

# Town of Duluth

Town Board Meeting January 9, 2025

**Call to order:** The regular meeting was called to order with the Pledge of Allegiance at 6:32 p.m. Supervisors Rolf Carlson, ArMand Nelson, Saprina Matheny, Stacia Grayson, and Jim Ward were present. Fire Chief Bob Engelson, Planning Director Liz Strohmayer, and Clerk Nicole Chatterson were also present. Police Chief Mark Haselow was absent. There were community members present as well.

**Approve Minutes:** Saprina moved to approve the December Board Meeting minutes. ArMand seconded. The motion passed unanimously.

**Approve Agenda:** ArMand would like to add MS4 and emergency management under supervisor report. With those additions the agenda was approved.

**Finances:** The Treasurer provided a report with a Beginning Balance of \$541,194.82, with Deposits of \$189,563.72 and Expenses of \$41,949.40, for an Ending Balance of \$688,809.14. ArMand moved to approve the financial statement and payroll. Stacia seconded. The motion unanimously passed. The payroll net pay account distributions and the claims list for approval were approved and signed.

**Public Comment:** Dave Neuenfeldt: Informed the Town Board that he submitted a statement of opposition, that was mailed to his residence from the Concerned Community Member group regarding Les Grumdahl to the Township. Dave wanted to express his concerns with the clear cut. He stated that he contacted the DNR and Liz Strohmayer. He was told that the property owners can do what they want with the property. He will be attending the Planning and Zoning meeting this month. He is asking that the board know.

Shane Stolp: Shane spoke on behalf of the NSCR. He stated that there are 85 kids on average that use the rink. Shane expressed his concerns that the Board was discussing disbanding the MOU between the NSCR and the Township. The Board informed Shane that the intent was to create a community recreational fund.

## Department Reports

**Police:** There have been some calls this past month.

**Fire:** The department is starting the transition of the brush truck. The old truck will be ready for disposal, it can be sold. They are currently working on a FEMA grant to purchase a new truck. The results of that grant should be available this fall. The fire truck that Two Harbors will be selling should be ready this spring. They will be selling it either by using a sealed bid or an online auction. Bob inquired if there were any extra funds from ARPA. If we purchase the rig from Two Harbors, it will hold us over until the grant is approved. As a new rig would take about two years to build. Then once the new rig is completed the department could choose to sell that rig or place it at one of the other Halls.

**Planning and Zoning:** The Commission working on updating the ordinance. There are no public hearing this month. At this month's meeting they will be discussing the Les Grumdahl property.

Les Grumdahl Property: They have a Conditional Use Permit to operate a business in a residential zone. The Planning Commission will be the ones who need to address the violations within the CUP. There are very specific violation issues that need to be addressed. We had over 100 people writing in. Liz discussed that replanting must be done by September 30<sup>th</sup>. ArMand asked if they have complied with the lighting. As of now, no. Stacia: have they not responded at all? Liz: I had a conversation with both on the phone, then a follow up after the site visit. Les agreed to a vegetation management plan. Saprina: is there a storm water runoff plan? Liz: that kind of applies, in this case, they didn't do land disturbance to the effect of roughing up the land. A land disturbance permit would not be required. The vegetation zone along the stream 300 ft of healthy should have remained. You cannot remove healthy trees in the LSSLO. ArMand: is there another piece that you didn't address? Liz: when I sent the letter they had not cut near the stream. So, I will need to update that. There are also 3 shipping containers. And two signs, where they should only have one. Liz will address all non-compliance issues with this property. ArMand hopes that they address what they can immediately like the lighting issue. Liz will follow up before the Planning and Zoning meeting so she can update the Commission at that time.

**Legal:** nothing to report.

**Roads:** Roads are quiet. We need to file an email with the County Roads department to inform them of the new road addition on Torgeson Road, so they can provide snow removal services. This should not affect the overall cost of that service.

**Town Hall:** Water heater is out. ASP is working on getting it operational. Parts needed to be ordered. It was asked if this were an item that would need to be replaced in the near future? We are also looking into a water filtration system, the Clerk's office will seek quotes.

**American Rescue Plan Act (ARPA):** Appliance is in the process of being purchased.

**Materials Management:** It has been busy after the Christmas rush. Received the grant paperwork for 2025, Carolyn will work on completing the application for funding.

**Cemetery:** There was a burial yesterday.

**Communications:** The Newsletters should have been delivered this week. The newsletter deadline will be earlier for the March edition so there is time for the candidate and budget information to be shared prior to the Annual Meeting.

**Supervisor Report:** NSCR: we do not have receipts to issue a check. The Township cannot support capital expenditures projects, and we would need receipts to reimburse. There was a discussion about having a recreational fund that would have an application process for the funds. State statute dictates that we can fund up to \$10,000.00. Stacia asked Mr. Stolp if there was information published anywhere, because as a community member with children who would use that space, she doesn't know where to find information on the rink operating times and how one can volunteer. Mr. Stolp did note that the rink should be open tomorrow. It was recommended that Mr. Stolp submit an article so we can publish the information in the Town's Newsletter, Facebook page, and website. Mr. Stolp said he will look into creating Facebook group as a way to connect with the community.

Congdon Trust: Mr. Witty is finalizing the memo to the City of Duluth.

MS4: We signed the Master Services Agreement with SEH so we can move forward with MS4 related work.

Emergency Management Plan: The Emergency Management Group has revised and updated the Emergency Management Plan. ArMand will send the document to the Clerk, and she will share it with the Board before next month. In hopes that they can approve it at the next meeting.

**Personnel:** The Clerk shared that the IRS Mileage Rate Increase to \$0.70 per mile. Laura is learning the position; she is doing well.

Election Judge List Approval. The Clerk asked the Board to approve the most current version of the Election Judge list.

Motion: Saprina moved to approve the list of election judges for 2025. Armand seconded. The motion passed unanimously

**Old Business:** No old business.

**New Business:** No new business.

#### **Correspondence**

- |                                     |                    |
|-------------------------------------|--------------------|
| ○ Duluth Township Newsletter        | ○ Hanft Fride Card |
| ○ CLP Powerlines                    | ○ Thompson Gas     |
| ○ MPT                               | ○ LTAP Exchange    |
| ○ Letter's from Concerned Residents |                    |
| ○ Gnesen Township Newsletter        |                    |

#### **Calendar Events and Meeting Schedule**

- December 31, 2024- January 14, 2025, Candidate Filing Period for March Township Election
- Tuesday, January 14, 2025, Morning Office hours closed. Office hours will be from 1:00 p.m.-5:00 p.m.
- January 15 -16, 2025 Candidate Withdrawal Period
- Annual Budget Meeting: February 12, 2025, 6:30 p.m. Budgets are due Feb 1 Nicole will have the budgets to the department heads by the middle of January.
- February 7, 2025- March 10, 2025, Absentee Voting
- February 13, 2025, 6:00 p.m. Board of Audit Meeting
- February 13, 2025, 6:30 p.m. Town Board Meeting
- March 11, 2025, 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 13, 2025, 6:00 p.m. Board of Canvass
- Thursday, March 13, 2025, 6:30 p.m. Town Board Meeting

**Adjournment:** Stacia moved to adjourn the meeting at 7:49 p.m. Jim seconded the motion. The motion passed unanimously.

