

# Town of Duluth

Town Board Meeting June 13, 2024

**Call to Order:** The regular meeting was called to order with the Pledge of Allegiance at 6:29 p.m. Supervisors Rolf Carlson, ArMand Nelson, Jim Ward, Stacia Grayson, and Saprina Matheny were present. Planning Director Liz Strohmayer, Fire Chief Bob Engelson, and Police Chief Mark Haselow were present. Deputy Clerk Hannah Jurek, and Clerk Nicole Chatterson were also present.

**Approve Minutes:** ArMand moved to approve the May Town Board meeting minutes. Saprina seconded. The motion passed unanimously.

**Approve Agenda:** ArMand would like to add St. Louis County Open Book Process, MS4, and Bonding Bill under supervisor report. With the changes the agenda was approved as written.

**Finances:** The Treasurer provided a report with a beginning balance of \$612,424.81 Deposits of \$11,077.03 Expenses of \$24,844.62, and an Ending Balance of \$600,903.17. ArMand moved to approve the financial statement and payroll. Jim seconded. The motion passed. The payroll net pay account distributions and the claims list for approval were approved and signed

**Public Comment:** Shane Stolp representing the North Shore Community Rink expressed his concerns regarding the Boards decisions to stop the \$5,000.00 payment towards the skating rink and stopping the Memorandum of Understanding, (MOU). Mr. Stolp noted the Comprehensive Land Use Plan on page 40 section 6.18. Mr. Stolp will meet with Saprina as she is the new Board member liaison for the Community Center.

## **Department Reports**

**Police:** Paul and Mark ordered a new bullet proof vest half will be reimbursed with a grant

**Fire:** There will be a Firewise event on June 29, 2024, at 10:00 a.m.-noon. Archie Abrahamson with West Branch Forestry will be here with his equipment to provide a demonstration. There will be a Bio-Char demo on July 24, 2024, at Station 1. We are now recognized as a Firewise community. There was a question regarding WM garbage pickup. The Clerk will reach out to WM and report back to the Fire Department. The Clerks office received a notice from St. Louis County informing them that we need to renew our septic permit. Bob also raised a question regarding a community member that wants to volunteer time and labor to assist with the Bio Char event. We reach out to MAT to see if there is an issue.

**Planning and Zoning:** There are two variances hearing this month. Liz sought direction from the Board regarding an issue with a resident who did a lot of building without permits. She stated that they were fined a 4x fee and was requested that they submit all of the appropriate applications related to the fees. The resident did submit the permit applications and half of the fee. However, they have not paid the full 4x fee. We reached out to the legal team to send a letter, but the Towns Attorney has a conflict of interest. They provided another option for attorney. Liz will reach out to the other attorney to request they send a letter on the Town's behalf. The Planning Commission denied the Sievert Variance request. They submitted the proper documentation to request an appeal by the Town Board. The public hearing appeal will be scheduled for Wednesday, July 10, 2024, at 6:00 p.m.

**Legal:** nothing to report.

**Roads:** The roads are graded. Torgeson road project is working on getting all of the documents correct for the residents to sign. Jim Ward and Dominck Zweber spoke about the project and where the potential placement of the turnaround will be.

**Town Hall:** There were two bids for cleaning the hardwood floors in the main hall. One from TLC Flooring and the other from Lakeview Flooring. Both bids were comparable.

**Motion:** Saprina moved to move forward with Lakeview Flooring with two coats to recoat the Town Hall floors. Stacia seconded the motion passed unanimously.

The Town received the 2023 Census population and household estimate: Population: 2,061; Household: 806. The Clerks office provided the Board with information regarding meeting remotely under open meeting law.

**American Rescue Plan Act (ARPA):** We are waiting on one more bids for the handicap ramp project, they should be out around the end of June. Stacia recommended that we move forward with seeking bids for the kitchen project including cabinet work.

**Materials Management:** All good.

**Cemetery:** The Memorial Day celebration was held at the Town Hall. It was noted that the new coffee brewer was well appreciated.

**Communications:** Hannah is working with Joe from AnySite on the website update project.

**Personnel:** ESST-Salaried Employees, Rolf, Saprina, and Nicole met to develop a plan to implement a ESST policy.

**Resolution 06132024:** ArMand moved to approve Resolution 06132024 as presented. Stacia seconded. The motion passed unanimously.

**Motion:** ArMand moved to approve the calculations presented for ESST. Saprina seconded. The motion passed unanimously.

**Supervisor Report:** DAT: ArMand reported that at the last DAT meeting there was discussion around townships having issues with HIP Camps. Liz noted that Duluth Township has something in place within our ordinance. St. Louis County Open book, ArMand reached out to the county to find out how many people attended the open book meeting. There were two people in person and there were 42 people wrote letter. The County made 30 adjustments, most of which went down. ArMand has started the process to look for a consulting firm to assist the Township with their MS4 process. The bonding bill did not come to fruition this year, maybe next year.

**Old Business:** No old business.

**New Business:** No new business.

**Correspondence:**

- Letter from Mark Munger
- CLP Powerlines
- Gnesen Township Newsletter
- MAT Membership Cards
- Canosia Township Newsletter
- MN LTAP Exchange
- Email from Susan Berg
- Modern Pumping Today

**Calendar Events and Meeting Schedule:**

- Friday, June 14, 2024, Clerks office closed (Training)
- Tuesday, June 25, 2024, 6:00 – 7:00 p.m. Emerald Ash Borer Presentation Town Hall.
- Wednesday, June 26, 2024, Clerks Office Closed (Training)
- Saturday, June 29, 2024, Firewise event at Town Hall
- Tuesday, July 2, 2024, 10 a.m. St. Louis County will hold a meeting at the Town Hall.
- July 2, 2024- July 5, 2024, Clerks Office closed
- Wednesday July 10, 2024, 6 p.m. Sievert Variance Appeal
- Thursday, July 11, 2024, 6:30 p.m. Town Board Meeting
- Tuesday, July 23, 2024, Clerks Office closed
- Thursday, July 25, 2024, Clerks office opens at noon

**Adjournment:** ArMand moved to adjourn at 8:10 p.m. Stacia seconded. The motion passed unanimously.