

Town of Duluth

Town Board Meeting November 10, 2022

The regular Town Board Meeting was called to order at 6:33 p.m. with the Pledge of Allegiance. Supervisors Rolf Carlson, Tim Strom, Stacia Grayson, Penelope Morton, Stacia Grayson, and Jim Ward were present. Planning Director Liz Strohmeyer was present. Deputy Clerk Hannah Jurek and Clerk Nicole Chatterson were also present.

Approve Minutes Tim moved to approve the minutes Jim Seconded. The motion passed unanimously.

Approve Agenda: The agenda was approved with no changes.

Finances: The Treasurer reported a beginning balance of \$830,095.37, with deposits of \$9,268.76, with expenses of \$51,844.63 and an ending balance of \$787,519.50. The claims were reviewed for payment. Penelope questioned claim 3487 and what services were rendered. Tim had a question for Bob regarding how much the Fire Department had in escrow. The questions were answered. The payroll net pay account distributions and the claims list for approval were approved and signed.

Public Comment: No public comment.

Department Reports

Police: One criminal call last month. There were people casing the air base.

Fire: Bob asked the Board if they reached a decision on what contractor will be plowing for the Township this winter season. Bob was informed that Kurt Roger was hired. Bob asked if they could keep Keith for the snow removal at the Fire Hall. The Board authorized Bob to decide on who would provide snow removal for the Fire Department on Ryan Road, as long as it stays within budget. Bob will reach out Keith to make the arrangements. The Fire Department is looking into their current fleet and equipment to make a proposal to potentially utilize some of the ARPA funds for replacing old or failing equipment. Currently, there are three vehicles that are in need of replacement. To purchase a new rig would be about \$200,000.00. They had found a used truck that was only \$40,000.00 however it sold the following day. The question was raised how he (Bob) would go about purchasing such equipment. Tim noted that we can hold a special meeting with a five-day public notice. With a possibility of placing a deposit on a truck then hold a meeting with a quorum to pass the purchase. Tim suggested to contact Scott Witty to ask a question what the legality of that situation is, to see if the Board can authorize to spend the amount that is set aside to purchase the new vehicle without having to have Board approval. Another question was raised regarding the vehicle at Alden Fire Hall. The current vehicle is a 1982 and nearing the end of its useful life.

Planning and Zoning: Liz provided a proposal to the Board. This proposal is to create a hybrid position for an assistant/secretary to replace Beth who is planning her retirement for September 2023. The hope is they will hire a replacement by February of 2023.

Motion: Tim moved that the Planning Department through Liz, to authorize Liz to advertise for the training position as stated in the email sent on 11/10/2022. Penelope seconded. The motion passed unanimously.

Liz and Beth will create a posting for the position and send that to Rolf and Penelope for final approval before posting the advertisement.

There will be a Public Hearing on November 30, 2022, to discuss some changes to Ordinance number six. There were some inconsistencies that were found over the past few months through the use of the ordinance. There was also an inquiry regarding a possible variance for High Frequency Short Term Rentals that needed a closer look. The full report will be provided at the December meeting.

Junk ordinance: Was passed a long time ago. The ordinance is a stand-alone ordinance and not a part of the Zoning ordinance. Who should be enforcing that?

Liz and Tim had a discussion regarding enforcement of the zoning ordinance. Example: While on a site visit for an new accessory structure LUP, Liz noticed that another accessory structure which was issued a LUP 2019. This accessory

structure needed to be 85ft from the centerline of the road. The actual structure was only 65ft from the centerline. It was decided that Liz will have a conversation with the resident informing the resident to make sure that all future buildings on the property need to follow the required setbacks. Liz is discovering some Shore Term Rentals that do not have the appropriate permits from the Town.

Legal- Mr. Zurcher: There has been some conversations back and forth with Mr. Zurcher. It was suggested that the DNR take the lead on this issue.

Roads: West Clover Valley culvert was improperly installed and will be fixed tomorrow.

Town Hall: For the 2022—2023 snow season the Township hired Kurt Rogers for the snow removal needs of the Town Hall.

Boiler system: The circulating pump was replaced by Belknap Plumbing and Heating. There is now heat in the addition. This will be paid out of the Capital improvement.

Stacia walked through the hall with Nicole and Roger. Stacia created a 'Facilities Check List' for annual maintenance and future potential projects. Nicole will send a copy of this to the Supervisors.

ARPA- American Rescue Plan Act: There were some suggestions received from residents regarding potential uses of the ARPA funds. Nicole will create a spread sheet to compile the wants and suggestions submitted through her office.

Materials Management: Nothing to report.

Cemetery: There will be a discussion at the December meeting regarding the removal of the vault requirements in the Cemetery.

Communications- Endowment Fund Board will be hosting a fundraiser. They are looking for donation for a raffle to raise money for endowment fund.

Personnel- Tim would like to thank Hannah and Nicole on a job well done on the November Election. Nicole made a request to the Board to not attend the December Board meeting due to her daughters Christmas Concert. The Board approved that request.

COLA: Nicole provided a COLA report to the board to review. Penny and Rolf will review it and if changes needed to be made Nicole will make the appropriate adjustments.

Old Business: No old business.

New Business: DNSSD Board of Managers Election **Resolution 11102022** (attached).

Motion: Tim moved that we adopt Resolution 11102022 to elect Dean and Angela to the DNSSD. Penelope seconded. The motion passed unanimously

Correspondence

1. Gnesen Township Newsletter
2. Duluth Township Newsletter
3. CLP Powerlines

Calendar Events and Meeting Schedule

1. November 11, 2022, Town Office closed in observation of Veterans Day
2. November 24-25, 2022 Town Office closed in observation of Thanksgiving
3. December 8, 2022 6:30 p.m. Town Board Meeting There will a social hour after the regular scheduled Board Meeting to celebrate the holiday season.
4. December 23, 2022 Town Office closed in observation of Christmas
5. December 30, 2022 Town Office Closed in observation of New Years
6. January 10, 2023 Informational meeting about ARPA funds 6:30 p.m. Town Hall 6092 Homestead Road Duluth
7. February 21, 2023 ARPA Open house 6:30 p.m. Town Hall 6092 Homestead Road Duluth

Adjournment: Tim moved to adjourn the meeting at 8:41 p.m. Penelope seconded. The motion passed unanimously.

RESOLUTION OF THE TOWN OF DULUTH
Resolution 11102022

**RESOLUTION ELECTING MEMBERS TO THE BOARD OF
MANAGERS OF THE DULUTH/NORTH SHORE SANITARY DISTRICT
PURSUANT TO MINNESOTA STATUTES, SECTION 442A.14,
SUBDIVISION 7**

BE IT RESOLVED by the governing body of the Town of Duluth, St. Louis County, Minnesota, as follows:

Section 1. Recitals.

1.01 The City of Duluth, the Town of Duluth and the Town of Lakewood, all in St. Louis County, Minnesota, in 1999 submitted a petition to the Minnesota Pollution Control Agency (the "MPCA") requesting creation of the Duluth/North Shore Sanitary District (the "Sanitary District") pursuant to Minnesota Statutes, Sections 115.18 through 115.37, as amended and recodified under Minnesota Statutes Sections 442A.01 through 442A.29 (the "Act"). (The City of Duluth, the Town of Duluth and the Town of Lakewood are herein collectively referred to as the "Municipalities.")

1.02 On January 25, 2000, the MPCA issued an order approving creation of the Sanitary District (the "Order"). The Order was published in the *State Register* on January 31, 2000.

1.03 On March 1, 2000, the time for appeal of the Order having expired, a certified copy of the Order was duly filed with the Minnesota Secretary of State, and creation of the Sanitary District was thereupon deemed complete under the Act.

1.04 The Act requires that the Municipalities elect a board of managers for the Sanitary District (the "Board of Managers") as soon as practicable after creation of the Sanitary District.

1.05 Pursuant to Section 442A.14, Subdivision 7 of the Act, the Municipalities may elect a board member or members by resolutions adopted by all of them separately, concurring in the election of the same person or persons.

Section 2. Findings. It is in the best interests of the Municipalities and of the Sanitary District that the following persons, who are voters residing in the area of the Sanitary District, be nominated for election to the Board of Managers for the terms indicated:

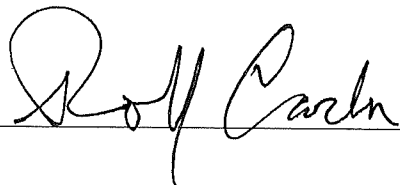
- a. Dean Korri, of the Town of Duluth, Minnesota, for a term commencing upon the passage of all concurring resolutions by the Municipalities, and shall expire on the first business day of January, 2026.

- b. Angela Braud, of the Town of Duluth, Minnesota, for a term commencing upon the passage of all concurring resolutions by the Municipalities, and shall expire on the first business day of January, 2026.

Section 3. Election of Board of Managers. Election of the above-named persons to the Board of Managers of the Sanitary District is approved and such persons are elected for the term indicated.

Section 4. Direction to Clerk. The Clerk or a designee is directed to immediately transmit a certified copy of this Resolution to the Clerk of the City of Duluth.

Adopted 11/10/22, 2022.


Chair

ATTEST:


Clerk