

# Town of Duluth

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Town Board Meeting October 14, 2021

Call to order: The meeting was called to order at 6:31 p.m. with the Pledge of Allegiance. Supervisors Penny Morton, Tim Strom, Michael Kahl, Rolf Carlson, and John Schifsky were present.

Approve Minutes: Tim Strom made a motion to approve the September 9, 2021 minutes, John Schifsky seconded. The motion passed unanimously.

Approve Agenda: The agenda was approved without additions.

Finances: The Treasurer reported a beginning balance of \$606,529.26, deposits of \$114,666.76, and expenses of \$22,703.70 for an ending balance of \$698,492.32. The claims were reviewed, there was a discussion about the beginning and ending balances. Nicole followed up with CW Technology regarding the uncashed check and our account is current. The check has been voided and will be removed from the system. The claims were approved for payment; the payroll net account distribution and claims list for approval were signed.

Lake Bank signature Card Credit Card: Rolf and Nicole need to go to the Lake Bank to sign documents to make the appropriate updates.

Public Comment: Ann Cox thanked the Board and said she enjoyed working with them and the Board thanked Ann for all she's done for the Township. Helping to transform it from a small municipality to one of the larges on the North Shore.

Volunteer Librarian- JoVanna Balquier- Discussed the details of what the librarian duties were, and she accepted the volunteer position with the Township.

## Department Reports

Police: Report e-mailed

Fire: Bob reviewed the insurance documents. He questioned raising the deductible from \$250 to possibly \$1000.00. After discussion it was noted that the amount we pay for the premium is so low it would not be affected if the deduction were changed. Bob raised a question about the closed petty cash account. It presented some difficulties for his department this past month when he needed to pay for recertifications that became due before this meeting. There was a discussion, and it was noted that in June, the Board made a motion to close the petty cash account and Ann closed the account before her retirement.

Discretionary Checks: John moved that the clerk may write discretionary checks up to \$200.00 per month subject to a discussion with MAT. Penny seconded. Motion passed unanimously.

The fire department had three members join last Thursday. This put their roster at 25. There might be something saying they can only have 25-member crew. They have someone who is interested in joining but it will put the roster at 26. They are looking into the rumor about limits regarding the number of members.

## Planning and Zoning

- Storm Water: Nicole and Roger took a smart salting training provided by MPCA. They are both certified Smart Salters.
- Director's Report:
  - There was no public hearing for the Glamping.
  - Public hearing for a short-term rental on the Aho road.
  - The draft zoning ordinance will go live October 19, 2021.

- Open house for the ordinance review is scheduled for October 19, 2021, from 6:30-8:30 p.m. Commission members and Clint Little will be here to answer questions. This will be an opportunity for community feedback.
- North Shore Management Board wanted to know if we have a follow up with our permits. Sue informed us that we have it noted in the permits we issue that we can follow up.
- Mask policy: Two members were unable to attend because of covid. Commission is requiring masks at their meetings.

Legal: Nothing to report.

Roads:

- Michael drove the Township roads; they are looking good. However, he noted that not all road projects were completed like we wanted this season.
- We will draft a contract for the Mace and England Roads, it will be for \$60 for each snow event. We will use the same snow contractor as last year.
- We are talking to Alden regarding the culvert in storage that we are selling. Current prices for culverts are \$49 per foot the culvert is thirty-eight feet. However, we do not know the value of depreciation.
- 2022 road projects are being compiled.
- Ditching. It was supposed to be done in October- still no signs of it being done. There will be follow up.

Town Hall:

Polling Place Resolution 10142021: John made the motion to adopt the resolution, Michael second. The resolution passed unanimously. (Posted in Resolution book)

- Ann's gift: Tim spoke to MAT and a Town Board cannot spend Town money on a gift. It can only be done by the electors at the March Annual Meeting.
- Woodline behind the building: the question was raised if there was a survey. Sue said that there may have been one in 2015.
- Farmers Market: Reasonably successful not as many customers as they had hoped.
- Posting Kiosk: We will put this on hold until spring.
- Camera system: We need a new camera for the recycle bins and have it tied into our surveillance system. The Clerk will work with Jaws Computers to get that installed. There have been continued issues with folks dropping scrap at the recycle bins.

American Rescue Plan: We have received \$111,848.59; this is our first installment of the American Rescue Plan.

- Nicole will reach out to Maia Wahlberg from the State of Minnesota for more information on what we can use this funding for, and we will continue to explore appropriate uses of the funds.

Materials Management:

WLSSD: Received notice of the 2022 district wide allocation. No changes from the previous year.

Cemetery: Nothing to report.

Communications: As noted last month, there are paper shortages and the Newsletter will be printed on white paper for the November edition.

Personnel:

- Clerk wages: Tim made a motion to raise the Clerk's wages by 15% and to have it retroactive September 10, 2021, when she took over the position. John seconded. Motion passed unanimously.
- Deputy Clerk: We have received two resumes so far. The post cards have hit the mail. It has been posted to the Town's website and we will send a blast e-mail as well. We will start the November

special meeting at 5:30 p.m. to process interviews. With the regular meeting to follow soon there after.

- Planning Assistant: Michael and Sue met and created a draft of the ad to be published for hiring a planning assistant. This would be published in the newspaper, newsletter, and on the town's website.

Old Business:

- CLP Letter: The Board has received a written communication from CLP, which is attached to the official minutes and is duly noted.
- Audit: Tim is continuing to examine the pros and cons of having an audit.
- Congdon Trust: John had a zoom meeting with Cheryl Skafte. There were also two city attorneys, a forester, and another gentleman present. Moving forward, any complaints people have, we now have a contact person in Parks and Recreation.

New Business: No new business.

Correspondence:

- Powerlines
- Gnesen Township Newsletter
- Canosia Township Newsletter
- Duluth Area Townships

Calendar Events and Meeting Schedule

- ISD 381 Election November 2, 2021
- Special Town Board meeting November 11, 2021, 5:30 p.m. with the regular Board meeting to follow directly after.
- Town Board meeting November 11, 2021, 6:30 p.m.

Adjournment: Michael motioned to adjourn; John seconded. Motion passed unanimously 8:57 p.m.



To the Duluth Township Board;

The minutes of your June 10, 2021 Board meeting and your August 2021 newsletter contained information regarding Cooperative Light and Power that was incorrect. It was stated "that Co-op Light and Power does not have a contract with the Right of Way contractors and no inspectors to follow up on work being done". This is incorrect. CLP has contracts with its Right of Way contractors and cleared areas are inspected after the contractor completes the work.

The CLP Board of Directors requests that you correct your board minutes and include the correction in the Duluth Township Newsletter. Please send a copy of the correction to the CLP Board of Directors.

Leaving this uncorrected is not fair to CLP members, employees, and the residents of Duluth Township.

Your cooperation regarding this matter is appreciated.

Sincerely,

Scott Veitenheimer

A handwritten signature in cursive script that reads 'Scott Veitenheimer'. The signature is written in black ink and is positioned below the printed name.

President of CLP Board of Directors