August including assisted fire calls
- Trained in wilderness extraction

**Supervisors Report:**

**C Friesner:**

- Attended cartway appraisal meeting
- Communicated with citizens on parking issues and possible resolution at the townhall; **Looking into painting parking lines at townhall to create more efficiency during high traffic times.**
- Helped to aggregate ball field
- Continued weekly checks of grand view park for garbage

**L Cooper:**

- WTIP reporting on Lutsen Township
- Represented Lutsen town board at July commissioner meeting
- Attended cartway appraisal meeting

**C Homyak:**

- Attended cartway appraisal meeting
- Researched issues related to cartway appraisal meeting

**Old Business:**

- **Storage shed to continue build:** Building process completed; *Thank you Scott Platzer for finishing the build!* **Clerk and Deputy Clerk will draft a scheduling and rental policy; right to use and expectation form for use of the concession stand.**
- EMS truck insurance claim awaiting assessor and rental truck availabilities; **waiting for rental truck availability.**
- Skinner, Larson cartway; Resolution 2023-08B was signed by all supervisors accepting the appraisal amounts of damages to the effected parties. **Notice of damages awarded and check sent to effected cartway parties.**
- New locks and keys for Township building- **Arrowhead locksmith will be contacted**
- Culture and tourism grant: Final invoices submitted for grant
- Consideration to make Lutsen township suitable for emergency shelter; generator. **Mr. Keyport will meet with public health to discuss their say on the west end emergency shelter; further discussion to be held at next meeting.**
- Request to review the failing electric mat heating in the fire hall garage during budge meeting and different types of heating. **Fire chief Geottl will review other types of heat available**
- Discussion of CD investments with funds exceeding insurance cap from bank. **Research and review of possible investments will be presented to board for review.**
- Requested review of no littering signage at Grandview Park as this has started to become an issue; discussion of way to resolve this issue included more signage, placing garbage disposal on site and security cameras. **C Friesner will look into types of trail cameras and more visible signage as well as more on site review by local board members. Town board employees will alternate checking in at Grand view for garbage left on site.**

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**New Business:**

- Cartway update; review cartway order; authorize payment: **Resolution 2023-08B signed, Damages awarded letters and corresponding checks mailed to effected parties.**
- Community Celebration planning; **October 14<sup>th</sup>, 2023 from 1-4pm a potluck, costume community celebration will be held at Lutsen townhall. L Cooper will start requesting gift and prizes from local businesses on behalf of Lutsen township; Clerk will draft up a poster to be reviewed at next meeting.**
- Letter of support for 3.2 liquor sales from Clearview General;
- Renewal of Moguls F&B LLC Liquor License;
- Renewal of 3.2 liquor license for Lockport Inc.  
**C Friesner made a motion to write letters of support for the 3 requested businesses; L Cooper seconded. (C Homyak abstained from voting) Motion passed.**

**Donations:** Tait Lake Association

**Citizen Comments:** Lutsen pancake breakfast to take place Sunday September 17, 2023 8am-11am (or whenever pancakes run out) L Cooper will announce on WTIP

**Adjournment:** L Cooper made a motion to adjourn; seconded by C Friesner. Motion passed and meeting was adjourned at 8:25 pm

Respectfully Submitted, Samantha Mcquatters-Spangle; Clerk Carl Friesner; Chairperson