

# Town of Duluth

Town Board Meeting November 13, 2025

**Call to Order:** The regular meeting was called to order with the Pledge of Allegiance at 6:32 p.m. Supervisors Rolf Carlson, ArMand Nelson, Stacia Grayson, Saprina Matheny, and Jim Ward were present. Police Chief Mark Haselow and Fire Chief Bob Engelson were present. Planning Director Liz Strohmayer, Planning Secretary Beth Mullan, and Clerk Nicole Chatterson were also present.

**Approve Minutes:** ArMand moved to approve the October regular meeting minutes. Stacia seconded. The motion passed unanimously.

**Approve Agenda:** Additions: Packets, Firefighter pay, Congdon Trust, and Commissioner Meeting recap under Supervisor Reports. With additions, the agenda was approved as written.

**Finances:** Treasurer Melinda Peulen provided a report with a beginning balance of \$700,981.18, deposits of \$3,152.17, expenses totaling \$79,326.75, resulting in an ending balance of \$624,806.60. Clarification was asked for Ken's claim and Dinges Fire Company. Ken's was operating supplies and equipment parts for the Fire Department, Dinges was parts for the fire hoses. ArMand moved to approve the financial statement and payroll. Saprina seconded. The motion passed unanimously. The payroll net pay account distributions and the claims list for approval were approved and signed.

**Public Comment:** No public comment.

## **Department Reports**

**Police:** New squad is on patrol. Grand Lake Township Fire Department purchased the old squad.

**Fire:** They are spending the State Farm grant. It will be used for building the new brush truck/wildland fire. Waiting on word for the FEMA grant. There was a fire at the north end of the McQuade structure. It was a loss.

**Planning and Zoning:** There are several ongoing non-compliance issues. The Township has prevailed in the lawsuit against Zurcher. A compliance matter on Shilhon Road is being addressed in coordination with the MPCA. The Township was contacted by Duane Duncanson, Supervisor with the Minnesota Pollution Control Agency (MPCA), who stated that due to recent legislative changes Duluth Township no longer meets the criteria to participate in the MS4 program. He advised that the Township may submit a request for withdrawal. ArMand, Liz, and Nicole completed the withdrawal application with review from the Township's MS4 consultants, S.E.H.

Beth submitted a letter requesting to resign from her position as Planning Secretary, asking that Laura assume that role. She also requested that her salary be reduced by half and that she moves into a new role as Planning Secretary Assistant until completion of the ordinance update.

**Motion:** ArMand moved to retain Beth for the next six months at half her current salary. Stacia seconded. Motion passed unanimously.

**Motion:** ArMand moved to accept Beth's resignation as Planning Secretary and appoint her as Planning Secretary Assistant. Stacia seconded. Motion passed unanimously.

**Legal:** Nothing to report

**Roads:** Rodda has completed all summer maintenance work, and all Township roads have been graded. Jim reported that Class 5 gravel was placed on Shonberg Road.

No bids were received for plowing the Town Hall parking lot. Jim contacted the County, and they are able to plow the lot; however, it will be done only after county road plowing is completed. Jim also reached out to Kurt Roger, who declined. Keith Dawson and Dave Dahlberg will provide cleanup on an as-needed basis. Roger later stated that he now has a plow truck and can also assist with cleanup as needed.

JBL submitted a contract for snow removal on Mace and Englund Roads for the 2025–2026 snow season.

**Motion:** Saprina moved to accept the JBL contract for the Mace and Englund roads snow removal for November 2025-April 2026. Jim seconded the motion. The motion passed unanimously

**Town Hall:** DBS provided an estimate for basement encapsulation. The Township was informed of a state Solar on Public Buildings grant opportunity, with applications due December 1, 2025. Stacia and the Clerk's office obtained three quotes for Board consideration due to the short timeline. If awarded, the grant could fund solar installations on both the Town Hall and Fire Hall #1.

Questions were raised regarding roof integrity issues and whether solar panels would need to be removed for roof work, as well as the maintenance requirements for the systems and any potential impact on the Township's solar credit through CLP. Bob asked if it would be possible to discontinue dual fuel at Fire Hall #1; Stacia will follow up on this in December.

**Motion:** Saprina moved to empower Stacia to work with Wolf Track Energy, as the contactor of this project, and to apply for the Minnesota state Solar on Public Buildings Grant program. ArMand Seconded. The motion passed unanimously.

**American Rescue Plan Act (ARPA):** ARPA is spent.

**Materials Management:** Met with Lorilee Blais, who provided new locks for the site. She noted that Duluth Township is the "star pupil" for film collection, reporting that we have the highest volume among all collection sites.

**Cemetery:** The resident who proposed the columbarium project inquired whether he should update his information in preparation for the annual meeting. The Board requested that he provide the updated information.

**Communications:** AnySite is working on the .gov transition.

**Emergency Management:** Nothing new to report.

**Supervisor Report:** The St. Louis County Commissioners held one of their regular meetings at the Town Hall.

Saprina provided an update on the discussion regarding paying firefighters. It appears the Township can pay firefighters; however, the mutual aid agreement should be amended, and a possible MOU with the DNR may be needed. Bob noted that when speaking with the State Fire Marshal, he was informed that a resolution is required stating that firefighters dispatched for DNR calls may receive a stipend. Saprina will have Jesse follow up with the State Fire Marshal.

**Congdon Trust:** The City inquired whether the Township would be interested in assuming ownership of Congdon Trust land located within the Township. A second round of letters will be sent to the affected property owners.

Saprina requested that Supervisor packets be distributed 24 hours in advance of meetings.

ArMand expressed interest in attending the MAT meeting in St. Cloud in December and requested reimbursement for meals and one hotel night.

**Personnel:** A Paid Leave conference was attended. The Township will need to begin collecting the required payroll tax starting January 1, 2026.

**Old Business:** Saprina sent a response letter regarding the data request for the Fire Department.

**New Business:** DNSSD- Board of Managers Elections: Resolution 11132025 Resolution Electing Managers to Board of Managers of the DNSSD. Saprina moved to pass resolution 11132025. Stacia seconded the motion. The motion passed unanimously.

#### **Correspondence**

- Duluth Township Newsletter
- North Shore Management Board: Membership Dues Notice
- CLP Powerlines
- Gnesen Township Newsletter
- Notice to Lakewood Residents
- Lakewood Town Crier
- Resource Renew-WLSSD: Budget Report

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

- Thursday, November 27, 2025- Friday, November 28, 2025, Clerks office closed in observation of Thanksgiving
- Wednesday, December 10, 2025, Clerks office closed- Election Training
- 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 cookie social following
- Wednesday, December 24- Friday, December 26, 2025, Clerk's Office Closed
- Wednesday, December 31-Friday, January 2, 2026, Clerk's Office Closed End of Year Work

**Adjournment:** ArMand moved to adjourn the meeting at 8:02 p.m. Jim seconded. The motion passed unanimously.