

Approved

Lutsen Township Board Meeting Minutes
April 20, 2021
Lutsen Town Hall

Present: Chris Homyak, Paul Goettl, Lollie Cooper, Sharon Hexum-Platzer, Ginny Storlie, Carl Friesner, Tim Goettl, Tanya Goettl, Steve Hahn, Cathy Hahn, Mark Bello, Ashley VanDoren, Matt Kartes

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: C Friesner made the motion to approve the agenda with change of order for resident convenience and L Cooper seconded. Motion passed.

Approval of Monthly Meeting Minutes: L Cooper made the motion to approve March regular board meeting minutes. Motion was seconded by C Homyak. Motion passed..

Commissioner's Report (Ginny Storlie):

- Storlie reported the update of the County website to resolve new needs. The cost over 5 years will be \$25,000. Also the IT department will be placing public data for ease of research within the next month.
- The County settled 3 union contracts. Commissioners Mills and Storlie are on the labor management subcommittee and will be a part of the 6 hour training involved in negotiating contracts with various county unions.
- Commissioners are working on budget calendar with information ready for the August budget review.
- County Attorney Hicken gave the commissioners received a mini training on treaties focusing on 1854.
- Applications for joining the Facilities Advisory Committee is available on county website. This group will review needs of county buildings to determine priority needs.
- Highway director Haas will soon hire use of a robotic device which can study sub-surfaces of roads to determine construction needs before work begins on any of our 330 county road miles.

Norbakken Road zoning issue with Cascade Vacation Rental – agenda schedule change. See Old Business below.

Clerk's Report: S Hexum-Platzer

- Correspondence: MN House Committee hearing re Gitchi Gami Trail extension – Lutsen segment bonding fund session info – shared with supervisors and attended; Bob Thompson County Assessor re LBAE meeting May 18 hybrid session; MN Housing renter assistance –sessions March 30 & 31 – sent to supervisors to distribute/share and posted on website Home page; MAT updates and session links – forwarded to C Homyak since he has not been added to their email list as yet; FCC, Century Link, Congressman Stauber's office re issues of charges of late payment and options – Lutsen Township now categorized as a government entity & no info about late fees to date; hall rental requests – followed protocol; Cook County Court request for Lutsen Township WIFI password or suggestions of adding another/total removal for those involved in a trial to attend virtually from our parking lot – requested information from True North to share at this meeting for next steps by Lutsen Board; Request for parking low boy trailer for culvert work – sent to C Friesner and responded to request with approval & alternate site; request a copy of business license for North Shore Resort Company AKA Lutsen Resort – suggested request this from Cook County since township does not have that role; USDA letter requesting financial and audit report – called to clarify which budget year and where to send: answer disregard request since this was for a truck grant from 2004; J Gustafson request to use Park facilities for event – called and clarified no reservation and facility description; County Health dept call requesting use of town hall for West End vaccination event –clarified use with C Friesner and cost with supervisors before returning response via email; Asst Chief Duclos request to use town hall for fire training event Saturday, April 17 – responded to have him submit hall rental app so it could be placed on availability calendar; numerous email business offers to revise our website and one for a beauty salon app; Online pipeline

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safety training – forwarded to board & fire/first responders to allow for registration opportunity; emails of land use application & payment to CC Planning & Zoning dept for site review; Received from County Assessor documents for tax court filing - see bullet below

- Replied to emails re: Gitchi Gami Trail bonding support; Norbakken Rd and Zoning
- permit issues; request for records request on town's climate change/ resilience plans
- Completed quarterly Federal and State withholding claim and required 941 & MN documents
- Completed list of officers' information & sent to Cook County & MN Assoc of Townships as required
- Completed new hire information as required by MN
- Updated township website
- Tax court filings by township property owners next steps information provided to supervisors as per County Assessor recommendation. Because the township addresses tax review, the Board is notified of next steps. These documents will be filed in town office.

Reorganization Meeting as Required [Change of Information]

A. Designate by motion a Chairperson: L Cooper motioned to designate C Friesner as Chairperson. C Homyak seconded. Motion passed.

B. Designate by motion a Vice-Chairperson: C Friesner motioned to designate L Cooper as Vice Chairperson. C Homyak seconded. Motion passed.

C. Adopt a schedule of regular meeting dates: Currently: 3rd Tuesday of every month- adopted

D. Select by motion an Official Township Newspaper: Currently: Cook County News Herald. Clerk Hexum-Platzer read changes of costs by Cherrywood dba Cook County News Herald. L Cooper motioned to select the News Herald as the official township newspaper. C Homyak seconded. Motion passed.

E. Designate by motion posting places: Currently: Town Hall, Clearview/Post Office Bulletin Board, and Website: C Friesner motioned to designate the same identified posting places for township information. L Cooper seconded. Motion passed.

F. Review Resolution No. 2014-09 – Policy for the Compensation of and Reimbursement of Town Officers: [Note capital R and S are for town meetings.]

- Discussion included time since changes have been made to pay noted below. Answer 5 years for hourly pay for supervisors. Clerk Hexum-Platzer reported that Schroeder township changed the Clerk pay to \$25/hour in their attempt to get a clerk. She suggested this might encourage someone to take on this role for the township in the future since finding a deputy clerk has been problematic. Supervisors agreed to change the pay for the clerk and deputy clerk. Supervisors said the change in pay should start now. April 20, 2021.

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 \$25.00/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 \$25.00/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? Answer- yes

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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.

- C Friesner motioned to adopt the pay for section F. L Cooper seconded. Motion passed.

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.

- Discussion included identifying incentive/bonus pay differences for Fire and EMS departments as well as causes for meeting pay for trainings, drills, maintenance. Part V section now reflect a more accurate understanding what Fire members receive and the EMS or 1st Responders are paid for training meetings once per month but those meetings do NOT count toward the incentive pay which is based on incident 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 for attending drill or maintenance twice monthly meetings.
- b. First Responders: Currently \$25.00/call + incentive/bonus pay
- c. First Responders Training 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.

- L Cooper made a motion to approve the changes for Section G as noted. C Homyak seconded. Motion passed unanimously.

H. Designate Financial Institution as the Town Depository: C Friesner motioned to continue with North Shore Federal Credit Union and Grand Marais State Bank as town depositories. L Cooper seconded. Motion passed.

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

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

ALCCTO [Association of Lake & Cook Township Officers] — Although no meetings took place last year due to Covid, L Cooper agreed to be the liaison.

Fall Lutsen Community Celebration – [Usually 2nd Tuesday in October] C Homyak will assume lead on this event.

Fire and EMS Department liaison --C Friesner wishes to continue this role.

Building & Grounds: Fire & Town Hall and Grandview Park -- C Friesner wishes to continue this role.

Contracts/Insurance --C Homyak will assume lead on this role.

WTIP -- L Cooper wishes to continue reporting township news on WTIP.

Lutsen Downtown Business Council liaison –Currently this group is not in operation. If so, C Homyak might consider this role.

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Joint Powers meetings or subcommittees inclusion with townships and County—After discussion about number of meetings/month & times, decision is as follows: Equity, L Cooper; Housing C Homyak; Joint Powers, L Cooper

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

- Discussion included that supervisors will identify if a conflict of interest exists in a vote and will abstain from voting in those cases.

Treasurer's Report: A VanDoren.

- Balances as of March 31, 2021. Business checking account is \$234,933.73, Building fund is \$35,627.97. Operating General Fund Money Market \$75,256.69, Fire/EMS Truck Fund, \$168,377.13. **Total funds--** \$514,195.52. YTD Receipts \$65,577.93, YTD Disbursements \$51,129.92. 2021 General Town Budget \$32,350; 2021 Fire District Budget \$190,000. Approved **2021 total Tax Levy** is \$222,350.00.

Treasurer VanDoren noted explained that the receipts and disbursements included the transfer of the levied truck fund amount of \$25,000 is included and a receipt of a 3rd 2020 tax levy. Also included three large donations to the fire/ems departments.

- C Friesner made motion to accept the Treasurer's Report as presented. L Cooper seconded. Motion passed
- Treasurer VanDoren also provided specific data on monies received and expenditures for March which shows specific expenditure amounts compared to the budget. Noted was the amount for the Lutsen sign materials which now shows over budgeted amount until the grant reimbursement will reduce that expenditure.
- Cash Control Statements were signed by Supervisors. All treasurer report copies are available in town office for review.

Review and Approval of Claims:

- Clerk Hexum-Platzer provided the invoiced claims. Current Details: 18 claims for total of \$11,159.90. This includes \$7055 for MATIT insurances for property, equipment, etc. and 1st quarter Federal withholding for \$2025.82 and MN withholding of \$208.85. Clerk noted that check number 16579 was voided due to an overprint for a PERA amount which is an electronic fund transfer instead.
- C Friesner made a motion to approve the claims as presented. C Homyak seconded. Motion passed.
- Clerk provided 8 regular payroll claims for total \$2090. L Cooper made a motion to accept payroll claims as presented. C Friesner seconded. Motion passed.
- Claims approval and Payroll distribution signed by Supervisors; copies are on file in the town office.

Fire Chief's Report: Chief Paul Goettl

- Several false alarms. Shared details of Isak Hansen fire call and dangers avoided. Goettl also shared details of the mutual aid call to Lake County fires along Hwy 61. Included in that call was a structure fire located across from the roadside fires. Since this was a mutual aid call, the DNR has been billed and payment is expected.
- County fire chiefs meeting included discussion of AMER radios can no longer be repaired. Cost per radio is \$3000. Since eventually we will need 22 to 25 radios, a plan for budgeting and/or exploring grants is needed. Collaborating with the County may provide some help with replacing these needed radios. Treasurer VanDoren noted that \$6000 was budgeted for this year and \$10000 last year. Since these funds have not been used the operating money market fund could be used to replace some of those radios.
- Revisions to Fire Department SOGs -- Rules and Regulations—will be completed soon
- Chief Goettl shared the Incident and May Day training provided by the Hibbing Fire Dept. The trainers noted how “professional” our dept is and commented they see many town departments of all sizes and that Lutsen Fire rates very highly.

EMS Chief's Report: Chief Matt Kartes

- Kartes commented on the Incident, NIMS, Mayday training and how several of the points will standardize procedures and be integrated into 1st Responder work and protocol as well [E.g., communicating through masks, simplifying commands, etc]
- This past month had average number of calls –5 to 6 per month
- Chief Kartes announced review of the SOGs which will be shared with Board when complete.
- Reflector jackets need replacement and Kartes will share costs for the order of those soon.

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- Kartes also noted the future costs for some medical supplies. Previously the department could exchange with the county ambulance but that has been suspended. The Township should expect much larger costs for epi pens and narcon needs.
- Both chiefs shared that they will collaborate on completing their respective SOGS. Also noted that all have pagers and IMResponding on their devices for emergency alerts.

Supervisor Reports:

C Friesner:

- Completed letter to town residents regarding what Lutsen Board has done or has in process. Letter named Lutsen Project is posted at regular sites, on Facebook, and on homepage of www.lutsentownship.com
- Zoning issue with Cascade Vacation Rental discussion held with owners and sent letter to County zoning Bill Lane. [See info below]
- At Park when looking at downed tree, discovered it had damaged the pump house roof. He repaired that and said the area where tree is down is too wet to move at this time.
- He noted that the pump house and pavilion both need to be re-stained. This will be a new item for decision next month.
- Storage shed replacement: Mike Rose Excavating will prepare site for the slab. Friesner has pulled the land use application permit and site should be reviewed this week. He shared the huge lumber cost increase which will impact overall shed cost. The shed frame to be delivered May 15 or May 22 can be placed on the ball field if delivery infers with parking lot repaving in May. C Friesner will check on those dates and conflicts.

L Cooper:

- Did WTIP report last month.
- Attended Joint Powers virtual meeting and Equity and Housing subcommittee. Housing meeting is at a problematic time and she passed this opportunity to C Homyak.
- Cooper asked about last feedback from Mueller and Woerheide regarding Lutsen town sign to be completed by end of June. Clerk included her on emails and will print for current progress.

C Homyak:

- Reported his attendance at virtual supervisor training through MN Association of Townships. He thought the most important were the roles of supervisors. All else seem pretty straightforward.

Old Business:

- **Town Park volleyball court:** Supervisor Friesner asked M Kartes for use of his tractor to re-establish court edge lines so these can be replaced. Kartes agreed.
- **Lutsen town sign current steps/update:** Materials were ordered; Timber for uprights are in Woerheide yard for next steps.
- **Park tree removal:** see Friesner report above
- **Reminder: Lutsen Local Board of Appeals & Equalization -- Tuesday, May 18, 2021 from 6:00pm to 7:00pm.** This will be both in person and virtual. Further discussion was for C Homyak to complete training for future years' LBAE meetings. Clerk Hexum-Platzer will do the sign ins via Zoom for this May meeting. The link is located on lutsentownship.com home page.
- **MNDNR Grant for ongoing use of Grandview Park as a public recreation area :** Clerk noted that if Park improvements or significant maintenance is required, perhaps a grant could be written to provide additional resources. C Friesner agreed township can review this possibility for new benches, fire rings, playground equipment.
- **Town Zoning issue requirements/restriction: awareness/next steps:** C Friesner spoke with Cascade Vacation Rental owners on this matter and emailed Land Use Zoning representative, Bill Lane. He read the email from Lane who said they reviewed the zoning violations and asked CVR to address those. Norbakken property owners and those nearby listened and asked next steps. In addition complaints of traffic by Rental property users and garbage dumping were shared. Since the township does not enforce zoning, Commission Storlie was asked to follow up with County Land Use dept and the completion of addressing the zoning violations.
- **Plaque for donated grill:** Finished plaque to be installed by C Friesner.

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New Business:

- **WIFI password for public use:** County court administration asked about possibility of using our password so a witness could testify via phone. After discussion of cost for an additional password and alternatives for people to use other sites/sources, the supervisors agreed not to share the current protected password which is for township devices.
- **Storage Shed removal/storage:** Lutsen township needs to remove the current shed which is too small and in need of much repair. Tofte Township board indicated a wish to use it. C Friesner made a motion to donate the old storage shed to Tofte Township and L Cooper seconded. Motion passed. C Friesher will contact Craig Horak, Tofte supervisor for removal as soon as possible.
- **Need for mowing bid/quote publication:** Clerk reviewed last year's contract. Supervisors agreed that this needs to be done now. Clerk will send ad to be published soon so responses can be reviewed/accepted at May board meeting.
- **Rental of ball field:** Discussion included a question from a future wedding party group's wish to use the ball field as well as the town hall. With issues that include insurance, rules of use or restrictions, rental costs, contracts, etc supervisors noted the need for a policy. C Homyak agreed to look into what other townships do or have for policies. Until then interested parties can be told about using Grandview Park but to tell them overnight stays are not allowed.

Donations: None at this time

Citizen Comments: None

Adjournment: C Friesner made a motion to adjourn; seconded by L Cooper. Motion passed and meeting was adjourned at 8:50p.m.

Respectfully Submitted, Sharon Hexum-Platzer Clerk C Friesner Chairperson