

# Town of Duluth

Town Board Meeting February 8, 2024

**Call to order:** The regular meeting was called to order with the Pledge of Allegiance at 6:30 p.m. Supervisors Rolf Carlson, Penelope Morton, ArMand Nelson, and Jim Ward present. Supervisor Stacia Grayson was absent. Ken Peterson from the Fire Department was present. Treasurer Melinda Peulen, Deputy Clerk Hannah Jurek, and Clerk Nicole Chatterson were also present.

**Approve Minutes:** One typo fix: noting corrected to nothing. With that change ArMand moved to approve both the Regular meeting January 11, 2024, and the Budget Meeting February 7, 2024. Penelope seconded. The motion passed unanimously.

**Approve Agenda:** Add Plunkett's under Town Hall. With that change the agenda was approved.

**Finances:** The Treasurer provided a report with a beginning balance of \$769,944.32, Deposits of \$57,185.24, Expenses of \$57,612.38, and an Ending Balance of \$769,517.18. ArMand asked about the League of MN Cities claim. Nicole explained that it is for the squad computer access. 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:** There was no public comment.

## Department Reports

**Police:** Nothing to report.

**Fire:** There was an equipment failure on tender one. An insurance claim was filed, and they are waiting for the adjuster to finish his report. They received a new AED. One thing they wanted to note was that the DNR sells their surplus rigs, and they were hoping to replace the existing rig used to fight grassfires.

**Planning and Zoning:** Nothing to report.

**Legal:** Nothing to report.

**Roads:** Quiet winter, as everyone knows. Bob finished ditching on West Wildwood. Torgeson Road, legal papers were delivered to residents. We were waiting to receive trust paperwork to finish this project. The Clerk's office has received some of the paperwork and passed it along to Mr. Witty's office.

**Town Hall:** Parking Lot Lights: The south light in the parking lot burned out. The Clerks office provided the Board with quote options to replace the light.

**Motion:** Penelope moved to go with CLP for both security parking lot lights. ArMand Seconded. The motion passed unanimously.

Computer Chair: the Deputy Clerk requested that the Board purchase a new computer chair for her.

**Motion:** Penelope moved to purchase the chair the Deputy Clerk requested. ArMand seconded. The motion passed unanimously.

After last month's approval to have Plunkett's Pest Control address pest issues, the Clerk's office received a quote for year-round service.

**Motion:** ArMand moved to approve the Plunkett's Pest Control contract for service. Penelope seconded. The motion passed unanimously.

**American Rescue Plan Act (ARPA):** Bathroom Bid: We have finally received all the bids requested for the bathroom remodel. Penelope recused herself from the discussion. ArMand will have a conversation with Stacia regarding the differences noted in each bid. We will continue this conversation at the March Board meeting. The Town received another ramp bid for review.

**Materials Management:** Nothing to report.

**Cemetery:** Noting to report.

**Communications:** Hannah provided an update with the progress of our website revamp.

**Personnel:** There was a letter from the Clerk and Deputy Clerk regarding a request for an increase in wages.

**Motion:** Jim moved to increase the stipend for the Clerk for the Planning and Zoning stipend from \$83.54 to \$100/month. Penelope seconded the motion. The motion passed unanimously.

**Motion:** ArMand moved to increase both the Clerk and Deputy Clerk 30% to begin starting February 1. The Board will revisit during the July meeting. Penelope seconded the motion. The motion passed unanimously.

**Absentee Ballot Board Resolution 02082024 motion:** ArMand moved to approve resolution 02082024 appointing the absentee ballot board for the March election. Penelope second. The motion passed unanimously.

**Old Business:** No old business.

**New Business:** No new business.

#### **Correspondence**

- MPCA
- CLP Powerlines
- Gnesen Township Newsletter
- WLSSD
- Pipeline
- Uline
- Northwood Tech College

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

- 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 Election.
- 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, 2024, 6:00 p.m. Board of Canvass
- Thursday, March 14, 2024, 6:30 p.m. Town Board Meeting
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**Adjournment** Jim moved to adjourn at 7:47 p.m. ArMand seconded. The motion passed unanimously.