

Town of Duluth

Town Board Meeting December 8, 2022

The regular Town Board Meeting was called to order at 6:32 p.m. with the Pledge of Allegiance. Supervisors Rolf Carlson, Tim Strom, Stacia Grayson, Penelope Morton, and Jim Ward were present. Planning Director Liz Strohmyer was present along with Clerk Nicole Chatterson. Deputy Clerk Hannah Jurek was absent.

Approve Minutes: Tim moves to approve the November minutes. Penelope seconded. The motion passed unanimously.

Approve Agenda: Cemetery will be moved to Public Comment. With that change the agenda was approved.

Finances: Treasurers Reported a beginning balance of \$787,519.50 with deposits of \$165,750.77, Expenses of \$36,468.95 and an ending balance of \$916,801.32 Nicole will follow up with Marshall Hardware regarding an uncashed check from March of 2022. The payroll net pay account distributions and the claims list for approval were approved and signed.

Public Comment: Judith Torrance was in attendance regarding removal of the vault requirement in the Towns Cemetery. She has been working with Molly on adding green burials to the cemetery.

Motion: Penelope moves that we remove the vault requirement in the cemetery. Tim seconded.

Discussion: How are we going to change this? Is this changing the written rule? Molly and Rolf will work on this.

Decision: The motion passed unanimously.

Department Reports

Police: All is quiet within the Township.

Fire: Bob spoke with Scott Whitty regarding the purchase of the new fire truck. He was not aware of any more efficient method to purchase said truck. The best route would be to call a meeting utilizing the five-day meeting rule. One thought would be to authorize the Chief for \$3,000 earnest money to secure the purchase of the new truck. This discussion will continue.

Planning and Zoning: Liz asked the question, how far (long) do we go before we have the town attorney follow up with a non-compliant resident as there has never been any chain of command. It was decided that the preferred approach is to come to the Board but in certain cases it could be though the Board Liaison for the Planning Department.

Tim asked a general question of, who within the township has the authority to call the town attorney to request a letter. This will be discussed at a later meeting.

Laptop stipend: Liz brought up a discussion about a technology stipend to be issued to her, for the use of her own computer. Nothing was decided. She also mentioned that Melinda needs a new computer. We will continue that conversation at a later date.

Proposed Amendments to Zoning Ordinance No. 6: Tim moves to amend the ordinance as recommended by the Planning Commission. Penelope second the motion. The motion passed unanimously.

Motion: Tim moves that we direct the Planning Commission to attend to publication and further steps of the newly amended ordinance. Stacia seconded. The motion passed unanimously.

Planning Assistant/Secretary: The advertisement presented was approved to be published for the new hybrid position.

Legal: Liz and Tim have had a conversation with Mr. Whitty regarding Short Term rentals.

Roads: Been pretty quiet. Mr. Nesgoda has been in contact with Jim regarding the Torgeson Road and a potential turn around. Jim noted that Alborn Township had some cases where they put turn arounds in on private land. Jim suggested that it could be brought up at the Annual Meeting since it would be in the ballpark of \$100,000.00 to complete the project.

Town Hall: Facilities Maintenance Plan was presented by Stacia. Stacia reminded the Board that Tim suggested at the previous meeting to form a sub-committee for this.

ARPA- American Rescue Plan Act: Hannah requested that the Board review a flyer for the NSCS Newsletter. The Board approved to publish the flyer in the NSCS newsletter.

Materials Management: Recycling will be closed on Christmas Eve and New Year Eve. Nicole and Hannah will make the appropriate posting. There is a WLSSD meeting scheduled for the week of Christmas. Tim will be attending this meeting.

Cemetery: Cemetery discussion was completed in the Public Comment section.

Communications: Hannah is working on the Newsletter for January.

Personnel: COLA is okay to move forward.

Old Business: No old business.

New Business: No new business.

Correspondence:

1. Gnesen Township Newsletter
2. CLP Powerlines
3. Card from Hanft Fride
4. Land Stewardship Project

Calendar Events and Meeting Schedule

- December 23, 2022, Town Office closed in observation of Christmas
- December 30, 2022, Town Office Closed in observation of New Years
- January 3, 2023- 5:00 p.m. on January 17, 2022, Candidate Filing Period for Township Election 2 positions.
- January 5, 2023, Clerks Office Closed in the morning. Office will open be open from noon to 5:00 p.m.
- January 17, 2023, Clerks office hours will be 1:00-5:00 p.m. (The office will not be open the regular hours from 9:00 a.m.- Noon) for the final day of candidate filling
- January 10, 2023, Informational meeting about ARPA funds 6:30 p.m. Town Hall 6092 Homestead Road Duluth
- January 12, 2023, 6:30 p.m. Town Board Meeting
- February 9, 2023, 6:30 p.m. Town Board Meeting
- February 21, 2023, ARPA Open house 6:30 p.m. Town Hall 6092 Homestead Road Duluth
- Board of Audit **February 9 2023 6:00 p.m.**
- Annual Budget Meeting: **Tuesday, February 14, 2023 6:00 p.m. Budget are due Feb 1 Nicole will have the budgets to the department heads by middle of January.**
- March 9, 2023 6:30 p.m. Town Board Meeting
- March 14, 2023: Township Election 7:00 a.m.-8:00 p.m. and Annual Meeting 8:15 p.m.
- Board of Canvass March 16, 2023, 6:00 p.m.

Adjournment: Penelope moves to adjourn the meeting at 7:39 p.m. Stacia Seconded the motion. The motion passed unanimously.