

# LUTSEN TOWN BOARD

April 20, 2021

## AGENDA

1. Call to Order:
2. Pledge of Allegiance
3. Approval of Agenda
4. Approval of March Monthly Meeting Minutes
5. Commissioner's Report (Ginny Storlie)
6. Clerk's Report:
  - A. 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 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;
  - B. 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
  - C. Completed quarterly Federal and State withholding claim and required 941 & MN documents
  - D. Completed list of officers' information & sent to Cook County & MN Assoc of Townships as required
  - E. Completed new hire information as required by MN
  - F. Updated township website

### **Reorganization Meeting as Required/ Change of Information**

- A. Designate by motion a Chairperson
- B. Designate by motion a Vice-Chairperson
- C. Adopt a schedule of regular meeting dates: Currently: 3rd Tuesday of every month
- D. Select by motion an Official Township Newspaper: Currently: Cook County News Herald
- E. Designate by motion posting places: Currently: Town Hall, Clearview/Post Office Bulletin Board, and Website
- F. Review Resolution No. 2014-09 – Policy for the Compensation of and Reimbursement of Town Officers: [Note capital R and S is for town meetings.]
  - 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 \$20.00/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 \$20.00/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?

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.

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.

- 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
  - b. First Responders: Currently \$25.00/call + incentive/bonus pay
  - c. Drills/Training/Maintenance 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.

H. Designate Financial Institution as the Town Depository:

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

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

ALCCTO [Association of Lake & Cook Township Officers] —liaison?

Fall Lutsen Community Celebration – Usually 2nd Tuesday in October

Fire and EMS Department liaison,

Building & Grounds: Fire & Town Hall and Grandview Park

Contracts/Insurance,

WTIP

Lutsen Downtown Business Council liaison --is this still viable/working group?

Joint Powers meetings or subcommittees inclusion with townships and County

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

7. Treasurer's Report

8. Review and Approval of Claims:

9. Fire Chief's Report

10. EMS Chief's Report
11. Supervisor Reports
  - A. Carl Friesner
  - B. Lollie Cooper
  - C. Christopher Homyak
12. Old Business
  - A. Town Park volleyball court – next spring
  - B. Lutsen town sign update
  - C. Park tree removal
  - D. Reminder: Lutsen Local Board of Appeals & Equalization -- Tuesday, May 18, 2021 from 6:00pm to 7:00pm.
  - E. Town Zoning issue requirements/restriction: awareness/update
  - F. MNDNR grant for ongoing use as a public recreation area
13. New Business
  - A. WIFI password for use by public
  - B. Storage shed removal/disposal
  - C. Need for mowing bid/quote. Any changes?
  - D. Rental of ball field question
14. Donations:
15. Citizen Comments:
16. Adjournment: