

Town of Duluth

Town Board Meeting September 9, 2021

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

Town Clerk: Michael Kahl made a motion to approve Nicole Chatterson as Town Clerk Penelope seconded. Motion passed unanimously. Nicole took her Oath of Office.

Approve Minutes: Penelope made a motion to approve the August 12, 2021, minutes, Tim seconded. The motion passed unanimously.

Approve Agenda: With several additions the agenda was approved.

Finances: The treasurer reported a beginning balance of \$594,410.54, deposits of \$40,428.38 and expenses of \$28,309.66 for an ending balance of \$606,529.26. The claims were reviewed, a discussion about a typo regarding an account number for the Cutting Edge on the summary sheet needs to be removed from Police Department and applied to Cemetery. The claims are approved for payment, the payroll net account distribution and claims list for approval were signed. There is an outstanding/uncashed, check for CW Technology from November 2020, Nicole will reach out to CW Technology to gather further information.

- Check authorization signature sheet: Penelope a made motion to remove Ann K. Cox and Dave Mount from the check authorization signature sheet at the Park State Bank 613 1st Avenue Two Harbors MN, and to add Nicole A. Chatterson and Rolf Carlson enabling Nicole, Rolf, and Melinda Peulen as signatures on the Towns Check Authorization sheet. Seconded by John Schifsky, Motion passes unanimously.
- Credit Card: Penelope made a motion to remove Ann K. Cox as a signer for the Visa Credit Card held at Park State Bank 613 1st Avenue Two Harbors MN, and to add Nicole A. Chatterson as a signer, enabling Nicole to make purchases with the Towns Credit Card for Town business. Seconded by Michael Kahl, Motion passes unanimously.

Public Comment: George Sundstrom wanted to know when the last time we our finances had audited. The Treasurer was not at this meeting to answer this question. We will look into it.

Department Reports

Police: Report e-mailed

Fire:

- Greenwood Fire: We have sent three crews to assist.
- Insurance Review: Bob will review and return to Nicole with notes of changes and any updates that are needed.
- PERA 2022 contribution requirements: Bob will have a meeting with John Schifsky and Dave Mount to discuss the issues of overage in the retirement.
- Forest fire danger: The Firewise program is in place to encourage homeowners to take preventative measures. If a forest fire breaks out, we reach out to surrounding fire departments like Two Harbors and the DNR for assistance. At that point they take over. We do have an emergency plan in place and a manual for emergencies like this and others available at the Clerk's office.
- Discussion about clearing property of dead fall behind the Town Hall. Tim, Sue, Bob, and Nicole will work together on this.

Planning and Zoning:

- Storm Water: Penelope will reach out to Val Brady to start a discussion about either hiring her to be our Storm Water Manager or to get suggestions on moving forward with hiring a consulting agency.
- Director's Report:
 - There were two short term rental public hearings last month one was approved, one was not.
 - The Coastal Program Grant was received
 - An open house will be held October 19, 2021, at 6:30 p.m. Comments will be accepted in the Clerk's Office until November 5, a public hearing will be held December 2 at 6:30 p.m. and a report to the Town Board will follow within twenty days.
 - Public hearing for the isolated camping site at the regular commission meeting
 - The commission decided that they want to wear masks: What does the board advise they do if someone refuse to wear at the meeting? Board advises Sue to call MATIT to answer that question.
 - Received a Junk yard complaint on E Lismore. Rolf will investigate it further.

Legal: Bille appellant brief has been received from our attorney.

Roads:

- Telecom notified the Township that they are placing copper line along Clover Valley Drive upon inspection it is being run down the center of the ditch. This raises a concern of any future ditching that the Township may need to do for this roadway. Michael will follow up to make sure that they understand our stance.
- Wildwood Rd Culvert: Rodda has four culverts for Duluth Townships stored. We will use two of those to replace the ones on the Wildwood Rd. We are working on an agreement with Alden to purchase culvert we are removing, since it is too big for any use within our Township.
- There was a culvert installed on the upper Bergquist without notification. Michael will investigate further.
- Clearing will happen along some of the roadways by ditching.
- Mace and Englund road: After discussing, the cost would be too high to put a turnaround in on these roads. It would be approximately \$25-30,000.00 per road. We will continue to use the same contractor as last year for snow removal. Todd will plow the roads and Rodda will rake the roads as needed.

Town Hall

- Good Job to Roger, he fixed the south stair, the one tread may still need to be replaced. When he goes to purchase the post for the public posting kiosk, he will pick up the remaining supplies for the steps. He also has some concrete work to do.
- Pat Schmieder would like to hold a meeting at the Town Hall for the folks who have had issues with the ROW clearing. She will work with Nicole to get that scheduled in September.

American Rescue Plan

- Ann and Nicole submitted the application, it went smoothly.

Materials Management

- October 2 is Carolyn's 30th anniversary.

Cemetery

- Cutting Edge has issued a \$10 increase, \$4 at the fire hall and \$6 at the cemetery.

Communications

- 93 extra copies of the Newsletter were mailed to Alden township residents.

- Rolf asked the council at French River Lutheran Church if the Township could utilize the church as one of our posting places as noted in our annual meeting on August 10, 2021, we are waiting for a response from the council.

Personnel

- Deputy Clerk: It was decided that we need to hire a new Deputy Clerk. Penelope and Rolf will meet with Nicole to write an ad to place in the Duluth News Tribune for notification of the job opening.
- Rolf: Motion to pay Nicole up to 35 hours with an hourly salary to compensate interim until the next meeting. Penelope seconded. Motion passed unanimously
- Rolf and Penelope will meet with Nicole on Tuesday to discuss the hiring of the Deputy Clerk and Nicole's wages.
- Ann: Ann has been a guiding light to our community and a core member to our Township. Tim will work with Carolyn, Nicole, and Sue to figure out a thank you gift.
- Planning assistant: Planning budgeted for an assistant. Sue wrote a job description. Michael will work with Sue on writing up this up.
- Planning and Zoning will be getting cloud storage that Nicole will have access to as well. We should have more information to the board by the October meeting.

Old Business

- Broadband- John presented a map of Broadband coverage for St. Louis County. For our Township we are considered "covered" by 100mbs of service.
- Lateral File Cabinet. Michael made a motion to approve the purchase the lateral file cabinet. Penelope second, motion passed unanimously.

New Business: No new business

Correspondence

- Minnesota Association of Townships
- Price increase – The Cutting Edge
- The Ripple newsletter
- Pipeline awareness

Calendar Events and Meeting Schedule

- Town Board meeting October 14, 2021, 6:30 p.m.

Adjournment Penelope moved Michael seconded motion passed 8:38 p.m.

