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Lutsen Township Board Meeting Minutes
March 19, 2024
Lutsen Town Hall

Present: Sharon Hexum-Platzer, Ashley VanDoren, Carl Friesner, Samantha Mcquatters-Spangle, Lollie Cooper, Steve Duclos, Philip Creighton, Tim Lien

Call to Order: Meeting called to order by Chairperson, C Friesner at 7:00 pm.

Approval of Agenda: Addition and correction to two items; C Friesner made a motion to approve corrected agenda, L Cooper seconded. Motion passed.

Approval of February Meeting Minutes: C Friesner made a motion to accept January meeting minutes, L Cooper seconded. Motion passed.

Approval of Audit and Budget Meeting Minutes: L Cooper made a motion to accept Audit and Budget meeting minutes, C Friesner seconded. Motion passed

Approval of Board of Canvass Meeting Minutes: L Cooper made a motion to accept the Board of Canvass meeting minutes, C Friesner seconded. Motion passed.

Commissioner's Report: (Ginny Storlie) Not in attendance

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

- A. Correspondence: Call from Mr. Stricker requesting fire patches for collection; forwarded to fire chief. Pipeline safety training available; forwarded to fire chief. 2024 Spring Short Courses available; forwarded to supervisors. Fire State Aid and Police State Aid Form; completed and submitted. Lutsen Town Hall for Pre-inspection Meeting booked. Sea Villa rental booked. Climate action survey link available on Lutsen Township website. 2024 MNCAER Pipeline Safety Program, forwarded to fire chief. Request for Fire Report to Lutsen Fire Dept, forwarded to fire chief. Save the Date: Great Lakes Coastal Resiliency Study Public Meetings, forwarded to supervisors. Township Day at the Capitol in St. Paul on Monday, April 8 and Tuesday, April 9, 2024, forwarded to supervisors. Spring 2024 Wildland Fire Outlook FAQs, forwarded to fire chief. Registration Closing This Week - Minnesota Broadband Annual Conference, forwarded to supervisors. LBAE meeting date moved. Volunteer Firefighter Pension Reform, forwarded to fire chief. AAAA Newsletter, February Update. Amazon supplies ordered for Lutsen Firefighters. Voting on Proposed Bylaw Changes at Spring Short Courses, forwarded to supervisors. Sundew Technical contacted to fix west end speed sign. Free Emerald Ash Borer Workshops, forwarded to supervisors. County TIF Information Forms Due April 1.
- B. Review timeline of current needed clerk duties with Sharon
- C. Publish Annual meeting/LBAE meeting
- D. New treasurer receipts book ordered
- E. Sharon wrote grant for FEMA on Lutsen Firefighter's behalf
- F. Lutsen MTN IRRRB letter of support

Treasurer's Report: A VanDoren: As of January 31, 2024;

North Shore Federal Credit Union has; General Fund Checking \$221,338.28, General Building Fund Savings \$35,732.06. Grand Marias State Bank has; Fire/EMS truck fund Money Market \$117,274.59 totaling \$374,344.93. Total Township Funds \$675,530.31.

CD investments;

- 7-month CD at North Shore Federal Credit Union \$100,793.91
- 13-month CD at Grand Marais State Bank \$100,000.00
- 29-month CD at Grand Marais State Bank \$100,391.47; totaling \$301,185.38.

Year to Date Receipts \$29,004.69, Year to Date Disbursements \$335,421.51. 2024 General town Budget \$41,450.00, 2024 Fire District Budget \$201,645.00 for a total budget of \$243,095.00. 2024 General town Levy \$30,000.00, 2024 Fire District Levy \$145,000.00 for a total 2024 Levy of \$175,000.00. **C Friesner made a motion to accept the treasurer's report. L Cooper seconded. Motion passed**

- Annual meeting attendees discussed budget items and preliminary levy concerns and amounts however no official motion was made to set an official preliminary levy for Lutsen Township. A VanDoren, supervisors and all in attendance reviewed the budget and proposed levy worksheets from annual meeting and deliberated budget items that were in public favor and not in favor and decided on \$50,000 General property tax levy; \$180,000 Fire District property tax levy with a total 2025 levy of \$230,000 (Full worksheet is on front page of Lutsentownship.com). **L Cooper made a motion to accept the proposed preliminary levy for 2025 to be reviewed at the continued annual meeting in August 2024, C Friesner seconded. Motion passed.**
- A VanDoren requested the board to update bank account signers which involves preparing a signature card from the bank to bring to next regular meeting April 16, 2024. The board decided to designate bank signers to be the Lutsen chairperson, clerk, deputy clerk, treasurer and deputy treasurer.
- A VanDoren requested to create an online access to Lutsen Township Grand Marais State Bank account to complete treasurers' duties more efficiently. **C Friesner made a motion to allow treasurer VanDoren to create her own online account access at Grand Marais State Bank. L Cooper seconded. Motion passed.**

Review and Approval of Claims:

- Clerk S. Mcquatters-Spangle provided the invoiced March Claims. Details; 18 claims for a total of \$10,065.40 This included \$909.91 to Alex Air Apparatus for partial service to air quality test and annual compressor service. \$2,167.10 to Macqueen Emergency for fire crew turnout gear; globe guard hood with head and neck, gloves, cairns and pair of boots. \$2,460.00 to Minnesota locksmith for replacing all townhall door locks. **C Friesner made a motion to approve claims, L Cooper seconded. Motion passed.**
- Clerk provided March payroll Claims for a total of \$7,650. This includes 1st quarter payments to fire and EMS personnel as well as board members. **L Cooper made a motion to approved payroll. C Frienser seconded. Motion passed.**
- Cash Control Statement for March 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 and EMS Chief's Report: (Steve Duclos)

- 3 EMS calls during the previous month and completed a truck check
- Fire had 1 call for a suspected gas leak
- lamResponding subscription renewal to happen before June, 2024
- Turn out gear has been ordered for the expired gear. An itinerary was presented to the supervisor detailing when turn out gear will expire for the remainder fire crew with an estimated delivery of 5 months.
- Large donation for turnout gear by Musty Barnhardt Agency; Thank you!
- Training included pump operation on Caribou Lake and work with filling air bottles
Training next month will include vehicle extrication at Lutsen town hall parking lot
- Demo of MSA air packs during last fire meeting which all fire crew seems to prefer over current dragger air packs of which two have currently failed.
- Request of relief association to purchase a new needed Flir camera for \$5,800
- Planning in way to refurbish tender truck near 2029 which would be a 20 year life cycle with Rosenbauer; estimated cost will be \$20,000.
- Nic Reineccuis and Chris Homyak are nearing the end of Fire 1 & 2 classes becoming full-fledged volunteer fire fighters for Lutsen Township.

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- Lutsen fire sent out a letter to Lake Superior/Poplar River Water District with a formal request to repair or replace water pipeline with proper self-draining hydrants; current one in place do not function properly including the one located at Lutsen Resort that malfunctioned in part because seals were bad due to consistent freezing because they are not self-draining for winter months. Pipeline project was grant funded and not maintained properly with this issue having been brought to the attention of the water district multiple times over the past five years. A formal request to have a plan of action be made within 90 days or August 1, 2024.
- **Fire Chief Duclos requests public concerns, questions or issues concerning the Lutsen Resort fire please request an official statement or response from Fire Chief Duclos or the state departments office and not other firefighters. He can be reached at Lutsenfire@gmail.com**
- Updated contracts with DNR for skid unit placed in rescue truck is now classified as a type five; no longer a type 7 which places the service value higher by \$60 per hour.
- Lutsen township fire no longer has a contract with Federal forest service; it will not be run through Minnesota state.

Supervisors Report:

C Friesner:

- Contacted Northern Epoxy on quote to fix up town hall entry way, currently waiting for material
- Voted at town election; congratulations to incumbents Homyak and Mcquatters-Spangle
Side note: An error on asking for identification to vote, this is against the state law. No election judge should ever ask a registered voter for ID. It won't happen again!
- C Friesner will contact a pest control specialist on behalf of fire crew.
- Participated in 2024 Board of Canvass

L Cooper:

- Voted at town election
- Participated in 2024 Board of Canvass
- Continues participation in new WTIP layout on behalf of Lutsen Township

C Homyak:

- Near the end of Fire training to become volunteer fire fighter
- Voted at town election; "I am excited to be elected to the board for another three years."
- MATIT has given Lutsen township the amount for insurance claim for \$4,668 not including the \$1000 deductible
- Worked with insurance to replace melted parts from Fire Chief Duclos truck, although insurance will cover the damage it will not total over the \$1000 deductible. Parts can be charge to Lutsen Township.

Old Business:

- EMS truck insurance claim awaiting assessor and rental truck availabilities; **waiting for rental truck availability.**
- Fire Chief and truck damaged during Lutsen Resort fire; costs to be covered by Lutsen Township
- Consideration to make Lutsen township suitable for emergency shelter; generator.
 - **L Cooper will correspond with Mr. Keyport and continue talks with Cook County Commissioners to inquire about grants and financial help on behalf of Lutsen Township**
 - **C Friesner will connect with Hank and get a game plan together to get slab put in**
- Town hall entry way repair. **C Friesner; currently waiting for delivery of supplies**
- Tree fallen on fence line of ball park; **C Friesner and M Kartes will create an action to plan to fix**
- Pest Control issue: **C Friesner will call pest control**
- Flir camera to be purchased by Lutsen fire relief

New Business:

- Approve new rules and regulations for Fire/EMS; with help from previous Fire Chief Paul Geottl the two separate rules and regulations for Lutsen fire and Lutsen EMS were merged along with the department. **C Friesner made**

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a motion to approve the new rules and regulations. L Cooper seconded. Motion passed and Chairperson Friesner signed back of document to be filed with both township clerk and fire crew.

- Approve new deputy treasurer appointed by treasurer VanDoren.

Donations: William O Stjern and Musty Barnhardt Agency; **Thank you both for your donations!**

Citizen Comments: Sharon Hexum-Platzer in the name of transparency will submit her invoice for writing the FEMA grant on behalf of Lutsen Fire at the next townhall meeting as there may be additional requests for information from grant officials over the next few weeks.

Adjournment: C Friesner made a motion to adjourn; seconded by L Cooper. Motion passed and the meeting was adjourned at 8:04 pm

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