

# Town of Duluth

Town Board Meeting September 14, 2023

**Call to order:** The regular meeting was called to order with the Pledge of Allegiance at 6:32 p.m. Supervisors Rolf Carlson, Stacia Grayson, ArMand Nelson, and Jim Ward were present. Supervisor Penelope Morton was absent. Treasurer Melinda Peulen, Planning Director Liz Strohmayer, and Police Chief Mark Haselow were present. Deputy Clerk Hannah Jurek, and Clerk Nicole Chatterson were also present.

**Approve Minutes:** ArMand moved to approve both minutes from August. The Regular meeting on August 10, 2023, and the ARPA meeting on August 24, 2023. Stacia Seconded. The motion carried.

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

**Finances:** The Treasurer provided a report with a beginning balance of \$753,304.11, Deposits of \$47,203.44, Expenses of \$47,493.04, and an Ending Balance of \$753,014.51. The DNR gave the full grant amount for the Firewise chipper days event held in July. Mel recommends that we return the funds that were moved from Emergency Management, to cover that expense. The payroll net pay account distributions and the claims list for approval were approved and signed.

**Motion:** ArMand motioned to move the \$1,800.00 that was moved from Emergency Management for the Firewise program into the Fire Department fund, back into the Emergency Management account. Jim seconded. The motion passed unanimously.

**Public Comment:** Bathroom remodel information was presented by J&RS Design. Ray Sundberg presented a plan to the Board for the bathroom remodel and ramp remodel. The estimated bathroom project was \$83,256.81 and the ramp project was \$35,000. There was a resident request from Elizabeth Miller per the Hall Rental agreement asking the Board to review her idea to host a community education class for educating individuals about the Northern Lights. She would offer this class to Township residents for free. However, she would like to charge a fee for others who wish to attend.

**Motion:** ArMand moved to allow Elizabeth Miller the use of the Town Hall for her Northern Lights Community Education Class and allow for her to charge a class fee if she can meet the other requirements set forth by the Hall Rental agreement and pays the appropriate fees as stated in the Hall Rental agreement. Stacia seconded. The motion carried.

## Department Reports

**Police:** Squad was used as a prop for a movie that was filmed in the Township.

A motion was made and rescinded after the Treasure made a point of order and would like to investigate this further.

**Fire:** ArMand and John have finished installing the remaining fire numbers. There are some remaining. It has been recommended that the Fire Department conduct a survey to determine if residents still need to install the sign they have picked up or if there are other signs that need to be ordered.

**Planning and Zoning:** Liz has received about a half a dozen complaints regarding the movie filming. There is nothing in our ordinance that addresses a filming. There was one public hearing last month. There are no public hearings scheduled for this month. Normally by September, the permits applications slow down with the exception of this year. There has been a lot of building without permitting. Liz has been addressing these issues.

**Legal:** Nothing to report.

**Roads:** Snowplow application has been submitted and accepted by the County. Bob will be meeting with Jim on West Clover Valley to discuss this road. Final grading will be completed before snowfall. Ron Kruger completed a survey with the new turnaround. Jim will present it to the Torgeson road resident for their approval. We should complete this project by the end of October.

**Town Hall:** St. Louis County Elections department sent a letter regarding the VOTER Fund Allocation Account requesting that Townships approve an agreement between St. Louis County and the Town allocating the funds back to the county.

Motion: ArMand moved to allow St. Louis County to retain the VOTER Allocation Funds of \$112.56 Stacia seconded. The motion passed unanimously. The Cutting Edge, our current lawn service informed the Town that they are retiring and will be selling their accounts to Gruff's Lawn & Service. Both companies sent a letter informing the Town of the plan. We will be charged the same rates as quoted at the beginning of the year. We will review lawn services for the fire department and cemetery next spring. We received an updated Property Valuation Report from MATIT. Bob and Penelope were not in attendance to discuss this. There was another hall rental question submitted to the Clerk's office for the Board to discuss. The

question was: Can a resident host a fundraiser for a political party? The Board determined that if they can meet the hall rental agreement and pay the appropriate fees, they will be able to host their event.

**American Rescue Plan Act (ARPA):** Stacia recommends that the Board acquire quotes for the work on the kitchen appliance/remodel upgrades. As there will be more work than expected. She will seek contactors for those quotes. The bathroom remodel presented by J&RS Build was moved to public comment. A signature was needed for a document provided by Les Grumdahl, Rolf Signed. ASP had recommended updating the thermostat to ECOBee 3 lite. The prices ASP sent for this product appeared to be on the higher side. The Clerk researched this and found one that she can order for much less. The Board instructed her to order this.

**Materials Management:** The Clerks office has been receiving multiple inquiries regarding recycling center hours. The Clerk recommended that we purchase a sign for the recycling center shed with a few vendor options. The Board would like for the Clerk to purchase that. Roger noted that they are waiting few things from WLSSD. One being the grant check and the new canisters.

**Motion:** ArMand moved to spend up to \$200.00 for a recycling center hours sign. Stacia seconded the motion. The motion passed unanimously.

**Cemetery:** Nothing to report.

**Communications:** The Newsletter has a new printer and mailer. There was some back and forth with the printing and mailing and there was a delay on the October Newsletters. Hannah worked with them, and next Newsletter printing should run smoother.

**Personnel:** The MAT annual conference is fast approaching. The Clerk won admission to this year's conference. She noted that hotel rooms are filling up fast due to the time of the year they scheduled the conference. She requested that she be approved for up to \$600 on lodging as rates are much higher this year and the conference is one day more than last year.

**Motion:** Stacia moved to approve the Clerk spending up to \$600 on MAT conference lodging. ArMand seconded. The motion passed unanimously.

Mel and Liz might both be gone for the November Board meeting. Nicole will be gone September 28-29 there will be some office closures as a result.

**Old Business:** ArMand placed an article in the July edition of the newsletter regarding changing the format of our Local Board of Appeal and Equalization (LBAE) meeting to an open book meeting. ArMand received 2 comments in favor of it. Nicole received no comments. We will need to send a letter to the County before December stating when it will be in effect and how long it will be in effect. ArMand recommended 3 years and review.

**Motion:** ArMand moved to move the LBAE to the open book process and review it each year. There will be a letter sent to the county stating this. Stacia second. The motion passed unanimously.

Rolf shared a draft of the letter to be sent to the Mayor of Duluth. The supervisors will review and will follow up at the October meeting.

**New Business:** Nothing to report.

**Correspondence:**

- Gnesen Township Newsletter
- Modern Pumping Today
- CLP Powerlines
- Pipeline Awareness
- Game Time Flyer
- Road Groom Manufacturing
- Uline Catalog

**Calendar Events and Meeting Schedule:**

- a. October 12, 2023, 6:30 p.m. Town Board Meeting
- b. November 9, 2023, 6:30 p.m. Town Board Meeting
- c. December 7-9, 2023, Rivers Edge Convention Center, MN MAT Annual Conference
- d. December 14, 2023, 6:30 p.m. Town Board Meeting

**Adjournment:** Stacia moved to adjourn the meeting at 8:18p.m. Jim seconded. The motion passed unanimously.