

Approved

**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, Matt Kartes, Tim Lien, Chris Homyak

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

**Approval of Agenda:**

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

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

- Currently attending a Legislative meeting and unable to attend.

**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's behalf
- F. Lutsen MTN IRRRB letter of support

**Treasurer's Report:** A VanDoren: As of February 29, 2024;

North Shore Federal Credit Union has; General Fund Checking \$213,572.50, General Building Fund Savings \$35,729.23. Grand Marais State Bank has; Fire/EMS truck fund Money Market \$117,079.08 totaling \$366,380,81.

CD investments; 7-month CD at North Shore Federal Credit Union \$100,396.17, 13-month CD at Grand Marais State Bank \$100,000.00, 29-month CD at Grand Marais State Bank \$100,391.47; totaling \$300,787.64.

Year to Date Receipts \$15,635.33, Year to Date Disbursements \$330,146.30

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**

**Review and Approval of Claims:**

## Approved

- Clerk S. Mcquatters-Spangle provided the invoiced February Claims. Details; 18 claims for a total of \$10,065.40 This included \$909,91 for air pack service and air quality test, \$2,167.10 for turnout gear, \$1,962.83 electronic funds transfer for overdraft correction, \$2,460.00 to replace all locks at townhall.  
**C Friesner made a motion to approve claims, L Cooper seconded. Motion passed.**
- Clerk provided January payroll Claims for a total of \$2,569.11  
**C Friesner made a motion to approved payroll. L Cooper seconded. Motion passed**
- Cash Control Statement for January 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)

- 2 Fire calls for month including the Lutsen Resort Fire and traffic control. Lutsen Resort Fire volunteers were on site for over 16 hours sustaining some damage to the engine truck and fire chiefs' truck, both claims have already been filed with insurance. Fire chief has continues working extensively with state fire marshal to review Lutsen Resort fire.
- Fire hydrant at Lutsen Resort fire failed, seals at bottom of the hydrant or just the connection have become a serious issue. Fire chief passed out forms to supervisors to be reviewed that will be sent to the responsible maintaining organization Poplar River Water District requiring the replacement of broken pipelines to maintain fire code orders as a statutory requirement in Minnesota after a failed fire safety inspection in violation Minn. Stat. 299F.011. General timeline will consist of 30 days to organize an action plan with resolution of the issue by the late summer.
- Requested review of long-term fire calls compensation. Currently volunteer fire fighters receive \$25 per fire call and this has remained unchanged since 2004 however for longer calls such as the 16-hour Lutsen Resort fire reevaluation should be considered. S Hexum-Platzer advised them to bring the matter up during the annual meeting March 12, 2024.
- Fire chief requested grant writer S Hexum-Platzer help in writing out SCBA grant due March 8, 2024. S Hexum-Platzer requested addition information and contracts prior to beginning grant.
- March 11<sup>th</sup> fire marshal, insurance and expert in all different fields will be meeting at townhall before reviewing Lutsen Resort aftermath
- EMS training with ambulance director Karla and medicine review
- Standard Operating guidelines for Cook County ambulance requested to be reviewed and upgraded
- EMS responded to 4 calls over the last month
- Fire/EMS requesting ordering of new batteries and small supplies; new printer and chrome book ordered with claims to be submitted to clerk.

## Supervisors Report:

### C Friesner:

- Contacted Northern Epoxy on quote to fix up town hall entry way and requested materials deposit
- Inquired on help needed at Lutsen Resort fire
- Discussed required turnout gear with fire chief
- Helped with plumbing issue at townhall
- Partner Danielle interested in creating a "Go Fund Me" for Lutsen fire

### L Cooper:

- WTIP setting up prerecording for Lutsen Township updates
- Corresponded with Mr. Keyport to begin securing funds for short term emergency shelter
- Interviewed with journalist on loss of Lutsen Resort; thank you for all that came out to help!

## Approved

- Lutsen Fire/EMS Department
  - Tofte Fire Department
  - Tofte First Responders
  - Schroeder Fire Department
  - Grand Marais Fire Department
  - Maple Hill Fire Department
  - Gunflint Trail Fire Department
  - Finland Fire Department
  - Silver Bay Fire Department
  - Grand Portage Fire Department
- Mike Rose Excavating  
North Shore Oil and Propane  
Cook County Highway Department  
Arrowhead Electric  
Clearview General Store  
Cascade Lodge and Restaurant  
North Shore Health, Cook County  
North Shore Health, Ambulance  
Cook County Sheriff's office and Public Safety

## C Homyak:

- Passed first Fire 1 class testing
- Assisted in Lutsen Resort fire fighting
- Placed insurance claim for ball park fence. Claim was denied but this specific out building feature has now been added onto insurance.
- Fire engine and fire chief trucks damaged in Lutsen Resort fire, insurance claims filed
- FEMA grant for SCBA gear researched
- Research for water shed

## 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; Awaiting estimate cost
- New Fire door lock; awaiting supplies to be shipped
- 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**
- 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**

## New Business:

- Potential Election Judges for 2024 local election; Sharon Hexum-Platzer, Alta Mcquatters, Leak Ekstrom. **C Friesner made a motion to accept these election judges for the Lutsen Township March 12, 2024 election. C Homyak seconded. Motion passed**
- Flir camera and turnout gear requestion from Lutsen Volunteer Fire Department.
  - Supervisors were presented with an item description, photo and estimate cost to purchase a new flir camera through Alex Air Apparatus for a total of \$5,258. Fire Chief Duclos explained to necessity for a flir camera when surveying a fire sight; currently the malfunctioning Lutsen fire flir camera was purchased back in 2005 and is unable to be repaired due to age.
  - Turn out gear for EMS requires 2 new sets averaging \$500 each
  - Turn out gear for Fire currently needs two new sets for two new volunteer fire fighters in training. Another 8 sets are also requested due to expiration of safety OSHA standards each averaging \$4500 that includes, boots, pants, jackets and helmets. To keep in compliance of safety, OSHA, NFPA and insurance all 10 new sets of Fire turn out gear is requested. **C Friesner requested an expiration list of turnout items and Fire items to better track anticipated payments. C Friesner made a motion to purchase the new turnout gear and get all the guys covered. L Cooper seconded. Motion passed.**

Approved

C Friesner requested a scheduling itinerary to be made up for items needing to be services, fixed or replaced to create a new line item with budget planning.

**Donations:** N/A

**Citizen Comments:** N/A

**Adjournment:** C Friesner made a motion to adjourn; seconded by L Cooper. Motion passed and the meeting was adjourned at 8:19 pm

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