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**Lutsen Township Board Meeting Minutes**  
**September 17, 2024**  
**Lutsen Town Hall**

**Present:** Philip Creighton, Carl Friesner, Sharon Hexum-Platzer, Lollie Cooper, Chris Homyak, Ginny Storlie(virtual), Steve Duclos, Samantha Mcquatters-Spangle, Tim Lien, Andy Nelson

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

**Approval of Agenda:** C Friesner made a motion to approve the August agenda, C Homyak seconded. Motion passed.

**Approval of August Meeting Minutes:** C Homyak made a motion to accept the meeting minutes, L Cooper seconded. Motion passed. (Review of continues annual meeting minutes for errors; does not get approved until next annual meeting)

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

- Attended a 500-person conference for the association of Minnesota counties representing Cook Count on the health committee; the conference consist of reviewing needs, wants and wishes which are presented to the large organization of association of Minnesota counties and the highlight topics voted on to present to the legislature after January 1<sup>st</sup> in St. Paul MN. One of the biggest concerns this year was mental health, the mental health system and identifying solutions. A resolution was created to combat the growing concern over lack of mental health treatments centers and individuals being housed in jails and emergency rooms without any treatment proposing a committee be formed made up of law enforcement, attorneys, association of Minnesota social services, administrators, tribal leaders and commissioners to present mental health solutions to legislature.
- Currently representing Cook County on a national level of over 3,350 counties commissioner Storlie spoke highly of our fire and EMT; so many other counties are lacking in their people, money, ambulances and resources and will always be in support of more money being reserved for training and equipment; ARMOR radios being an example. Thank you to all the fire and EMT in Lutsen
- Attended the Lutsen fire pancake breakfast September 15, 2024 and heard great praises from the citizen on the dedication and effort from the emergency response crew in Lutsen.
- Mr. Keyport emailed public figures in the county asking for public input on a hazard mitigation plan; currently no timeline is placed on this plan but will be required to be renewed every 5 years.
- Commissioners held a budget meeting on September 17, 2024 to set the levy; with the intention to lower the levy is currently set at 9.81% ideally lower to an estimated 5%-7%. Departments head input will be considering factors to the final levy set on December 3<sup>rd</sup>, 2024.

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

Correspondence: 4 voice messages forwarded to fire; 3 new townhall rentals booked; 4th Annual Equity Summit: Inclusion in Action; emailed to supervisor Cooper. Created online account for North Shore Pest. Superior National Forest Storm Damage Update - August 22. OSA Weekly Update - August 23, 2024. webinar on solar on public buildings program & public comment on internet technology; forwarded to supervisor. MAT township officers "Court of Appeals Upholds Decision in Favor of Michael Miller". Steam engine road owner supplied with FEMA information. Upcoming Cook County/Grand Portage healthcare focus group. 2026-2027 Qualified Allocation Plan: Notice of Public Comment Period and Public Hearing. New Research Natural Area in Superior National Forest Helps Ecosystem Diversity. E-Updates Notification: Board of Adjustment. October 1, 2024–October 30, 2024: One-time Open Election Period for a Final Membership Decision. Road Closures and Delays Update for the Tofte & Gunflint Areas. Cook County Planning Commission October Public Notices. Wood Lake Fire Facts Sheet. 2026-2027 Qualified Allocation Plan: Second Public Comment Period Now Open.

Grants available:

1. BJA FY 24 Edward Byrne Memorial Justice Assistance Grant (JAG) Program open to applications.

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## 2. High-Rise Sprinkler System Grants

- A. Worked on CTAS with treasurer
- B. Multiple phone meetings with auditor to correct cash control coding issues; Clerk requested a motion from supervisors to allow manual change of CTAS coding of \$250.06 from fire fund to general fund, all funds are accounted for but due to coding changes over years and changes in small items to match the treasurer CTAS. C Friesner made a motion to allow clerk to manually enter the coding correction to reflect the treasurer CTAS coding, C Homyak seconded. Motion passed.
- C. Letters of support for 3.2 and liquor license submitted
- D. ordered office/cleaning supplies
- E. Posting plowing/sanding bids for October
- F. Continued filing, scanning back documents

**Treasurer's Report: Deputy treasurer Philip Creighton:** As of August 31, 2024; (before the 7 Month CD interest is factored in)

North Shore Federal Credit Union-Checking \$257,581.93; General Building Fund-savings \$35,750.04; Fire/EMS truck fund \$150,582.57 totaling 443,914.54; CD investments;

- 7-month CD at North Shore Federal Credit Union has matured with a totaling interest of \$2,946.47
- 13-month CD at Grand Marais State Bank \$100,000.00
- 29-month CD at Grand Marais State Bank \$100,391.47
- Totaling \$102,946.47 deposited back into account from the 7-month matured CD and 200,391.47 in CD's still acquiring interest

Total funds including CD investments \$644,306.01

Year to Date Receipts \$206,631.65; Year to Date Disbursements \$257,850.77.

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. C Homyak seconded. Motion passed**

## Review and Approval of Claims:

- Clerk S. Mcquatters-Spangle provided the invoiced July Claims. Details; 13 claims for a total of \$16,498.62 This included \$11,861.97 to MacQueen for fire fighter turnout gear(boots, jackets, helmets), \$1,520 for mowing townhall, ball park and grand view park, \$885 for road fill at Grandview park, \$602 for EpiPens for EMS.  
**C Friesner made a motion to approve claims, C Homyak seconded. Motion passed.**
- Clerk provided August payroll 18 Claims for a total of \$10,040 including incentives and emergency call payments to fire fighters and EMS  
**C Friesner made a motion to approved payroll. C Homyak seconded. Motion passed**
- 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)

- Following up on issues with hydrants in Lutsen; the hydrant at the golf course has been turned the right direction so it now faces the road and a riser has been put on the hydrant located at Lutsen resort; the height needs to be higher due to all the snow conditions that can cover or damage of lower hydrant. The inline pressure gage located up the ski hill has been tested and maintains a 150PSI at their pump house which would be as high as it can get with jockey pumps. Still waiting on a workable reducing valve from the normal supplier; more research is needed to find a viable one.
- The remaining turnout gear arrived and has been given to the last of the emergency response members. 9 older date turnout gear will be donated to fire fighters in Ukraine.

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- Training for this last month included mutual aid training with Carla from ambulance and other EMS
- EMS did mutual aid training with Tofte at the ski hill pump house; more mutual aid training to come in the following months.
- Townhall and fire trucks cleaned in preparation for the annual pancake breakfast
- Pancake breaks on Sunday Sept 15, 2024 had a great attendance from the community; attendance and donations to be calculated for next month's meeting.
- Request from clerk to track donation made to the fire department so they can send out hand written thank you cards; clerk will send all documentation.
- Continued required testing of fire hoses over the last handful of training meetings; Fire chief Duclos requested approval from the board to clock 4/5 emergency personnel for an average of an 8-hour shift to do all hose testing and expedite the process so training is impacted for such a long duration starting next year; bill separately for transparency. Supervisors agreed with that course of action.
- 3 EMS calls
- 2 fire calls including a small structure fire at Caribou highlands
- Anticipating additional reimbursements for MBFT for trainings due to money left over after redistribution to be deposited electronically.
- The air pack fill station and compressor for Lutsen fire stopped working on September 17, 2024. This fill station is used to fill the air packs fire fighters need to breath when fighting an interior or hazardous fire. Chief Duclos called a repair man to take a look at the compressor 9/18/24 and to rebuild or replace all the lines that run in the fill station. At the moment the fire department has enough filled air packs to fight one more fire.
- Fire chief Duclos plans to merge the old fire computer and the newer EMS computer catalogs and programs into one; request help from Sundew Technical if needed.
- Sharon Hexum-Platzer asked if any information about the applied for FEMA grant for air packs had been disclosed yet? Neither the town board or fire department has yet to be notified; Sharon Hexum-Platzer will reach out to the grant program for information. Chief Duclos informed the board that fire currently has two broken air packs; one air pack just sent back to Lutsen fire after 6 months that failed the initial test again has been sent back to manufacture again.

#### **Supervisors' Report:**

##### **C Friesner:**

- Attended Lutsen fire pancake breakfast and spoke to citizens from North Shore Health about setting up a west end quarterly medical meeting.
- Coordinated with Danniell on fall celebration event planning; Sharon requested to use the Lutsen fire sign as a base for a fall celebration sign.
- Researched staining for the shed at townhall; will send purchase information to clerk

##### **L Cooper:**

- Coordinated with Red Cross to meet with Lutsen supervisor Homyak to an onsite inspection of facilities.
- Worked with WTIP for updates with Lutsen township

##### **C Homyak:**

- Represented Lutsen township at a Red Cross meeting and walkthrough of Lutsen townhall to see what additional requirement must be met before being suitable for a short-term emergency shelter; discussion between the supervisors on the possibility of signing a Red Cross agreement for management during an emergency situation was tabled until closer to the time of hall being used for an emergency after a slab is poured; plumbing work completed and generator installed.
- Updated information about the insurance claim for the fire hall doors; quote received for over \$9000 from MATIT to replace the panel for the overhead garage. The company that originally installed door panels is no longer in business however the company that manufactured the panel is however the panel is out of date and all 6/7 panel will need to be installed new (only the panels, not the track or overhead mechanism)

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- Attended the Lutsen fire pancake breakfast

#### Old Business:

- Consideration to make Lutsen township suitable for emergency shelter; generator. (Discussion located under commissioner report) **Supervisor Friesner will contact Hank and Mal on getting a slab poured and possibly getting the generator ordered. Will call and talk to North shore plumbing about connecting generator to building needs and heating requirements; Supervisor L Cooper will contact Mr. Keyport about his hazard mitigation request.**
- Review of townhall insurance and look into new insurance companies. Supervisor Homyak will continue to liaison with other insurance companies to compare costs and coverage of needed items.
- **Fall celebration planning date selected for Saturday October 26<sup>th</sup>, 2024 from 1pm-4pm**, planned potluck with supervisor Homyak providing hot coco, apple cider, hotdogs and brats; costumes welcome! *C Friesner and Danielle will head the planning and decoration.* Finalization of plans and notices will be announced at the October townhall meeting.
- The shed currently needs to be stained and seeding around the shed take place before winter sets in; **C Friesner advised a contractor who is fully insured and would only need supplies to be purchased; material to be purchased by clerk.**
- Overhead garage fire bay doors damaged; **C Homyak filed a claim with insurance, information talked about above**

#### New Business:

A. Letters of support for full liquor license renewals for: Lutsen liquor store and Superior National at Lutsen golf course. C Homyak made a motion to send letters of support, C Friesner seconded. Motion passed; clerk will submit letters of support to Cook County deputy auditor.

**Donations:** Paul and Susan Haugen to Lutsen fire department, thank you! C Friesner made a motion to accept the donation, L Cooper seconded. Motion passed

#### Citizen Comments:

- Sharon Hexum-Platzer representing bone builders requested after noticing the moved supplies located in the townhall kitchen requested approval for bone builders to purchase a lockage storage cabinet to be placed in the entry way to clear up the kitchen area. As bone builders is a nonprofit the plan is the sell some items donated by the started of bone builders in Cook County Jenny Cooley in addition to some workout equipment that Lutsen fire may be interested in.
- Requested clarification on who a written check donation should be made out to; fire department or fire relief association? Previously 5/10 years ago all checks written to the fire department went through the townhall treasurer to be doled out to the correct account as they are separate entities. Fire Chief Duclos explained that the fire relief association is an account set in place in case of an injury to a fire personnel to cover expenses and recently also used to find a scholarship for schooling, the account is currently estimated to be \$15,000. The fire department is used for the crew for supplies and services to actively fight fires and serve the community.
- **C Friesner requested ideas from the room and citizens on better marketing for the Fall celebration and other activities like the previous year's door prizes, ideas to better serve the community; please contact Lutsentownship.com for any thoughts or ideas.**
- Andy Nelson residing near Lutsen resort thanked Lutsen fire for all of their hard work and dedication and the great job of getting in motion to replacement of the hydrant pipe that had previously not worked.

**Adjournment:** C Friesner made a motion to adjourn; seconded by L Cooper. Motion passed and the meeting was adjourned at 8:14pm

Respectfully Submitted,

S Mcquatters-Spangle; Townhall Clerk

Carl Friesner; Chairperson