

Town of Duluth

Town Board Meeting May 9, 2024

Call to Order: The regular meeting was called to order with the Pledge of Allegiance at 6:33 p.m. Supervisors Rolf Carlson, ArMand Nelson, Jim Ward, and Saprina Matheny were present. Supervisor Stacia Grayson was absent. Planning Director Liz Strohmayer, Fire Chief Bob Engelson, and Police Chief Mark Haselow were present. Deputy Clerk Hannah Jurek, and Clerk Nicole Chatterson were also present.

Approve Minutes: ArMand moved to approve the April Town Board meeting minutes. Jim seconded. The motion passed unanimously.

Approve Agenda: Saprina would like to add under personal "personal policies". With the changes the agenda was approved as written.

Finances: The Treasurer provided a report with a beginning balance of \$657,829.24 Deposits of \$10,920.52, Expenses of \$53,249.10, and an Ending Balance of \$649,107.14. MAT billed for two supervisors who paid at the door. Claim 4036 needs to be rewritten. ArMand moved to approve the payroll net pay account distributions and the claims list for approval, with the exception of the MAT check to be updated. Saprina seconded. The payroll net pay account distributions and the claims list for approval were approved and signed. The Clerks office recommended that the Board update the Park State Bank Signature Card.

Check Authorization Signature Sheet: Saprina made a motion to add Hannah Jurek to the check authorization signature sheet at the Park State Bank 613 1st Avenue Two Harbors, MN enabling Nicole A. Chatterson, Rolf Carlson, Melinda Peulen, and Hannah Jurek as signature on the Town's Check Authorization sheet. Seconded by ArMand. The motion passed unanimously.

Public Comment: Sue Lawson spoke with the Board regarding her concerns about the outdoor lighting at the Town Hall and the night light pollution. Sue referred to the Town's Ordinance and the Town's Comp Plan. Sue wanted to make sure that the Township maintained down cast lighting. Sue asked the Fire Chief if the Fire Hall had downlighting. He stated that they had purchased old City of Duluth streetlights and believes that they are not. She encourages the board to have down cast lighting for the Town Hall.

Department Reports

Police: Things are peaceful. The Chief asked if there would be anything left after the ARPA fund projects. As next year he will be needing to purchase a new squad and the cost of the squads have drastically increased.

Fire: Fire Chief Bob Engelson said that the gas boiler at the Fire Hall needed to be serviced. The Township received notice of an upcoming public hearing for MN Power Rate Increase. Saprina will draft a letter on behalf of the Township.

Planning and Zoning: Planning Director Liz Strohmayer noted that there is a Commission Opening as a long-time member will no longer be serving on the Commission. May will be the last meeting for that member. Mr. Scott Witty sent out two letters this past month. The individuals have until the end of May to fix the issues.

Legal: Nothing to report

Roads: Bob is out grading between the rainstorms. Greenwood Road still needs to be graded. The Torgeson Road residents have received the final paperwork. Within 10 days of them signing the document the Board will need to meet to accept the dedication.

Town Hall: The Board would like to make sure that all exterior lighting is compliant with the Towns lighting ordinance. The Clerk will speak with CLP regarding a shield for the parking lot lights. There were two bids presented for a lighting upgrade to

the Town Hall. They would update the existing lighting with retro fitted LED lights. The Clerk requested to purchase a two-drawer filing cabinet for the Deputy Clerk. The existing router is not functioning as well as it used to the Clerk's office will work with Ward to get the router updated. Roger mentioned that the floor in the main hall will need to be refinished but no sanding. The Clerks office will reach out to Riverside flooring.

Motion: ArMand moved to approve Wolf Track up to \$9,500.00 to replace interior lighting with LED and to make sure the outdoor lighting dark sky compliant, for outdoor lighting. To be paid out of the capital improvement, Saprina seconded. The Motion passed.

Motion: Saprina moved to authorize the Clerk and Deputy Clerk to spend up to \$500.00 on business supplies and furnishings and replacements. Jim seconded the motion. The motion passed unanimously.

American Rescue Plan Act (ARPA): The bathroom project is 99% complete. They had a faulty aerator that they needed to replace. The annual ARPA report was completed by the Clerk and Supervisors Grayson

Materials Management: Nothing to report.

Emergency Management: The Town Board needs to approve a new director of the group. The Emergency Management group recommends that ArMand be the director.

Motion: Saprina moved to accept the Emergency Management group's recommendation that Armand Nelson be appointed as the Township Emergency Management Director. Jim seconded. ArMand abstained. The motion passed unanimously.

Cemetery: The door was replaced on the cemetery building.

Communications: Newsletter is out. Business listings on the Township website is being updated. The website update project is still moving along.

Personnel: Rolf, Saprina, and Nicole will meet to discuss Earned Safe and Sick Time ESST for salaried employees. Personnel policies, Saprina said it may make sense to review what personnel policy we have in place and possibly updating what is in place.

Supervisor Report: Duluth Area Townships: ArMand was not at the last meeting. They are having a picnic on May 16, 2024. Jim attended the North Shore Management Meeting.

Old Business: No old business.

New Business: No new business.

Correspondence

- CLP Powerlines
- Gnesen Township Newsletter
- Duluth Township Newsletter

Calendar Events and Meeting Schedule

- Monday, May 27, 2024, 11:00 a.m. Memorial Day Ceremony
- Thursday, June 13, 2024, 6:30 p.m. Town Board Meeting
- Friday, June 14, 2024, Clerks office closed
- Tuesday, June 25th 2024, 6:00 – 7:00 p.m. Emerald Ash Borer Presentation Town Hall.
- Saturday, June 29, 2024, Firewise event at Town Hall
- Tuesday, July 2, 2024, 10 a.m. St. Louis County will hold a meeting at the Town Hall.
- July 2, 2024- July 5, 2024, Clerks Office closed
- Thursday, July 11, 2024, 6:30 p.m. Town Board Meeting
- Tuesday, July 23, 2024 Clerks Office closed
- Thursday, July 25, 2024, Clerks office opens at noon

Adjournment: Jim moved to adjourn at 8:25 p.m. ArMand seconded. The motion passed unanimously.