

# Town of Duluth

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Town Board Meeting November 9, 2023

**Call to order:** The regular meeting was called to order with the Pledge of Allegiance at 6:30 p.m. Supervisors Rolf Carlson, Penelope Morton, Stacia Grayson, and Jim Ward were present. Supervisor ArMand Nelson was absent. Fire Chief Bob Engleson, Treasurer Melinda Peulen, and Deputy Clerk Hannah Jurek we also present.

**Approve Minutes:** Penelope moved to approve to approve October 11, 2023, Town Board Meeting Minutes. Seconded by Jim. Motion passed unanimously.

**Approve Agenda:** Penelope asked to add D/NSSD management meeting to the agenda. With that added the agenda was approved.

**Finances:** The Treasurer provided a report with a beginning balance of \$717,037.18, Deposits of \$5,547.58, Expenses of \$46,938.88, and an Ending Balance of \$675,645.88. The payroll net pay account distributions and the claims list for approval were approved and signed.

**Public Comment:** Roger Beck was in the audience, and mentioned the new canisters for the recycling center are finally here and set up.

## **Department Reports**

**Police:** Chief Haselow was unable to attend but reported that the Township was quiet and nothing new to report.

**Fire:** Nothing new to report, everything seems to be all good. The Fire Department is working on FEMA grant for a new truck.

**Planning and Zoning:** Liz Strohmayer was unable to attend the meeting but sent a quick update to the Supervisors. She asked Scott Witty to send a certified lawyer letter to a gentleman in the Township who still has not produced a septic permit number or the additional 4x after the fact fee for building a house and driveway without a permit. This situation has been ongoing since the summer. She has also had to partner with Scott Witty regarding a very site-specific driveway request that runs into all kinds of potential legal issues. Scott Witty and Liz will be meeting to discuss it later this week. October Planning Commission Meeting held two public hearings. One for a Variance and one for a Short-Term Rental Permit Extension. November's Planning Commission Meeting has been scheduled for Thursday, Nov 16th for a High Frequency Short Term Rental. She also reported that there continues to be a high number of folks building without first acquiring permits. Penelope talked about the Duluth/North Shore Sanitary District Management Board meeting she attended. She reported that next year the management board will be updating their ordinance and will be looking for support and inclusion with all along the North Shore, including Duluth Township. There are committees working on it now, but there will be another meeting come January/February, which Penelope will attend, but once her term as Supervisor is up, someone else will have to go to her spot. She proudly reported that the only MS4 group is Duluth Township.

**Legal:** Nothing to report.

**Roads:** There was some miscommunication between Scott Witty and Ron Kruger regarding Torgeson Road. But Jim contacted Ron and Ron contacted Scott Witty, so that is back on track. JBL will be working with the Township plowing the Mace and Englund Road. The snow contract will be filed in the Clerk's office. Jim also chatted with St. Louis County regarding last winters lack of sand use. Expressing how disappointed he was with the lack of sand, given how icy the roads are, that the salt mixture being used didn't not alleviate the slippery roads. He had a good chat with Kelly from the County, and they will do better with placing sand down this upcoming winter. It was also brought to Jim attention at that time that there are some overhanging trees and some sight lines that need to be cleared up on the county plowed roads. Something that will be tackled next summer. Rodda will take advantage of the next weather coming up and finish grading the roads, so they are ready for winter.

**Town Hall:** With the approval of covering the remaining balance on the new stove for the kitchen, Town Clerk Nicole Chatterson had the question on what account should the funds come out of, general or ARPA? It was decided that the funds would come out of the general fund. Roger stated that the Homesteaders will be paying \$950.00 for the new stove. They have one picked out, just waiting for a day when both Nicole and Roger are available to go purchase the stove. Nicole received a letter from Jon Blevins at St. Louis County stating that we no longer required to re-establish a polling place. This is something

the Township had to do every year, but there was a change in legislation, and only when you change your polling place location do you have to do the resolution to establish your polling place. The new coffee makers are installed, they are still waiting for a filter, once that's here Phil will put that together. There was also a zone valve malfunction resulting in the very warm community room. Belknap was called and they are ordering the part and will fix the issue, for now, the zone is shut off, and the mini split is heating the community room.

**American Rescue Plan Act (ARPA):** Stacia gave an update on the bathroom quotes, stating that Litman Construction has yet to get back to her with a quote. Penelope gave a suggestion to reach out to Seth Wilzano (sp?), which Stacia did, and Roger will be meeting with him on Monday. She is still waiting to hear back from Grumdahl regarding the windows installation, she will follow up.

**Materials Management:** There was a dumpster break-in the weekend of October 21. Using the security footage, Roger and Officer Johnson were able to figure out who it was and reached out to them. Roger contacted WLSSD about the incident and they encouraged him to fill out an incident report that will get forwarded to Waste Management, and they will decide what to do from there. The new sign is in place with the hours of operation and the Board was presented with the WLSSD Budget.

**Cemetery:** Nothing to report

**Communications:** Joe from AnySite got back to Hannah and said he'd have a proposal for her by meeting time. There was no proposal, Hannah will follow up.

**Personnel:** Rolf and Penelope are still working on the maternity leave resolution with Scott Witty. Penelope made the motion to approve the cost-of-living adjustment for 2024 provided by Nicole. Seconded by Stacia. Motion passed unanimously. Melenda sent a request to the Town Board respectfully asking for a 50% raise in her salary as Township Treasurer, her overall workload has exceeded by 50% with the state-mandated changes due to the Wage Theft Law, resulting in running payroll twice a month instead of once a month. Penelope made the motion to raise the treasurer's salary by 50% until such time we resolve the twice a month payroll, if possible, in effect starting November 1, 2023. Seconded by Stacia. Motion passed unanimously.

**Old Business:** Nothing to report.

#### **New Business:**

Resolution 11092023: Resolution of Support for the Rice Lake Road Corridor Project. Stacia made the motion to approve Resolution 11092023 supporting the Rick Lake Road corridor project. Seconded by Jim. Motion passed unanimously. Resolution 11092023 A.: Resolution electing members to the Board of Manager of the Duluth/North Shore Sanitary District. Penelope made the motion to adopt Resolution 11092023 A. resolution electing members Kenneth Stocco and Christine Penney to the Board of Manager of the Duluth/North Shore Sanitary District. Seconded by Stacia. Motion passed unanimously. The Town Board will set the date for the Budget meeting at Decembers meeting. The Board of Audit will be on February 8.

#### **Correspondence:**

- Gruff's Lawn Service
- CLP Powerlines ○
- Canosia Township Newsletter ○
- Gnesen Township Newsletter ○

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

- November 23-24, 2023, Office Closed
- Friday, December 1, 2023, Clerks Office Closed- Mandatory Election Training Day
- December 7-9, 2023, Rivers Edge Convention Center, MN MAT Annual Conference
  - Office closed December 7, 2023, from 9:00 a.m. to Noon, open from Noon-5:00 p.m.
- December 14, 2023, 6:30 p.m. Town Board Meeting
- December 14, 2023, immediately following the Town Board Meeting, Holiday Christmas Gathering
- December 22-26, 2023, Town Office closed in observation of Christmas.
- December 31, 2023-January 1, 2024, Town Office closed in observation of New Years
- Tuesday, January 2- January 16, 2024, 5:00 p.m., Candidate Filing Period for Township Election 1 Position
- Thursday, January 11, 2024, 6:30 p.m. Town Board Meeting
- Tuesday, January 16, 2024, Morning Office hours closed. Office hours will be from 1:00 p.m.-5:00 p.m.

- Annual Budget Meeting: **SET DATE: Budgets are due Feb 1 Nicole will have the budgets to the department heads by the middle of January.**
- Board of Audit February 8, 2024, 6:00 p.m. **(OK With Mel)**
- Thursday, February 8, 2024, 6:30 p.m. Town Board Meeting
- February 9-March 11, 2024, Absentee Balloting Period for Township Elections
- February 20-March 11, 2024, Public Accuracy Testing (TBD)
- Tuesday, March 5, 2024, Presidential Nomination Primary Elections
- Tuesday, March 12, 2024, Township Elections 7:00 a.m.-8 :00 p.m. and 8:15 p.m. Annual Meeting
- Tuesday, March 19, 2024, Bad weather date for Township Elections and Annual Meeting, times will be the same.
- Thursday, March 14, 2024, 6:00 p.m. Board of Canvass
- Thursday, March 14, 2024, 6:30 p.m. Town Board Meeting

**Adjournment:** Penelope moved to adjourn the meeting at 7:48 p.m. Stacia seconded. The motion passed unanimously.