

Approved

**Lutsen Township Board Meeting Minutes**  
**November 17, 2020**  
**Lutsen Town Hall**

**Present]:** Colleen Brennan, Carl Friesner, Ashley Van Doren, Sharon Hexum-Platzer, James Coleman, Matt Kartes, Lollie Cooper, Ginny Storlie.

**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 the liquor license addition and L Cooper seconded. Motion passed

**Approval of Monthly Meeting Minutes:** Because the October 29 Special Meeting included large Covid expenditures before the November 15 deadline, minutes from the meeting were reviewed. C Friesner made motion to approve the special meeting minutes and C Brennan seconded. Motion passed. L Cooper made the motion to approve October regular board meeting minutes. Motion was seconded by C Brennan. Motion passed.

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

- Ten year county road plan was reviewed and approved. Hwy Engineer Hass will coordinate State & Federal monies to address road needs. Tofte Town Road needs attention. This is a county road and is being addressed. At the base of Sawbill Trail, a depression causes water and ice. The situation is being explored by our county hwy engineer to see if it is a county repair or MNDOT since it abuts Hwy 61.
- County Administrator, James Jorke, would like to meet the Lutsen Board but will only attend virtual meetings so he can attend at a later meeting. He has attend both the Tofte and Schroeder board meetings.
- Committee of the Whole has approved the handbook containing policies/protocols a, with roles and expectations of how County staff participates in County work and decisions.
- New commissioners joining next month are A Sullivan and S Hawkins. In February there will be another election of the East end Commissioner.
- Public services disclosed as of today the County has 46 Covid 19 cases. The increasing cases do impact schools, businesses, and meetings. Storlie had no information as to what numbers will impact Birch Grove School and causing it to require distance learning.
- Storlie will attend the virtual Gitchee Gami Multiuse Trail extension meeting on Thursday, November 19. Supervisor Friesner asked for same info since the Township never received it so he can attend as well.

**Clerk's Report:** S Hexum-Platzer

- Correspondence: Emails of invoices, email re time for DNR to share info about the GGTA trail – dropped request and changed it possibly to March Annual Meeting; M Pierson email about same and offer to help with Streetscape grant with a letter of support – replied that we were awarded the grant and are moving forward but other Lutsen grassroots group might seek their support; Cook County Early Childhood Coalition 2020-2021: dates for meetings and links – copied for by supervisors & posted on front page of website; Christmas Lighting Contest – copies provided to supervisors for action – No action taken Board. Ball & Associates request for any assessments for property on Moose Mountain Drive –replied as to township current protocol; Visit Cook County Winter Schedule links-posted to website front page; reminders for payroll claims; Query from Commissioner Storlie on meeting format - TBD
- Thank yous from Lutsen businesses for liquor license support letters
- County Hwy Dept query regarding whether Township added roads – no need to report since none added

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- CARES [Covid 19]: Expenditure Report to CRAOffice.mmb@state.mn.us seven business days after the end of each reporting period. Total spent \$10,900 – unspent \$0.00 Ordered all remaining Covid related items on Oct 29 and 30. Received items. Clerk will prepare final CARES Act fund report due to State on 11.24.20

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

- Balances as of October 31, 2020: Business checking account is \$224,339.57 Building fund is \$25,696.54 Operating General Fund Money Market \$75,253.57, Fire/EMS Truck Fund, \$143,370.90 **Total funds--** \$468,660.58. YTD Receipts \$245,385.30 which includes first half of levy, PILT Taconite tax and CARES Act funds. YTD Disbursements \$278,598.18[both include transfers of \$25,000 to truck fund and transfer of \$50,000 to NSFCU checking from GMSB Operating Fund]. 2020 General Town Budget \$35,050.00; 2020 Fire District Budget \$158,245.00. Approved 2020 total Tax Levy is \$193,295.00.
- C Friesner made motion to accept the Treasurer's Report as presented. L Cooper seconded. Motion passed.
- Treasurer Van Doren provided specific data on monies received and expenditures through October which shows specific expenditure amounts compared to the budget. The General Fund is at budget. Fire Fund is slightly over based on the additional expenditure for the LUCAS device.
- Cash Control Statements were also provided and signed by Supervisors. Copies available in town office for review.

### **Review and Approval of Claims:**

- Clerk Hexum-Platzer presented the invoiced claims. Current Details: 10 claims for total of \$22,700.94. This includes the 1 for 2 radar speed display signs for \$7540, one for interfund transfer from Business checking to building fund - \$12,000 for storage building costs, 1 interfund transfer from CARES fund to general and fire for payroll costs due to Covid of \$920 and one for \$1375.94 to McMillan Tree Service for tree and brush removal on Lutsen sign location. Clerk Hexum-Platzer explained the two inter fund transfers for affected funds adjustment.  
C Friesner made a motion to approve the claims as presented. L Cooper seconded. Motion passed.
- Clerk present 6 payroll claims of \$2705. L Cooper made a motion to approve payroll claims as presented. C Brennan seconded. Motion passed.
- Claims approval and Payroll distribution signed by Supervisors; copies are on file in the town office.

### **Fire Chief's Report:** Chief James Coleman

- A few calls this month. One fire at Caribou Highlands could have been serious but early discovery stopped it. Another at the Caribou Pit got away from the USFS and could have been serious with all the downed brush.
- Other training: Pumping practice took place at Caribou Lake landing. Fire crew checked out Motchenbacher storage building – it is a concrete block bldg. The crew needed to see what issues they would have in addressing contents, flammables, etc. The fire department has a folder for such buildings so they can address issues if there is an incident.
- Shower curtain and rods are installed and the decontamination shower is ready for use.

### **EMS Chief's Report:** Assistant Chief S Duclos

- 5 calls this past month and 1 false alarm
- Training next Monday, November 23 will be on the new LUCAS device, a hands free compression device. It is the second in the county with the County Ambulance having the other. This safety device can do the 100 compressions per minute allowing EMS members to do other saving actions. Activities that are remote out of doors, such as the Lutsen 99er and the Superior Hiking Trail race, victims can receive care for a long time and safely until they can to an ambulance.
- Chief Kartes/Assistant Chief Duclos will contact Sheriff's Department for whom to contact at Lutsen EMS in response to queries on incidents to which they respond.
- A question was asked about gondola rescue training; answer: although some of our EMS crew are trained, that duty is Lutsen Mountains' in-house responsibility.

### **Supervisor Reports:**

C Friesner:

- Talked with Clerk regarding Lutsen town sign
- Contacted KTM and Lutsen parking lot resurfacing is on their schedule for next spring.
- He noted the new digital speed sign and is happy with the low light emissions.

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- Friesner will create a letter for residents on the township work done and work in process/planned. This will inform many who have not been able to be here or who have not come to board meetings. Items he will include: ball field, park, parking lot resurfacing storage building, radar signs, Lutsen town sign, town hall resurfacing, etc.

L Cooper:

- Did WTIP report
- Gave summary of Lutsen sign work update: Question on berm installation...was to be last Friday, yesterday, today...but should happen this week. Isak Hansen's have question on when sonotube should be placed during berm construction. No update on that issue. Clerk read from Streetscape Grant the required milestones for all to understand timelines. Milestone 1- by Nov 17: complete permit process with MNDOT for sign location; removal of brush & trees; possible completion of berm installation; order sign construction materials. Milestone 1-by May 18: completion of berm and sign phase 1 installation of timbers, sign carving, painting, etc; Milestone 3- June 30: Completion of sign phase 2 Lutsen sign parts installed, dedication notice prepared; reimbursement of grant process started/completed
- Noted Lutsen signs on both ends of Lutsen are back in place

C Brennan:

- Reported radar digital speed signs were installed by MNDOT today. She commented on how good they were to work with. Clerk read email from resident K. Kobey thanking the Board for this greatly needed method of slowing speeding drivers through Lutsen. M Kartes noted the effect from north traveling person. Brennan noted that even MNDOT installers commented on large trucks traveling extremely fast. All hope this helps slow people down. Resident Sutherland commented to Supervisor Cooper that he wished no passing lanes went through entire town. C Brennan asked for radar sign initiator's name --James Belski -- to contact him on completed installation.

**Old Business:**

- **Speed limit & signage::** See C Brennan report above
- **Town Park volleyball court – net and lines:** next spring
- **Fire/EMS bathroom shower:** Completed
- **Lutsen town sign:** See L Cooper report above

**New Business:**

- **Bid/quote for snowplowing/snow removal reviewed:** C Friesner made a motion to accept Fred Schmidt snowplowing/snow removal bid of \$90 per time for 3 or more inches. L Cooper seconded. Motion passed. Clerk will secure signatures on the contract.
- **Bid/quote for sanding parking lot & entry ways reviewed:** C Brennan made a motion to accept Boulder Point Services for \$35 per time. L Cooper seconded. Motion passed. Clerk will secure signatures on the contract.
- **Lutzen Mountainside Lodge LLC dba The Mountain Inn at Lutsen requested beer and wine on/off sale liquor license support letter to Cook County:** After details shared, C Friesner made a motion to send a letter of support to County Auditor for County Board consideration. L Cooper seconded. Motion passed. Clerk will prepare and send the letter.

**Donations:** EMS from Stillman. Weekes Family to Fire Dept- C Brennan made a motion to accept the Weekes Family donation resolution. L Cooper seconded. Motion passed. L Cooper made a motion to accept Stillman donation resolution in October. C Brennan seconded. Motion passed. Chairperson Friesner signed resolution documents. Copies on file in town office.

**Citizen Comments:** Discussion on increased COVID spread resulted in decision that future meetings will be held virtually. Clerk will prepare documents for supervisors to review and sign as needed prior to the meeting which they can do separately at the town hall and will prepare invitation to a **Zoom meeting** and appropriate public notice.

**Adjournment:** L Cooper made a motion to adjourn; seconded by C Friesner. Motion passed and meeting was adjourned at 7:53 p.m.

Respectfully Submitted, Sharon Hexum-Platzer Clerk

C Friesner Chairperson