

Town of Duluth

Town Board Meeting January 11, 2024

Special Meeting for Planning Secretary Interview: Kathleen Zweber 6:00 p.m.

Call to order: The regular meeting was called to order with the Pledge of Allegiance at 6:31 p.m. Supervisors Rolf Carlson, Penelope Morton, ArMand Nelson, and Stacia Grayson present. Supervisor Jim Ward was absent. Planning Director Liz Strohmayr, Planning Secretary Beth Mulan, and Police Chief Mark Haselow were present. Deputy Clerk Hannah Jurek, and Clerk Nicole Chatterson were also present.

Approve Minutes: One change with the attendance recorded, Supervisor ArMand Nelson was present. ArMand moved to approve the December 14, 2023, minutes. Penelope seconded. The motion carried.

Approve Agenda: ArMand moved to approve agenda as written. Penelope seconded. The motion passed.

Finances: The Treasurer provided a report with a beginning balance of \$610,487.79, Deposits of \$184,073.96, Expenses of \$24,617.43, and an Ending Balance of \$769,944.32. ArMand moved to approve the payroll net pay account distributions and the claims list for approval. Penelope seconded. The payroll net pay account distributions and the claims list for approval were approved and signed.

Public Comment: Bob had a question regarding last month's meeting regarding the Trygstad. He feels that the Board should be able to tell who the attorney is. Liz provided them with the name.

Department Reports:

Police: Jim asked Mark to work with the resident on East Shilhon as their junk is spilling onto the road.

Fire: There was a mysterious loud boom in the Palmer Court Neighborhood. The department responded but did not find a source. Otherwise, it has been quiet.

Planning and Zoning: There are some interesting cases that we are working on. Dealing with violations.

Legal: Noting to report.

Roads: Residents from the Torgeson Road were in attendance. They stated that the end of road Torgeson Road is not being plowed. They also stated that there would be gravel added and that had not been accomplished. The ditching has not been completed yet either.

Town Hall: The Clerk recommended that the Town has Plunkett's Pest Control visit the Town Hall for ant control and other pests. Stacia spoke with Litman Construction, and they were interested in placing a bid, this should be available by next month.

Motion: Armand moved to approve for the initial expenditure of \$1000.00 for initial ant control from Plunkett's. Penelope seconded the motion passed unanimously.

American Rescue Plan Act: Waiting for additional bids on upcoming projects related to the ARPA funds.

Materials Management: Roger had a lengthy conversation with Lorilee Blais. They are building a new dump on Highway 53. It was noted in the conversation with Lorilee, that we have had an increase in recycled material and discussed why our recycling center has had such an increase. It was determined that we are having a lot of commercial entities in the area bring their cardboard and other recyclables to our center. She will be reaching out to some of the businesses, as they should be paying for a dumpster service as this program was intended for residential use and not commercial.

Cemetery: All quiet.

Communications: Hannah is working with AnySite on the new website project.

Personnel:

Motion to hire Planning Secretary Assistant: Penelope moved to hire Kathleen Zweber as a planning secretary assistant for a probationary period of six months on an hourly basis up to 15 hours a week. ArMand seconded. The motion passed unanimously.

Motion to establish wages: Penelope moved that the wages be set at \$16 per hour for the Planning Secretary Assistant. ArMand seconded. The motion passed unanimously.

Old Business: Snow removal for Town Hall. No contract was signed. Jim will follow up.

New Business: North Shore School Endowment Board: A question was asked is the Town can donate to the fundraiser. It was noted that as a town we are unable to make donations.

Motion to Approve List of Election Judges for 2024: ArMand moved to approve the 2024 election judge list. Penelope seconded. The motion passed.

Correspondence

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| ○ Hanft Fride | ○ Modern Pumping Today |
| ○ U of M Tech Exchange | ○ Duluth Township Newsletter |
| ○ Gnesen Township | |
| ○ CLP Powerlines | ○ MN Power |
| ○ | ○ |

Calendar Events and Meeting Schedule

- Tuesday January 16 2024 Morning office hours closed office open from 1-5 p.m. for filling period.
- February 9-March 11, 2024, Absentee Balloting Period for Township Elections
- Friday, March 1, 2024, 11:00 a.m. Public Accuracy Testing
- Tuesday, March 5, 2024, Clerks office closed for Elections
- Tuesday, March 5, 2024, Presidential Nomination Primary Elections
- Friday, March 8, 2024, 11:00 a.m. Public Accuracy Testing
- Saturday, March 9, 2024, 10:00 a.m.- noon, Absentee Voting
- Monday, March 11, 2024, 3:00-5: 00 p.m. Clerk's office open for absentee balloting
- Tuesday, March 12, 2024, Clerks office closed for Election.
- Tuesday, March 12, 2024, Township Elections 7:00 a.m.-8 :00 p.m. and 8:15 p.m. Annual Meeting
- Tuesday, March 19, 2024, Bad weather date for Township Elections and Annual Meeting, times will be the same.
- Thursday, March 14, 2023, 6:00 p.m. Board of Canvass
- Thursday, March 14, 2023, 6:30 p.m. Town Board Meeting

Adjournment: Penelope moved to adjourn at 7:59 p.m. ArMand seconded. The motion passed unanimously.