

Town of Duluth

Town Board Meeting October 13, 2022

Call to order: The regular meeting was called to order at 6:31 p.m. with the Pledge of Allegiance. Supervisors Tim Strom, Rolf Carlson, Stacia Grayson, Jim Ward, and Penelope Morton were present. Deputy Clerk Hannah Jurek and Treasurer Mel Peulen were present. Absent: Clerk Nicole Chatterson. There were ten community members present as well.

Approve Minutes: After one typographical correction the minutes were approved. Motioned by Tim, seconded by Jim.

Approve Agenda: Approved as printed.

Finances: The Treasurer reported a beginning balance of \$922,894.75, with deposits of \$2,860.08, with expenses of \$95,659.46 and an ending balance of \$ 830,095.37. The claims were reviewed and were approved for payment; the payroll net account distributions and claims list for approval were signed.

Public Comment

Green Burial: After receiving more information from Cemetery Sexton Molly Tillotson, Supervisors are more receptive to changing vault requirements at our cemetery. Alex Cavillin was in the audience to help answer questions and concerns. It was decided that Rolf will contact Molly to have a write up in the November newsletter about the Board considering changing the vault requirements. Rolf will send the write up to Penelope for review before submitting it to Hannah for the newsletter.

NSCS Community rink: Shane Stolp and Ron Sundberg from North Shore Community Rink gave an update on the progress of the ice rink. Excavating is almost complete, and concrete will be done soon. The boards that were ordered should arrive at the end of November. They thanked the Board for the advancement of funds in order to continue with the project and will report back to the Board with an itemized list of the spending.

Department Reports

Police: There have been two reports of shooting complaints in the Northern part of the Township and Lakeside. Mark talked to the residents. Otherwise, nice, and peaceful in the Township.

Fire: The department is up to 110 calls for the year. They have a good full roster, and the volunteers are doing good about doing training. The Firewise grant they received from the DNR was in the amount of \$28,900. The Firewise Event held on September 17, 2022, went well. Minnesota Power and Co-op Light and Power were some of the sponsors of the event. Chipper Days was the second weekend of October. There will be a Chipper Days event in the Spring because of the great turnout.

Planning and Zoning: Director Report: There is one public hearing notice for an interim use permit. Permits keep coming in. This is Sue's last Town Board meeting. She took the time to thank the Board. She also thanked the Clerk's office for all the help throughout the years.

The Board thank Sue Lawson for her many years as Planning Director of our Planning and Zoning Department. Sue informed the Board that they are in good hands with Liz at the helm.

Assistant Director Report: Liz is registered for MS4 training. She has started classes and will finish up before year end. She submitted a proposed timeline for the Planning Department and a shift in current roles. With Beth, Planning Secretary, looking to retire this time next year, the hybrid position of Planning Assistant/Secretary was presented to the board. The Board like the idea of the position as well as the timeline Liz presented. With Liz assuming the Director

Position she proposed a salary of \$23,920. Tim made the motion the Liz Strohmayer be appointed Planning Director November 1, 2022. Liz's salary for the year 2023 will be \$23,920 and the COLA adjustment. Liz's salary from November 1, 2022-December 31, 2022, be \$23,920, prorated for that period. Seconded by Penelope. Motion passed unanimously.

Liz was directed to get a job description and information together for Rolf and Penny involving the hybrid position of Planning Assistant/Secretary, and it will be revisited at the November meeting. Tim and Sue attended The Lake Superior Coastal Resilience Hazard Mitigation Research Public Information Session on September 22, 2022. Tim summarized to the Board what was said at the meeting involving shoreline erosion. At this time there isn't much Township involvement in the matter. Tim did bring up the letter a resident along North Shore Drive received, to which he was assured that the County has no plans to take anyone's land. For now, the Board will keep its distance but a representative from MSA will keep the Board in the loop.

Legal: Nothing to report

Roads: Jim talked to Bob regarding the Torgeson Road and it was unresolved at the time of this meeting. The winter snowplowing application was submitted to the County. Jim was informed from the County that there are three roads in the Township that needed to be tend too, that there are tree branches that impede the way. Todd Thomas will be plowing the Mace and England Roads again this year for the County will not plow those roads. Fall grading will be starting soon.

Town Hall: Tim suggested that the Town reach out to Kurt Rogers for plowing at the Town Hall and Fire Hall this year. Keith has been doing a fine job, but unfortunately can't make it early enough for recycling to get the parking lot plowed for he has another job. Tim talked to Kurt, who plows at NSCS and he is interested. He will get a proposal to Roger. Tim will reach out to Keith for a proposal as well, Tim and Stacia were authorized to let out the snowplowing work. Stacia authorized the purchase of a public kiosk to be installed in the Spring to not exceed over the amount given last August when the kiosk was first brought up.

After making the correction to cross out Clerk Nicole Chatterson, who was not present and adding Deputy Clerk Hannah Jurek, who was present to the Polling Place Resolution 10132022, Tim made the motion to adopt Polling Place Resolution 10132022, resolution designation the 2023 polling place for the precinct of Duluth Township. Seconded by Penelope. Motion passed unanimously.

The circulation pump went out on the furnace. Stacia and Tim were authorized to let out the repair, which might be expensive, in light of winter coming on. Belknap Electric was called, and they came out, there is a part being ordered.

ARPA- American Rescue Plan Act: The Board discussed when to have a meeting with community involvement on how to spend the ARPA funds the Township has received. They have decided to do an informational meeting first, for residents to ask any question they have about the ARPA funds, then have a meeting following that where residents can submit their proposals. The informational meeting will be Tuesday, January 10, 2023, at 6:30 pm at the Town Hall. The following proposal meeting will be Tuesday, February 21, 2023, at 6:30 pm at the Town Hall. They will have that information in the upcoming newsletter as well as the Town's website and the Town's Facebook page. It was also asked to look into submitting something to the North Shore Community School's newsletter they send out. Clerk's office will look into that.

Materials Management: Nothing to Report

Cemetery: Continuing discussing Green Burials, Penelope stressed community input would be good. Rolf will talk to Molly and ask her to submit a write for the upcoming newsletter.

Communications: Nothing to report.

Personnel: Penelope congratulated Deputy Clerk Hannah Jurek for taking on the position as Deputy Clerk of Gnesen Township. The hours will not affect her duties here at Duluth Township.

Old Business: Nothing to report.

New Business: No new business.

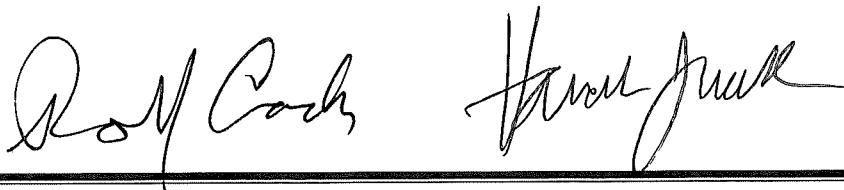
Correspondence:

- Gnesen Township Newsletter
- WLSSD: District wide allocation 2023
- St. Louis County Planning & Community Development: Public Hearing November 10, 2022

Calendar Events and Meeting Schedule

- October 26, 2022, 10:30 a.m. Public Accuracy Test of the Voting equipment
- November 8, 2022, 7:00 a.m.-8:00 p.m. General Election
- November 10, 2022, 6:30 p.m. Town Board Meeting
- November 11, 2022, Town Office closed in observation of Veterans Day
- November 24-25, 2022, Town Office closed in observation of Thanksgiving

Adjournment: Penelope moved to adjourn the meeting at 8:29 pm. Seconded by Stacia. Motion passed unanimously.



Polling Place Resolution 10132022

Resolution designating the 2023 polling place for the precinct of Duluth Township

Whereas, the Minnesota State Statute 204B.15 requires the municipality governing the precinct of Duluth Township to designate the polling place for its precinct by December 31st each year for the next calendar year by resolution.

1. **Regardless** if there is a scheduled election or no change is made, for the next calendar year.
2. Municipalities must designate polling places, by resolution or ordinance, for each precinct each **year even if no change is noted** for the next calendar year.
3. A polling place cannot be changed between the state primary and state general election unless a polling place has become unavailable for use.

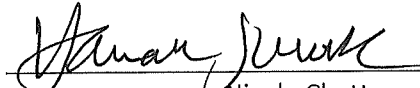
Therefore, be it resolved that the Duluth Town Board of Supervisors designates the 2023 polling place for the precinct of Duluth Township to be the Duluth Town Hall 6092 Homestead Road Duluth, MN

Adopted this 13 day of October, 2022



Rolf Carlson Board Chair

Attested:



Nicole Chatterton, Clerk
Hannah Jurek, Deputy Clerk

Supervisor Vote:

Tim Strom	<u>aye</u>
Stacia Grayson	<u>aye</u>
Rolf Carlson	<u>aye</u>
Jim Ward	<u>aye</u>
Penelope Morton	<u>aye</u>

