

Town of Duluth

Town Board Meeting April 9, 2026

Call to Order: The regular meeting was called to order with the Pledge of Allegiance at 6:30 p.m. Supervisors Angela Wilson, ArMand Nelson, Saprina Matheny, Stacia Grayson and Jim Ward were present. Police Chief Mark Haselow and Fire Chief Bob Engelson were present. Deputy Clerk Hannah Jurek and Clerk Nicole Chatterson were also present.

Approve Minutes: Saprina moved to approve the March 12, 2026, Board of Canvass meeting minutes. Jim seconded. Motion passed unanimously. Jim moved to approve the March 12, 2026, regular Town Board Meeting minutes. Saprina seconded. The motion passed. Angela abstained.

Approve Agenda: Move Public Comment before the Program of Work. Add process of accepting land donations under Supervisor Report.

Public Comment: George Sundstrom was here tonight to discuss his house valuation with an increase of 4.4%. George thought the Board lowered the budget. ArMand explained that the budget discussed and approved at the March 10, 2026, Annual meeting, reduced the levy for the 2027 tax season.

Program of Work 2026:

Board Chair/Vice Chair: ArMand Nelson Chair; Saprina Matheny Vice Chair

Business Management (Banking, Insurance, Financial): Primary Saprina Matheny; Alternate Angela Wilson

Cemetery: Primary Stacia Grayson; Alternate ArMand Nelson

Arts & Heritage work group: Primary Jim Ward; Alternate Stacia Grayson

Communications (Newsletter, internet, Social Networking, Phone services, Web services): Primary Saprina Matheny; Alternate Stacia Grayson

Materials Management: Primary ArMand Nelson; Alternate Stacia Grayson

Intergovernmental Relations (Duluth Area Townships, St. Louis County Area Townships): The Entire Board of Supervisors 2026

North Shore Management Board: Primary ArMand Nelson; Alternate Jim Ward

Personnel: Primary Angela Wilson; Alternate Saprina Matheny

Planning: Primary Angela Wilson; Alternate ArMand Nelson

Public Safety (Police, Fire, Emergency Management): Primary Jim Ward; Alternate Angela Wilson

CC Liaison/NSCS Foundation Board: Primary Saprina Matheny; Alternate Jim Ward

Roads/Invasive Weeds: Primary Jim Ward; Alternate Saprina Matheny

Town Hall: Primary Stacia Grayson; Alternate ArMand Nelson

Motion: Stacia moved to approve the program of work for 2026. Angela seconded. The motion passed unanimously.

Finances: The Treasurer provided a report with a Beginning Balance of \$561,141.79, with Deposits of \$38,674.58, and Expenses of \$79,550.57, for an Ending Balance of \$520,265.80. A question was raised about how long it will take to get the grant money for the solar project. Now that the final payments are being made, we will be able to work on completing the grant reporting paperwork. Motion: Saprina moved to approve the financial statement and payroll. Jim seconded. The motion unanimously passed. The payroll net pay account distributions and the claims list for approval were approved and signed.

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

Department Reports

Police: Mark has taken possession of the AR; however, it will not be placed in the squad at this time, as both officers must first complete the required qualification. The laptop that was purchased during the outfitting of the squad is expected to become outdated under the new system requirements. Mark reported that access to the CAD programming will now cost approximately \$1,200 per user, per year. He also identified a potential alternative using an iPad or similar tablet device, which would cost approximately \$120 per year. He will continue to research this option.

Fire: The department received a \$5,000 DNR grant, which will be used to purchase the remaining equipment needed to complete the outfitting of the brush truck. These funds will be combined with matching funds from Dwayne Madison's donation to the department.

The Firewise Expo is scheduled for April 25, 2026, from 1:00 p.m. to 3:00 p.m. at the Duluth Town Hall.

Bob expressed concern regarding the FEMA grant application for a new fire truck and is not optimistic about the outcome. Assistant Chief Mark Herman has contacted Representative Pete Stauber's office in an effort to obtain additional information regarding the status of the grant.

Planning and Zoning: A variance hearing is scheduled for the end of April. The applicant will require four variances in order to proceed with their preferred building plans. A Planned Unit Development (PUD) process has also been initiated. This will involve a multi-month conditional use permit review. The process is currently awaiting public comment responses from three agencies. Parcel splits and Land Use Permits (LUPs) continue to be submitted on a regular basis. Liz is nearing completion of her MS4 training. Although the Township is no longer classified under MS4 requirements, she felt it was important to maintain this knowledge in the event the Township is subject to MS4 regulations again in the future.

Legal: Jesse continues to work on determining how we can pay the fire fighters for their work with the Brimson Complex fires last year. There is nothing new with the City of Duluth and the Congdon Trust land on Stoney Point.

Roads: Waiting on the weather. Jim drove the roads the other day but noted that we cannot grade the roads until it dries up.

Town Hall: Clover Valley Room project is finished along with the solar project.

ARPA- American Rescue Plan Act: Stacia and Nicole will complete the SLFRF Reporting that is due April 30, 2026.

Materials Management: Nothing to report.

Cemetery: Molly has submitted her notice but understands that hiring and training a replacement Sexton may take time. She has indicated she is willing to remain in the position through the summer to assist with the transition and training process. Molly would like to conclude her duties by the fall.

Communications: The Township website is now a .gov site. The new web address is www.duluthtownship.gov

Personnel: Nothing to report.

Supervisor Report: NSCR provided the minutes from their previous meeting. Within those minutes, they noted their intention to request reimbursement from the Town for certain funds; however, a formal request, including receipts, has not yet been submitted. They also outlined plans to update the grounds to include pickleball courts. **Duluth Area Township Association (DAT) Meeting:** ArMand attended the DAT meeting, which was held at the 911 Call Center in Duluth. It was reported that the facility expects to be fully staffed by June. ArMand inquired whether the Township receives any revenue from tickets issued by the County. It was clarified that the Township only receives revenue from tickets it issues directly. **St. Louis County Township Association (SCLAT) Meeting Update:** At the most recent meeting, the ATVMN group, which maintains ATV trails throughout the state, discussed plans to expand trail connectivity. Their goal is to reduce the number of short, five-mile trails that require riders to turn around at the end, and instead create more interconnected trail systems. The St. Louis County Assessor was also present and provided updates on recent legislative changes and how they have been implemented. Kevin McCormick has resigned from his position as MAT District 10 Director. ArMand also reported that the Duluth North Shore Sanitary District has updated its ordinance to include a new point-of-sale requirement. This ordinance mandates an inspection of the sewer system at the time of a home sale, with the cost of the inspection to be paid by the seller. Additionally, the Chair recently testified before the bonding committee to request \$958,000 for necessary upgrades to maintain service standards for approximately 420 customers. If full funding is not received, the cost will be distributed among the customers. Finally, ArMand reported that a resident who owns land within the Township has expressed interest in donating that land to the Town.

Old Business: Motion need to accept the Electors recommendations from Annual Meeting.

Motion Saprina moved to accept the Electors recommendations for Bank of Deposit: Park State Bank, Newspaper of Publication: North Shore Journal, and Official Posting Places: Town Hall, Fire Hall #1, and North Shore Community School. Angela Seconded. The motion passed unanimously.

New Business: No new business.

Correspondence

- St. Louis County Notice of Public Hearing
- Carr's Tree Service
- Gnesen Township Newsletter
- Uline
- Barco Product
- CLP Power Annual Report

Calendar Events and Meeting Schedule

- Friday, April 17, 2026, Rescheduled MAT Spring Short Courses 8:00 a.m.-3:00 p.m. Clerk's Office Closed
- Thursday, May 14, 2026, 6:30 p.m. Town Board Meeting
- Monday, May 26, 2026, Memorial Day Ceremony Palmers Cemetery
- Thursday, June 11, 2026, Town Board Meeting

Adjournment: Stacia moved to adjourn the meeting at 7:28 p.m. Jim seconded. The motion passed unanimously.

*Armand
Board Chair
5-14-26*

P= Primary; A= Alternate

	Angela Wilson	Jim Ward	Stacia Grayson	ArMand Nelson	Saprina Matheny
Board Chair (P)/ Vice Chair (A)					
Business Management					
Cemetery					
Arts and Heritage Work Group					
Communication					
Material Management					
Intergovernmental Relations					
North Shore Management Board					
Personnel					
Planning					
Public Safety					
CC Liaison/NSCS Foundation					
Roads/Invasive Weeds					
Town Hall					

Supervisor Terms

Angela Wilson	2026-2029
ArMand Nelson	2026-2029
Saprina Matheny	2024-2027
Stacia Grayson	2025-2028
Jim Ward	2025-2028

Board of Appeals Terms

N/A
N/A
7/1/2026
7/1/2026
N/A

**Informational purpose only!
Program of Work 2025**

P= Primary; A= Alternate

	Rolf Carlson	Saprina Matheny	Stacia Grayson	Jim Ward	ArMand Nelson
Board Chair (P)/ Vice Chair (A)	P				A
Business Management		P			A
Cemetery	P		A		
Arts and Heritage Work Group			A	P	
Communication		A	P		
Material Management			P		A
Intergovernmental Relations	A	A	A	A	A
North Shore Management Board		A		P	
Personnel	P	A			

Planning			A		P
Public Safety				P	A
CC Liaison/NSCS Foundation		P		A	
Roads/Invasive Weeds				P	A
Town Hall	A		P		

Ann A. [Signature]
 Board Chair

