

# Town of Duluth

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Town Board Meeting November 12, 2020

Call to order: The meeting was called to order at 6:30 p.m. with the Pledge of Allegiance. Supervisors Tim Strom, Michael Kahl and Rolf Carlson were in attendance, Penelope Morton and John Schifsky were absent.

Approve Minutes: Tim made a motion to approve the October 8, 2020 minutes, Michael seconded. The motion passed unanimously.

Approve Agenda: With the additions of Two Harbors Farmers Market and two smaller items to Town Hall the agenda was accepted by unanimous consent.

Finances: The Treasurer reported a beginning balance of \$623,813.51, deposits of \$2,374.35 and expenses of \$57,120.49 for an ending balance of \$569,067.37. Claims were reviewed, all bills were approved for payment and the payroll net pay account distribution was signed.

Our Bank Statement noted two checks were returned for insufficient funds, Melinda will write a letter and request replacement payments.

No Public Comments at this meeting.

## Department Reports

Police: Report was e-mailed

Fire: Chief Bob Engelson was in attendance

- Bob Rodda suggested the Fire Department possibly water Greenwood Road for dust control after he grades it. Road Supervisor Michael Kahl will talk to Bob Rodda, we have been dealing with a moisture problem all Summer. Bob Engelson suggested if the Board is considering this as a solution they need to discuss it with the Fire Departments Volunteers to see if there is any interest.

## Planning and Zoning

- i. Storm Water
- ii. Director's Report
  - October Planning Commission meeting heard a Variance for a short term rental. The property did not meet the two acre lot size requirement, the variance was denied.
  - Grant: Pre-Planning and Research compensation request for the month of December 2020. The grant award we received gives us 6 months in which to update our zoning ordinance, we do have a good framework on which to build the updates but issues always come up. Michael made a motion that we accept the memo proposal that Sue has presented to fund that month portion of the work to be done on the zoning ordinance, Tim seconded. Motion passed unanimously.
  - CARES act: Sue met with the Clerk to discuss the need to purchase a computer for the Planning Department. Sue has been using her personal computer and it is no longer adequate for the number of Zoom meetings required for the Planning Commission.
  - COVID: The Planning Commission has been meeting by Zoom with one person available at the Town Hall. During Covid and the new Governors restrictions Sue will use the option to post and provide to the Clerk the URL for the zoom meetings. If someone is interested in attending they may either call the Town Office to get the information or see the public posting board for the URL information. Another option is to immediately invoke the 60 day rule to its 120 day extension. Tim made a motion that in lite of Covid the Board authorizes Sue and the Chair to take the 60 day extension if necessary, Michael seconded. The motion passed unanimously.

- Cartway: This issue has to do with the subdivision of a parcel of property, and supposedly a cartway exists. A cartway is a public right of passage, it is created in some way but we (the Township) has no obligation to maintain or construct it. What we are looking at is access off the Town Road.

Legal: There are no legal issues for this meeting

Roads:

- County Plow Requirements: County Commissioner Keith Muslof has been very responsive and met with both Michael Kahl and Tim Strom this week to discuss the county's requirements. The general impression is Keith understands we have been working hard with the land owners to try and resolve the problem and so he will contact some of the county officials to find out where this is going. We are not unique with this problem, other townships are experiencing the same issues.

Town Hall

- Cares Act Transfer Certification Form: Rolf signed
- Access Cards: there is a problem with the Community Room door lock, some employees partial access cards to get into the Community Room have been replaced with full access cards to bypass the non-functioning door lock. Repair has been requested.
- The light at the South end of our parking lot has gone out. We will contact Co-op Light and Power to see about the cost of installing a downlight replacement.
- Our heat has a problem in some rooms. There was a problem with a sensor which has now been adjusted. We would like to see a temperature sensor in our building which can alert someone when the heat is not working. Bob, Roger and Max Bruckelmyer will work on this project.
- The Election ran very smoothly, we had 842 in the Town Hall voters with an additional 579 absentee voters at the Court House for a total sum of 1421.
- Knife River Farmers Market: The group would be interested in holding a farmers market at the Town Hall. Tim Strom will contact MATIT for information.

Emergency Operations: Covid continues

Materials Management:

- D/NSSD Board of Managers Election: Rolf made a motion that we accept the resolution to re-elect current board members Kenneth Stocco and Christine Penney, Michael seconded. Motion passed unanimously.
- Recycling is fine nothing to report.

Cemetery: No Report

Communications:

- There was a nice article about township roads in the newsletter but it needed one correction Homestead Drive is not a township road it is a private drive.
- And Tim Strom's phone number is incorrect in the newsletter.

Personnel: Deputy Clerk interviews prior to the December 10<sup>th</sup> Town Board meeting.

Old Business

- Skating Rink: Penelope is absent this meeting we will add it to the December agenda

New Business: No New Business

Correspondence

- MAT Education Conference
- MAT financial report

- North Shore Management Board
- Co-op Light and Power Deferred Patronage Dividend Allocation
- Lakewood Newsletter
- Carlton County Soil Improvement Program

Calendar Events and Meeting Schedule

- Town Board Meeting December 10, 2020

Adjournment: Michael made a motion to adjourn, Tim seconded. Motion passed unanimously at 8:15 P.M.