

# Town of Duluth

Town Board Meeting April 14, 2022

Interviews: 6:00 p.m. Troy McKinley; 6:15 p.m. Anthony Mancuso

Jim moved to accept Anthony Mancuso for the open position on the Planning Commission, Penelope seconded. The motion passed unanimously. Nicole will contact the applicants and inform them of the decision.

Call to order: The regular meeting was called to order at 6:30 p.m. with the Pledge of Allegiance. Supervisors Tim Strom, Penelope Morton, Jim Ward, Rolf Carlson, and Stacia Grayson were present

Approve Minutes:

- March 10, 2022: Tim moved to approve the March 10, 2022 minutes. Penelope Seconded. The motion passed unanimously.
- April 7, 2022: Tim moved to approve the April 7, 2022 minutes. Penelope Seconded. The motion passed unanimously.
- April 12, 2022: Tim moved to amend the minutes to strike the last sentence of 17 b of the April 7, 2022 minutes Jim Seconded. The motion passed unanimously. The minutes were approved with the amendment.

Approve Agenda: The agenda was approved

Finances: The Treasurer reported a beginning balance of \$727,220.75, with deposits of \$6,317.78, with expenses of \$39,308.38 and an ending balance of \$694,230.15. The claims were reviewed for payment; Tim moved to approve the claims and the payroll net account distribution. Penelope seconded. The motion passed unanimously. The payroll net pay account distributions and the claims list for approval were signed.

Public Comment: Julie and Butch Sievert, owns the Inn on Gitche Gumee. They have question on what they need to do to clearing property, ie. tree removal. Sue informed them they need to get a variance before they clear. Once they have a variance, if they are approved, they can clear.

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**Program of Work: Motion: Penelope moved to approve The Program of work. Stacia seconded. The motion passed unanimously.**

**Board Chair/Vice Chair:** Chair Rolf Carlson; Vice Chair Penelope Morton

**Business Management (Banking, Insurance, Financial):** Primary Penelope Morton; Alternate Tim Strom

**Cemetery:** Primary Rolf Carlson; Alternate Stacia Grayson

**Arts & Heritage work group:** Primary Tim Strom; Alternate Jim Ward

**Communications (Newsletter, internet, Social Networking, Phone services, Web services):** Primary Penelope Morton; Alternate Stacia Grayson

**Materials Management:** Primary Stacia Grayson; Alternate Tim Strom

**Intergovernmental Relations (Duluth Area Townships, St. Louis County Area Townships):** The Entire Board of Supervisors 2022

**North Shore Management Board:** Primary Penelope Morton; Alternate Stacia Grayson

**Personnel:** Primary Rolf Carlson; Alternate Penelope Morton

**Planning:** Primary Tim Strom; Alternate Rolf Carlson

**Public Safety (Police, Fire, Emergency Management):** Primary Jim Ward; Alternate Stacia Grayson

**CC Liaison/NSCS Foundation Board:** Primary Penelope Morton; Alternate The entire Board of Supervisors

**Roads/Invasive Weeds:** Primary Jim Ward; Alternate Tim Strom

**Town Hall:** Primary Stacia Grayson; Alternate Tim Strom

Department Reports:

Police: Nothing to report

Fire: The Fire Department has been working on a memorial board to honor the past members of the department. It was discussed that the boards may potentially be installed in the Town Hall for all residents to enjoy. Bob discussed that the Fire Department budgeted \$12,000.00 for fire number sign installation. He asked the Board how to proceed on hiring someone to install the signs. The Board recommends talking to Scott Witty.

Planning and Zoning: Liz will be attending training for MS4. Sue had a conversation with Scott Witty regarding the notice of Zoning Ordinance 6 publication in the Duluth News Tribune, he advised that "ordinance" be replaced with "ordains" in the notice to be published on April 20, 2022. There was a discussion on where/how many times the Ordinance needs to be posted, Sue will contact Scott Witty to verify. Liz had a discussion with Jo Thompson regarding the formula from Ordinance 6, Section 19 Accessory Structure greater than 2,000 SF in SSUR-1, Jo provided Liz an explanation on how the formula was developed. Nicole will deliver Ordinance 6 and Zoning Map 6 to the Law Library and the County Records office once it is enacted. Last month the Commission denied a HF-STR, there has been no appeal, as of yet. The cloud storage was purchased, and the Planning Secretary and the Clerk's office will work together to get that up and running. The Clerk will purchase the GPS unit recommended by Clint Little. The large sign on Highway 61 is not in MDOT's right of way. The Commission will write a letter to the homeowner.

Motion: Tim moved that we publish the summary of Ordinance 6 and rather than the whole ordinance 6. Penelope seconded. The motion passed unanimously.

Tim moved that we approve the summary of Ordinance 6 as prepared by staff. Penelope seconded. There was a discussion on where it needed to be posted, Sue will contact Scott Witty to verify. Amendment: Tim moves to strike on page two, the word "and \_\_\_\_\_." then putting a period after "normal business hours." Penelope seconded. The motion passed unanimously.

**Ordinance 04142022:** Tim moves that we approve and enact Ordinance 04142022, Penelope seconded. The motion passed unanimously.

Legal: There has been an appeal in the Bille case from the Court of Appeals to the Minnesota Supreme Court, although it is doubtful that the Supreme Court will accept the appeal.

Roads: Rate increase on Rodda's contract. Rodda was unable to attend this evening. Jim will reach out to Rodda and request an updated fee schedule to be sent to the Clerk for the Board to review next month. Jim noted that many of the roads in our area will have mill overlay construction this summer. Mcquade, Bergquist, S Ryan (Below Lismore to Highway), Lismore (Between Ryan and Bergquist), W Knife River, Culbertson, and Two Harbors Roads (To county line). There will be a site entry for the Swanson Road.

Town Hall: Tim suggested that during the May meeting we look at the tree line and decide if we need to remove trees. We located a copy of the property survey, Tony Lueck sent a copy. The Board would like to have the Fire Chiefs input as well. There were some issues with the furnace, Roger is looking into that. Holden Electric installed a dusk to dawn sensor for the lights on the exterior of the building. Cameras were ordered and should be installed by next month. Cyber security: Considering recent world events, we looked into cyber security. The Clerk reached out to MAT and Ward. Ward discussed some potential options to provide increased security but said he believed our network is already secure.

American Rescue Plan Act: First round of reporting is due April 30, 2022. Tim discussed and provided information regarding ARPA and if we want to take the standard deduction or do the calculation. The Board agrees to take the standard deduction. Tim also discussed how we are going to spend the money, how we would engage the community with the ARPA funds. He recommended having a community engagement session. We will discuss this further next meeting.

Materials Management: Recycling has been busy. The grant was dropped off by the end of February and they requested more information. The recycling hours are now on Summer Hours.

Cemetery: Nothing to report.

Communications: Nothing to report.

Personnel: Nicole and Hannah will be attending the MAT Clerk training on May 13, 2022. The Town Hall office will be closed that day so they can both attend.

Monthly Meeting Stipends: Penelope moved to raise the stipends to \$45 for Clerk, Treasurer, Deputy Clerk, and Planning Commission. Tim seconded. The motion passed unanimously.

Old Business: Single T-curve project meeting with Vic Lund is now scheduled for May 3, 2022 at 6:30 p.m. at North Shore Community School. The Board requested that it is informational with a PowerPoint presentation. The Town will send notices to the residents

New Business: Liquor License Renewal:

- New Scenic Café Liquor License Renewal: Penelope moved to renew the New Scenic Cafe liquor license; Tim seconded. The motion passed unanimously
- Red Swan Catering/Clearwater Grill & Event Center Liquor License Renewal: Penelope moved to renew Red Swan Catering/ Clearwater grill and event center. Tim Seconded. The motion passed unanimously.

2. Correspondence

- Powerlines
- Gnesen Township Newsletter
- Letter From MDH regarding our water samples.

3. Calendar Events and Meeting Schedule

- Local Board of Appeal and Equalization-LBAE April 19, 2022, 4:00-5:00 p.m.
- Meeting with Vic Lund: T-Curve Intersection May 3, 2022 6:30 p.m.
- Town Board Meeting May 12, 2022, 6:30 p.m.
- MAT "4 Corners" Training for Clerks and Treasurers May 13, 2022, 9:00 a.m.- 3:00 p.m. Town Office will be closed.

Adjournment: Stacia motioned to adjourn at 8:47 p.m. Jim seconded the motion. The motion passed unanimously.

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**Informational Purposes Only!**

**Supervisor Terms**

Rolf Carlson 2020-2023  
Tim Strom 2021-2023  
Penelope Morton 2021-2024  
Stacia Grayson 2022-2025  
Jim Ward 2022-2025

**Board of Appeals Terms**

7/1/2023  
None  
7/1/2022  
None  
None

