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Lutsen Township Board Meeting Minutes
May 21, 2024
Lutsen Town Hall

Present: Ashley VanDoren, Carl Friesner, Samantha Mcquatters-Spangle, Lollie Cooper, Steve Duclos, Matt Kartes, Tim Lien, Chris Homyak, Ginny Storlie, Philip Creighton, Sharon Hexum-Platzer, Andrea Tofte

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 May agenda, L Cooper seconded. Motion passed.

Approval of March Meeting Minutes: L Cooper made a motion to accept the April meeting minutes, C Homyak seconded. Motion passed.

Commissioner's Report: (Ginny Storlie)

- Senator Hauschild updated everyone via email about money distribution to be received for Cook County including
 - \$314,371.27 of the EMS one-time aid will go to communities in Cook County
 - \$100,000 to Lake County Ambulance Service to establish a training program for Cook County and Lake County high school students interested in pursuing careers as emergency medical technicians.
 - • \$160,000 for a playground and park to Grand Portage Band of Lake Superior Chippewa
 - • \$2,250,000 for housing and a new solid waste transfer station in Cook County
 - • \$200,000 for commercial drivers' licenses and trades training for Cook County Higher Education
 - • \$25,000 for trail maintenance and equipment for Cook County ATV Club
 - increase the maximum taconite homestead credit for those living in the taconite relief area to \$515,000. The estimates show this will save property taxpayers approximately \$7.05 Million in relief starting in 2025.
- Gitchi Gami trail reported engineers have now started planning and construction of the bridge need on the Lutsen section of the trail with plans to surface. The next section construction is set to begin in 2025.
- Commissioner Sullivan has started planning for senior citizen evacuation and preparedness plans for west and east end of Cook County.
- A vote on Wake boarding on Caribou Lake ended in a ban due to environmental damage it caused on the shore lines and to indigenous species.
- Maintenance Director Brian Silence to retire in September of 2024
- Childcare seedings program to provide daycare for children aged 0-3 years old is currently waiting for permitting after construction concluded in one of the rooms at Birchgrove in Tofte.
- Cardboard trailer current location to be maintenance by Cook County after many complaints about dirt road conditions; planning and zoning has commissioned the location to be filled with gravel and maintained.

Public Health: (Andrea Tofte)

Public health coordinator Andrea Tofte wanted to present Lutsen with a plan of action in setting up a sort term emergency shelter and offer a line of support. The process to become an emergency shelter requires permitting and additional paperwork to set up what qualifies for an emergency, what is required to be available and ready at the location and proper procedures be set in place. Does this short-term emergency qualify for an evacuation point? After these issues have been addressed emergency management will need to approve the location for an emergency shelter. Talking with supervisors Homyak and Cooper who attended to training for emergency shelters Mrs. Tofte offered to become a liaison between Lutsen and the red cross from Duluth and create a plan. Small shelters are not required to need red cross however they do provide support and could offer help with volunteers to run an emergency shelter in case all current personal are unable stay at shelter; example is if there was a large fire and all fire/EMS were needed to help combat the fire.

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Supervisors Homyak, Cooper and Friesner all agreed to have Mrs. Tofte contact red cross and help to create an overview and protocols needed to get an emergency shelter running. Possibly partnering with public health to meet quality standards. A possibility to contact rescue trailer for pets that is located in the Duluth area in case of emergency. Lolli Cooper will be the contact person for all details related to the emergency shelter.

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

Correspondence: 10 rentals booked, 2 townhall showings, 4 voice messages for fire/forwarded. New address found for Stryker medical through customer service. 4 voice messages redirected to proper departments. Emails; Stations: Apparatus Bay Mystery | Station Design Conference Preview | Construction Delivery Methods Explained; State and Local Fiscal Recovery Funds (SLFRF) Program Annual Report Workshop; Spring Prescribed Fires Start on the Superior National Forest; SLFRF April Newsletter; HOME ARP Information Session/forwarded; Remittance Advice Notification/emailed; We as Members make MAT email/forwarded; Epoxy for flooring-all effected parties/rentals notified; City of Grand Marais Weekly Update/forwarded; Martinez Architects: The Fire Station Architects/forwarded; We as members make MAT-District Court Judge says NO/forwarded; AAAA Newsletter, May Update; recording of virtual open house available; Bylaw Question Results for MAT lawsuit/forwarded; FY25 Congressionally Directed Spending/forwarded; Spring 2024 Bear Aware Release/forwarded; OSA Weekly Update - April 26, 2024; April 2024 Newsletter for MAT; Arrowhead Area Agency on Aging caregiver conference; Emerald Ash Borer Found in Rock County; 2024 MNCAER Virtual Pipeline Safety Program/forwarded; Insurance issues with MAT via supervisor Homyak/forwarded 3 times; CCHE May Events Newsletter; Notification: Board of Adjustment - 08 May 2024 concerning Lutsen/forwarded; 2024 MAT Membership Survey - response requested/forwarded; OSA Weekly Update - May 3, 2024; Upcoming Road Closures and Delays in the Tofte and Gunflint Areas/forwarded; Upcoming Event: Town Law Review/forwarded; Tofte and Gunflint RD Spring Prescribed Fire Press Release/forwarded; National Oceanic and Atmospheric Administration Office for Coastal Management webinars available/forwarded; Fry Fire Update-May 16, 2024-Tofte Ranger District/forwarded; Reminder: Town Law Review for MAT/forwarded; SNF BWCAW Emergency Closure Order - Iron Lake to support; SAR/forwarded; Announcing the Town Law Center PLLP - Serving MN Townships/forwarded.

- A. Coordinated with cleaning of townhall
- B. Updated CTAS to 2024
- C. Started updating all insurance form for contractors
- D. Attended virtual PERA webinar
- E. Reviewed coding issues to match with treasurer
- F. LBAE meeting prep/minutes/posting and review
- G. S. Hexum-Platzer presented generator concerns at commissioner meeting
- H. Law mowing bid notice

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

North Shore Federal Credit Union has; General Fund Checking \$210,496.07, General Building Fund Savings \$35,738.02. Grand Marias State Bank has; Fire/EMS truck fund Money Market \$119,654.12 totaling \$365,888.21.

CD investments; 7-month CD at North Shore Federal Credit Union \$101,635.61, 13-month CD at Grand Marais State Bank \$100,000.00, 29-month CD at Grand Marais State Bank \$100,391.47; totaling \$302,027.08.

Year to Date Receipts \$54,834.36, Year to Date Disbursements \$380,840.27(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

Review and Approval of Claims:

- Clerk S. Mcquatters-Spangle provided the invoiced April Claims. Details; 18 claims for a

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total of \$29,254.72 This included \$2,068.50 for fire truck annual inspection, recharge and tear down. \$604.73 to reimburse truck parts of fire chief personal vehicle damaged in Lutsen resort fire. \$18,550 for the combined demo of townhall entry way and painting of exterior of Lutsen townhall. \$1,300 for auto extrication training. \$3,413.84 for continued replacement of expired turnout gear for fire and EMS personnel.

C Friesner made a motion to approve claims, C Homyak seconded. Motion passed.

- Clerk provided May payroll Claims for a total of \$2,611.22

C Friesner made a motion to approved payroll. L Cooper seconded. Motion passed

- Cash Control Statement for May 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)

- 5 fire calls over the last month including a vehicle fire and attending a gas fire
- 10 EMS calls since the last meeting including a 3-hour rescue at eagle mountain
- Fire chief sold the old jaws of life to Tofte fire
- Fire chief requesting permission from supervisors to temporarily place the fire truck at the fire crew's residence during a wedding ceremony. C Friesner motioned to allow the fire truck to be moved temporarily, C Homyak seconded. Motion passed.
- Fire chief also requesting brining fire truck and new turnout gear to Lutsen block party June 14th, 2024.
- EMS Fred and Kassia have received their new completed EMS gear (all old turnout gear will be donated to Ukraine)
- EMS attended a one-day training conference.
- Fire trucks were cleaned and inspected
- Emergency vehicle pumps cleaned and tested
- Fire Chiefs next meeting will be held at Lutsen townhall July 15th, 2024
- North shore offering a hose tester meaning fire crews will no longer need to use engines to test all hoses and will expedite the testing process
 - Pipe line/hydrant update; currently the Lutsen fire hydrants do golf course and Lutsen resort fire location do not work properly or at all and those who are supposed to maintain (businesses and associations that received a grant to build and maintain previously) are currently in violation which is a misdemeanor as they were not built up to code. Commissioner Storlie asked what is needed to fix the issues with the pipe lines? Fire Chief Duclos let her know essentially the entire line and hydrants need to be replaced. No response from any informed association or business received from the 90 days requirement for plan of action however it was suggested that at the next association meeting they will trying to have Cook County take over however fire chief Duclos let it be known that the businesses and associations received the grant money for the installation and maintenance of the pipe line and hydrant when it was first petitioned for and installed. This pipe line system and hydrants were meant to protect the businesses in Lutsen like Papa Charlies and Lutsen resort but as they have not been working; fire trucks are having to pump from lakes away from fires and commute back with water.
- Lutsen fire evacuation plan is currently located on the county website and is an ongoing work in progress.

Supervisors Report:

C Friesner:

- Helped to demo tile in entry way at Lutsen townhall; Epoxy flooring installed. Thank you, Sharon and Scott for painting and installing of trim/chair guards.
- T-ball and little league to begin soon at Lutsen ball park for the summer.
- Reviewed concession stand for summer events; will plan on bringing fill to level off and be more presentable

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- West end garden club requested for townhall exterior

L Cooper:

- WTIP setting up prerecording for Lutsen Township updates
- Attended emergency shelter training and connected with public health coordinator
- Continued communication efforts with Mr. Keyport for Lutsen emergency shelter; currently no change

C Homyak:

- Attended emergency shelter training and connected with public health coordinator
- EMS conference
- Worked on insurance claim for truck; requesting to look at other insurance for townhall as they are become abrasive and unwilling to replace damaged parts with similar quality items

Old Business:

- New Fire door lock; awaiting supplies to be shipped
- Consideration to make Lutsen township suitable for emergency shelter; generator.
 - **L Cooper will be the point of contact for public health coordinator and red cross protocols.**
 - **C Friesner will connect with Hank to start the process of finding generator to purchase.**
- 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**
- 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.*
- Garbage signs for Grandview Park. *Clerk Mcquatters-Spangle will search and review signs to present to supervisors at June monthly meeting.*

New Business:

- Letter of support for sale of alcohol requested for Superior cycling association. *C Friesner made a motion to approve writing a letter of support; C Homyak seconded. Motion passed.*
- Brushing around Lutsen sign and additional locations. *Matt Kartes will be scheduling in bushing services around the Lutsen sign and townhall.*
- Apple and Burr oak trees donated for planting at Grand view park and Lutsen townhall by Sharon Hexum-Platzer. *C Friesner will confer with Sharon on locations for planting.*
- Review of townhall insurance and look into new insurance companies; *Supervisor Homyak will review additional insurance companies and present at the June townhall meeting.*

Donations: N/A

Citizen Comments: Sharon Hexum-Platzer

- **Lutsen Rummage sale will be held July 13, 2024** and requesting help from Lutsen fire with tent set up
- Thank you Lutsen for helping trailbreakers in fund the construction of a new snowmobile bridge. As of now the projected cost is \$492,750. Sharon will be interviewing with WTIP about the ongoing process, fundraising and donations it has taken to get to this point; Thank you!
- Great job Steve Duclos on the exterior painting of Lutsen townhall!
- **Ashley VanDoren as a representative helping the Lutsen 99er; we are requesting SAG drivers for the Lutsen 99er event at the end of June. This volunteer position (you will receive a gas card and a pad to place in your truck bed) is using your truck to transport bikes and personnel unable to finish race back to a safe location. Please contact Paul Nordlund or Ashley VanDoren if you are able (a truck is required).**

Adjournment: C Friesner made a motion to adjourn; seconded by L Cooper. Motion passed and the meeting was adjourned at 8:30 pm

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