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**Lutsen Township Board Meeting Minutes  
July 16, 2024  
Lutsen Town Hall**

**Present:** Ashley VanDoren, Carl Friesner, Sharon Hexum-Platzer, Lollie Cooper, Matt Kartes

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

**Approval of Agenda:** L Cooper made a motion to approve the June agenda, C Friesner seconded. Motion passed.

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

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

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

Correspondence: 6 New hall rentals booked, 8 Fire chief inquiries forwarded, PERA Webinar July 11; forwarded, Community Development Resources Workshop - July 16, Forest Service Storm Damage Notice, Superior NF Storm Update - Roads and BWCAW Entry Points inaccessible, DEED Office of Broadband Development to Host BEAD Challenge Process Information Sessions, Flooding Resources for Townships; forwarded, Staff identify blowdown areas near Tofte and Grand Marais and more; forwarded, Superior NF Emergency Closure Order from Storm Damage, Fourth of July - Final Alert - Fly Flags at Full-Staff; forwarded, Important PERA Information: Upcoming DCP Changes, commissioner cardboard trailer road inquiry; forwarded, AAAA Newsletter, June Update, Governor Walz surveys storm damage in Cook and Biwabik, issues peacetime emergency, Cook County Voice Newsletter Contribution Form - July 15th Issue; 2023 Fire Relief Association Reporting due June 30, 2024, Tables for Lutsen 99er loaned out; Notice of Grant Opportunities; forwarded, PERA Employer Newsletter: Summer Edition,

- A. Dropped clerk computer off with Sundew Tech for repair
- B. Submitted additional cartway documents for payment
- C. Inventory order – need to order hall toilet paper from Twin Ports
- D. 2<sup>nd</sup> quarter taxes : Federal withholding paid; dealing with MN withholding reimbursement for fine reimbursement payment

**Treasurer's Report:** A VanDoren: As of June 30, 2024;

North Shore Federal Credit Union : General Fund Checking \$1261,855, General Building Fund Savings \$35,743.98. Grand Marais State Bank : Fire/EMS truck fund Money Market \$120,074.42 totaling \$417,673.40. CD investments;

- o 7-month CD at North Shore Federal Credit Union \$102,484.33
- o 13-month CD at Grand Marais State Bank \$100,000.00
- o 29-month CD at Grand Marais State Bank \$100,391.47
- o Totaling \$302,875.80

Total funds including CD investments \$720,549.20

Year to Date Receipts \$153,171,.01, Year to Date Disbursements \$429,279.80(this includes investments). 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**

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Treasurer VanDoren pointed out the 7-month CD will close August 1 and supervisors agreed those funds will be returned to checking to pay the required building loan payment and funds into the fire truck fund. Also discussed as to when those payments should be made. The agreement is the truck fund should be in January and if County approves the building payment in July since tax payments are received in the months prior to those scheduled payments.

**Review and Approval of Claims:**

- Clerk S. Mcquatters-Spangle provided the invoiced June Claims. Details; 16 claims for a total of \$74,694.73. This included \$9956.28 for fire truck needs. \$19395.36 for building loan payment, \$8769 for insurances, and \$30,000 for yearly transfer into the truck fund. Federal and MN 2nd quarter taxes also were paid.  
**C Friesner made a motion to approve claims, L Cooper seconded. Motion passed.**
- Clerk provided June payroll 17 Claims for a total of \$2500.32. This included a 1<sup>st</sup> quarter payroll omission for EMS meeting/training sessions.  
**C Friesner made a motion to approved payroll. L Cooper seconded. Motion passed**
- Cash Control Statement for June was reviewed and compared to the Treasurer's information and matched. [noted is a clerical issue that will be researched and fixed once both treasurer and clerk can adjust the cd disbursements] 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:** (Matt Kartes)

- Fire Department team during this meeting was in a CISD [critical incident stress debrief] training due to recent local incident including life loss. The leaders of this training are highly regarded and since many knew the victim was essential.
- Fire hall and hydrant cleaning was completed. The hydrants in the Poplar River Water District will be checked at the next meeting.
- The July 4 Fish Fry was very successful with additional donations. Four fryers and well-trained fire dept chefs could barely keep up with the sandwich demand!
- Chris Homyak's probation period is complete and he was voted in. Homyak and Nic Reineccuis will start their EMT training in September.

**Supervisors' Report:**

**C Friesner:**

- Helped with Lutsen 99er as call support; also attended 4<sup>th</sup> of July event.
- Called pest control who has installed traps; expect monthly invoice.
- For the emergency shelter next steps: still in conversation with Mal for propane tank installation and generator location
- See Old Business for more information

**L Cooper:**

- WTIP recording on behalf of Lutsen Township was not done since no call came; she will investigate
- Will meet with Red Cross representative and S Toftey about Emergency Shelter in late July/early August

**C Homyak:** Not Available [in fire department CISD training]

**Old Business:**

- Consideration to make Lutsen township suitable for emergency shelter; generator. [See above]
- Tree fallen on fence line of ball park; **M Kartes has reviewed the problem, has a plan, and will submit an estimate, and purchase any necessary materials so repair is completed soon. 3-5 dead spruce and balsam will be removed. The donated oak saplings will replace those trees.**
- Pest Control issue: done

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- Brushing removal around Lutsen sign and additional areas: **done**. D Somnis can complete brushing below town hall yard and at Grand View park. M Kartes can do the heavier duty brushing if blades are required.
- Parking lot line striping; each supervisor will review and discuss best way to implement parking lot striping over the next month however no final discussion to be made until after the parking lot has been resurfaced. Fire Chief Duclos requested new painting on “no parking” signs in front of fire bay doors. **Incomplete**
- Garbage signs for Grandview Park. Clerk Mcquatters-Spangle presented 12 designs for supervisors to review **Incomplete**
- 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. **No Report**
- Cardboard trailer road maintenance. Commissioner Storlie agreed to contact the county for maintenance. **No Report**

**New Business:** .

- A first Concession Stand use at a Tball game offered a trial run.

**Donations:** North Shore winery LLC, Musty Barnhart Agency: C Friesner motioned to accept L Cooper seconded, Donations accepted.

**Citizen Comments:**

- Community Rummage Sale Tents were put up and taken down by the Fire/EMS department. S Hexum-Platzer provided a check to support their department for this welcomed help.

**Adjournment:** C Friesner made a motion to adjourn; seconded by L Cooper. Motion passed and the meeting was adjourned at 7:40 pm

Respectfully Submitted, Sharon Hexum-Platzer, Deputy Clerk; Carl Friesner; Chairperson