

# Town of Duluth

Town Board Meeting October 12, 2023

**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 were present. Supervisor Stacia Grayson was absent. Treasurer Melinda Peulen and Police Chief Mark Haselow were present. Deputy Clerk Hannah Jurek, and Clerk Nicole Chatterson were also present.

**Approve Minutes:** One change in the total for ramp estimate under Public Comment from \$35,0000.00 to \$38,782.00. With that change, ArMand moved to approve both minutes in August. The Regular meeting on August 10, 2023, and the ARPA meeting on August 24, 2023. Jim Seconded. The motion carried.

**Approve Agenda:** Agenda approved as written.

**Finances:** The Treasurer provided a report with a beginning balance of \$753,014.51, Deposits of \$21,483.06, Expenses of \$57,487.39, and an Ending Balance of \$717,037.18. The payroll net pay account distributions and the claims list for approval were approved and signed.

**Resolution 10122023.A:** A Resolution Accepting Donation of \$500.00 From Nana's Here LLC

Motion: Penelope moved to accept resolution 10122023.A, A Resolution Accepting Donation of \$500.00 From Nana's Here LLC ArMand seconded. The motion passed unanimously.

NSCR: Request for Funding, motion needed.

Mel is speaking as a Treasurer and a resident. It was stated that they would have \$3,000.00 per year until they reach \$10,000.00 for the boards. The Town gave them \$60,000.00 this year to pay for the boards. There was a discussion regarding past minutes and budgets.

**Motion:** Armand moved to give NSCR the \$3,000.00 for capital improvement that was budgeted in 2023 but not the \$6,725.00. We will not set aside the \$3,000.00 for capital improvements moving forward. Jim seconded that motion. The motion carried.

**Public Comment:** No public comment.

## **Department Reports**

**Police:** They had their annual audit performed by the Post Board, which they passed. The Chief recommends that we revisit the junk ordinance as it was written in 1997. He is recommending that we add a step up in violation fees if there is not compliance. Chief Haselow issued a citation for the property on the Englund road per the Township Junk ordinance. You can view the condition of the property on google earth. He had to meet with the Town Attorney regarding this as they don't know who will prosecute.

**Fire:** Chief Engleson was not able to attend this evening as they are currently working on EMR training this week. He reported that the pump work was completed on Engine One and Two. The second Chipper Days event will be held on October 19-22, 2023.

**Planning and Zoning:** No public hearings this past month and it was a short meeting. There will be one public hearing in October as of now and possibly a second.

**Legal:** Nothing to report.

**Roads:** Torgeson Road Update: First, the survey appears to be for a turnaround easement rather than the last 500 feet of Torgeson Road. It is the road section that we would be recording. The easement would be a separate matter and recording. Thus, we will need a survey map and legal description of the portion of the road being extended by way of accepting the dedication. Second, Application and Resolution Accepting the Dedication must have complete legal descriptions for the parcels owned by the dedicating landowners. The shorthand descriptions contained are insufficient. The reason for this is that the Dedication and the Resolution will be "recorded against" the properties dedicating the property, so that anyone checking title for these properties would see the dedication and realize that portion of the property is dedicated and accepted as ROW. The surveyor is working with our attorney to make sure that he has everything that is needed. The bump on spruce court is gone, the County fixed it this past month. ArMand noted that he has received some complaints regarding the lack of visibility of the stop signs on Greenwood Road. He will trim the trees back, so they are visible. We recently

received a rain event that produced 10 inches of rain that damaged the Johnson Road, this resulted in a complete washout and minor washout on the West Wildwood. We replaced the culvert on the Johnson Road. This will hopefully be covered under the potential State disaster which is currently waiting for approval from the Governors office. Snow Plowing: Todd Thomas is retiring and no longer wants to plow the Mace and Englund Roads. He did leave a referral from someone who would be willing to take over. Jim also met with someone with JBL who might be interested. They have a larger truck, and a grater. This could be beneficial as there were some resident complaints regarding the icy road conditions last year. A grater could cut grooves in the road, like the County does on our other gravel roads. Kurt Rodgers will still plow the parking lot at the Town Hall. Jim will reach out to Keith Darsow to verify he will still plow the Fire Department.

**Town Hall:** Before each year end the Board of Supervisors must pass a resolution stating where the following year's elections will be held.

**Polling Place Resolution 10122023:** Penelope moved to approve Polling Place Resolution 10122023. Seconded by ArMand. The motion passed unanimously.

**American Rescue Plan Act (ARPA):** Stacia has been reaching out to contractors seeking bids for the bathrooms. She also has been following up with Litman as they have not submitted a bid yet after their initial site visit.

**Materials Management:** The grant was received from WLSSD.

**Cemetery:** Nothing to report

**Communications:** Hannah has presented the board with a quote for a website redesign as our existing site is looking a little outdated compared to what is out there. She will reach out to AnySite, our current website provider, to request a quote for an update as well.

**Personnel:** The Office of State Auditor announced that CTAS will be updated to calculate Earned Sick and Safe Time at the start of the new year. Penelope discussed Nicole's upcoming leave and office closures. Penelope recommends, after receiving some information from MAT regarding creating a policy for maternity leave that we reach out to the Town Attorney for assistance in creating that policy. Rolf will reach out to Scott Witty for a resolution to adopt maternity leave.

**Old Business:** Following up on a previous discussion. ArMand found some information in the Minnesota property tax book that discussed the process of how the Town will move forward in adopting an Open Book Meeting process instead of hosting a Local Board of Appeal and Equalization.

**Motion:** ArMand moved that the Town of Duluth move to the open book process per the MN property tax book and adopt it for the three-year minimum. Then at the end of the three-year minimum the Town Board will review and make a decision at that time if they wish to continue the open book process or move back to hosting a Local Board of Appeal and Equalization. Penelope seconded the motion. The motion passed unanimously.

**Ownership of Stoney Point:** Rolf will send the letter drafted last month to the Mayor of Duluth and to Erik Berkland who is the property facilitator for the City of Duluth.

**New Business:** After this last weather event, ArMand started a discussion regarding Emergency Procedures. What the process should be and what is the order we contact and who? Nicole will gather information for ArMand on emergency contact. St. Louis County also requested that we provide them with contact information so they can reach a member of the Township in case of emergency. Jim and ArMand will be that contact

**Correspondence:**

- Modern Pumping Today
- EZ Street Flyer
- CLP Powerlines
- CLP Dividend Allocations
- Tree Top Products catalog
- Pipeline Safety
- Gnesen Township Newsletter

**Calendar Events and Meeting Schedule**

- November 9, 2023, 6:30 p.m. Town Board Meeting
- November 23-24, 2023, Office Closed
- December 7-9, 2023, Rivers Edge Convention Center, MN MAT Annual Conference
  - Office closed December 7, 2023, from 9:00 a.m. to Noon, open from Noon-5:00 p.m.
- December 14, 2023, 6:30 p.m. Town Board Meeting Christmas social after the meeting.

**Adjournment:** Penelope moved to adjourn the meeting at 8:19 p.m. ArMand seconded. The motion passed unanimously.