

Town of Duluth

Town Board Meeting April 11, 2024

Call to order: The regular meeting was called to order with the Pledge of Allegiance at 6:30 p.m. Supervisors ArMand Nelson, Chair Rolf Carlson, Saprina Matheny, Jim Ward, and Stacia Grayson were present. Fire Chief Bob Engelson, and Police Chief Mark Haselow were present. Treasurer Melinda Peulen, Planning Director Liz Strohmayer, Deputy Clerk Hannah Jurek, and Clerk Nicole Chatterson were also present. There were two community members in the audience.

Approve Minutes: ArMand moved to approve both minutes, March Board Meeting, as written. Stacia Seconded. The motion passed unanimously.

Approve Agenda: Stacia asked to have Town Hall furnace replacement/repair be added under Town Hall. ArMand asked to have NSCR/ABC be added under old business and DAT update, update from the spring course training, electronic packets, and recycling staff sick pay be added under new business. With those additions, the agenda was approved.

Treasurers Report: Treasurers provided a report with a beginning balance of \$687,082.34 with deposits of \$29,797.50, Expenses of \$56,008.54 and an ending balance of \$674,824.20. After the spring course training Melinda presented to the Board new reports regarding finances that give more detail.

Public Comment: George Sundstrom was in the audience. He wanted to thank the Town Board for purchasing the Ceremonial Bugle that he requested at last meeting, which was approved. Nathan Nesgoda was in the audience as well, asking for an update on the Torgeson Road turnaround. Jim responded by saying all the paperwork has been submitted and now we are waiting. He will reach out next week for an update.

Program of Work: ArMand moved to approve the program of work. Saprina seconded the motion. The motion passed unanimously.

Board Chair/Vice Chair: Chair Rolf Carlson; Vice Chair ArMand Nelson

Business Management (*Banking, Insurance, Financial*): Primary Saprina Matheny; Alternate ArMand Nelson

Cemetery: Primary Rolf Carlson; Alternate Stacia Grayson

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

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

Materials Management: Primary Stacia Grayson; Alternate Jim Ward

Intergovernmental Relations (*Duluth Area Townships, St. Louis County Area Townships*): The Entire Board of Supervisors 2024

North Shore Management Board: Primary Jim Ward; Alternate Saprina Matheny

Personnel: Primary Rolf Carlson ; Alternate Saprina Matheny

Planning: Primary ArMand Nelson; Alternate Stacia Grayson

Public Safety (*Police, Fire, Emergency Management*): Primary Jim Ward; Alternate ArMand Nelson

CC Liaison: Primary Saprina Matheny; Alternate Jim Ward

Roads/Invasive Weeds: Primary Jim Ward; Alternate ArMand Nelson

Town Hall: Primary Stacia Grayson; Alternate Rolf Carlson

NSCS Foundation Board: Town Board appointed Penelope Morton; Alternate The entire Board of Supervisors

Jim made the motion to appoint Penelope Morton to be a representative for the Town on the NSCS Foundation Board.

Discussion: Saprina asked what the pros and cons would be the cc liaison, it was decided to separate the two leaving Saprina to be the primary for the CC liaison with Jim being the alternate.

Department Reports

Fire: Not much to report, then tender was picked up and hauled away. The department did received money from the insurance company and are currently shopping for a replacement. Alden should be sending their share of the fire aid.

Planning and Zoning: . There were 3 public hearings in March, an Interim Use and two variance requests. The Commission granted all three requests. We have two public hearings in March for a Commercial CUP and a Commercial Variance. Busy season continues to be under way. Kathy decided to resign from her position due to a conflict in the amount of time she can dedicate to the position. At this time Beth has agreed to continue on, but she is not interested in posting the position right now until the business of summer permit applications slows down and/ or we have more time to do some critical thinking around this role and finding a replacement. That said, if the right person comes along over the summer Beth is willing to train them.

Legal: Nothing to report.

Roads: Jim looked into the Buckthorn program, but it filled up very quickly. He's still looking to schedule something in early June. The roads are still in fairly good shape, winter was kind to them.

Town Hall: Stacia received an email from Nicole at the end of March stating that Murph noticed a leak, rusting, and a slight propane smell from the furnace. Nicole sent Stacia two quotes, one from Murph and one from Belknap. It was discuss the furnace should be replaced and that it will come out the capital improvement fund. ArMand made the motion to accept Murph's bid using funds from the capital improvement fund to replace the furnace. Seconded by Stacia. Motion passed unanimously.

ARPA- American Rescue Plan Act: No ramp update, Stacia will work on that for next month. The bathroom project is moving forward and looking great. Stacia will meet with Nicole to work on the SLFRF Reporting.

Police: Mark gave the Board an update on the mess at the house on E. Shilhon Road. He let them know that the county does have program where they bring in a dumpster for the landowner to clean up, but its only for people who want the help.

Materials Management: All good.

Cemetery: The Clerk's Office ordered the bugle and the bugle has been delivered.

Communications: No new updates on the website, now that things have settled down in the office, Hannah will contact AnySite for the next step.

Personnel: The Board touched again on Kathy resigning.

Old Business: NSCS Generator: At last month's meeting, it was asked by the County that the Town Hall be an emergency shelter. It was mentioned at that time that the school would be a viable option too. There were questions regarding the Town's purchase of a generator there to which ArMand looked into it. He reported back that it was approved in 2017 to purchase a generator for the school with the intent of using it as an emergency shelter. In fact, in the Joint Use Agreement is was mentioned in there as well. The question that was asked, is the school making sure that the generator is being serviced every three years like the one here at the Town Hall? There will also be follow-up with the County to let them know of the school option.

ABC/NSCS: It was asked if the Town Board meets with the school or the ABC group. Rolf gave the history of how the school came to be and gave some back story on the connection the school and the Town have. It was also asked if the school utilizes the skating rink, and if they help fund the rink. Looking at past budgets there seems to be no contribution from the school. There was much discussion about this, and now that Saprina is the primary for the CC Liaison, ArMand will had everything he has on to her for her to look into it.

New Business: DAT Update: ArMand gave an update from the DAT (Duluth Association of Townships) meeting he attended, he mentioned that the bulk of the meeting was about assessments.

Spring Course Training: Jim mentioned that he found the training informative. Melinda mentioned a few updates that was found out during the Clerks/Treasurers training.

Recycling staff Sick Pay: It was discovered that the Township cannot use grant money from WLSSD to pay for the recycling staffs sick and safe leave, it has to come out of the general fund.

Electronic Packets: It was asked that the Clerk's office give the Supervisor the digital packets at lease a day prior to the Town Board meeting. Hannah will chat with Nicole and will make it happen.

Correspondence

- Gnesen Township Newsletter
- Northwest Gas
- CLP Powerlines Annual Report
- St. Louis County Bridge Report
- MPT Magazine
- U of M LTAP
- U of M LTAP Exchange
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Calendar Events and Meeting Schedule

- Thursday, May 9, 2024, 6:30 p.m. Town Board Meeting
- Thursday, June 13, 2024, 6:30 p.m. Town Board Meeting
- Saturday, June 29, 2024, Firewise Event, Town Hall
- Tuesday, July 2, 2024, St. Louis County will hold a meeting at the Town Hall
- Thursday, July 11, 2024, 6:30 p.m. Town Board Meeting

Adjournment: ArMand moved to adjourn at 7:43 p.m. Stacia seconded

	Supervisor Terms	Board of Appeals Terms
Rolf Carlson	2023-2026	7/1/2023
ArMand Nelson	2023-2026	None
Saprina Matheny	2024-2027	None
Stacia Grayson	2022-2025	7/1/2026
Jim Ward	2022-2025	None

Informational purpose only!
Program of Work 2023

P= Primary; A= Alternate

	Rolf Carlson	Jim Ward	Stacia Grayson	ArMand Nelson	Penelope Morton
Board Chair (P)/ Vice Chair (A)	P				A
Business Management				A	P
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	A	A	A	A	P
Roads/Invasive Weeds		P		A	
Town Hall	A		P		

Respectfully Submitted.

Signed: _____
Hannah Jurek, Deputy Clerk

Signed: _____
Rolf Carlson, Chair

Date: _____