

Town of Duluth

Town Board Meeting October 9, 2025

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

Approve Minutes: ArMand moved to approve the September regular meeting minutes, and the Snow Bid minutes. Saprina seconded. The motion passed unanimously.

Approve Agenda: Add under Supervisor Report: St. Louis County Commissioners and November Board Meeting. With those additions the agenda was approved as written.

Finances: Treasurer Melinda Peulen provided a report with a beginning balance of \$699,313.52, deposits of \$19,752.62, expenses totaling \$40,925.44, resulting in an ending balance of \$578,140.70. ArMand moved to approve the financial statement and payroll. Jim seconded. The motion passed unanimously. The payroll net pay account distributions and the claims list for approval were approved and signed.

Public Comment: No comment.

Department Reports

Police: Squads are being swapped with the new squad ready next week. The Supervisors reviewed the Bill of Sale for the sale of the old squad to Grand Lake Township.

Resolution 10092025: Sale of Police Squad to Grand Lake Township. ArMand moved to approve the Resolution 10092025. Saprina seconded the motion. The motion passed unanimously.

Fire: Records Request: The Fire Department received a records request. Nicole contacted Jesse at Hanft Fride for legal advisement. Saprina will follow up on the matter.

Firefighter Pay: Jesse indicated he needs another month and expects to have a draft memo ready by next month. He stated that the proposed change may be feasible as long as it remains under a 20% increase. Question: Would firefighter payments be issued via 1099? Question: Do we know what the 20% increase would amount to? Saprina will continue researching this.

Planning and Zoning: Liz was unable to attend tonight's meeting because of EMR training with the Fire Department. She sent her report: "Zurcher's lawsuit is under way. They were served papers, responded to us, and I helped the lawyers with the rebuttal that was submitted yesterday. There are two variance hearings next month for two garages that are proposed to be placed closer to the side and rear yard setbacks than allowed in the zone district. Ordinance non-compliance is on the uptick again as everyone is in a hurry to beat the weather. Stupnick decided to cancel the request for building at this time. They felt unprepared with their proposal and wanted to do more research and have a more solid plan that better aligns with the DNR comments and Commission comments they received based on their proposed plan. I suspect we will hear back from them again sometime in the coming year."

Legal: Update on Congdon trust. He contacted the city attorney twice and she was following up hopefully soon.

Roads: Jim will contact St. Louis County to determine whether they could plow the Township lot. It is expected that plowing would not occur until after the County roads are completed, which may leave the lot unplowed during recycling and office hours. Roger suggested that the Township either proceed with the County or reach out to Keith Darsow for assistance. JBL indicated they would be willing to work with the Township if the timeliness requirements were made less strict. Fall grading will also be taking place soon.

Town Hall: Stacia will follow up with Carlson regarding the ongoing water heater issue and new sump pump install.

American Rescue Plan Act (ARPA): Motion: ArMand moved to spend \$9,244.24 from ARPA fund to be use towards the remaining balance for the emergency vehicle. Stacia second. The motion passed unanimously.

Materials Management: There has been issue with the locks for the dumpster. Roger requested a shed keepers meeting with WLSSD. Grant was finally received.

Cemetery: A lot of plots have been purchased.

Communications: Working on newsletter. Hannah reached out to Joe with AnySite, still no answer. Saprina is encouraging that we look at other options.

Emergency Management: ArMand attended an emergency management meeting at the County. Met a new member who was in homeland security.

Supervisor Report: St. Louis County Commissioners will be meeting here on October 28, 2025. ArMand will attend that meeting. Saprina reached out to Mr. Stolp as a reminder that we would need some documentation if he would like to receive funds. ArMand noted that he will not be attending November Board Meeting.

Personnel: Saprina has been working with the Minnesota Association of Townships (MAT) to gather additional information regarding the new Paid Leave program. Nicole will attend an informational session hosted by Minnesota Paid Leave and the Duluth Area Chamber of Commerce on October 24, 2025. Several steps must be completed before January, including designating an Paid Leave Administrator—this will be Nicole, as she also manages the unemployment portal. In addition, policies will need to be developed and adopted for the Paid Leave program. It is anticipated that, following the MAT guidance and the informational session, the Township will have a clearer understanding of the next steps.

Old Business: Don McTavish sent a letter to the Board notifying them that he will be unable to attend the Harvest Dinner to formally accept the Community Service Award, as his daughter will be undergoing surgery and he will be with her. The Board discussed whether to proceed with the Saturday presentation of the award as planned and considered holding a separate recognition during a future Homesteader meeting to honor Don. They will move forward with the presentation at the Harvest Dinner.

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New Business: The Clerk's Office received an email from Kit Sitter regarding a piece of equipment that had been dumped into Big Sucker Creek near McQuade Road and East Pioneer Road. Nicole contacted the DNR, who retrieved a snow blower from the creek. Kelly Gonsorowski with St. Louis County was then contacted to arrange for removal of the discarded snow blower.

Correspondence

- Duluth Township Newsletter
- Couri & Ruppee
- CLP Powerlines
- Gnesen Township Newsletter
- Carr's Tree Service
- ULINE

Calendar Events and Meeting Schedule

- Saturday, October 11, 2025, 5:00 p.m.- 7:00 p.m. Harvest Dinner
- Friday, October 24, 2025, Clerks office Closed for MN DEED MN Paid Leave Session Duluth
- Tuesday October 28, 2025, St. Louis County commissioners meeting.
- Tuesday, November 11, 2025, Clerk's office closed in observation of Veterans Day
- Thursday, November 13, 2025, 6:30 p.m. Town Board Meeting
- Thursday, November 27, 2025- Friday, November 28, 2025, Clerks office closed in observation of Thanksgiving
- Thursday, December 11, 2025-Saturday, December 13, 2025, MAT Annual Meeting St. Cloud, MN
- Thursday, December 11, 2025, 6:30 p.m. Town Board Meeting Holiday social to follow.

Adjournment: Stacia moved to adjourn the meeting at 7:42 p.m. Saprina seconded. The motion passed unanimously.