

# Town of Duluth

Town Board Meeting May 11, 2023

**Call to order:** The regular meeting was called to order with the Pledge of Allegiance at 6:32 p.m. Supervisors ArMand Nelson, Chair Rolf Carlson, Penelope Morton, Jim Ward, and Stacia Grayson were present. Fire Chief Bob Engelson, and Police Chief Mark Haselow were present. Treasurer Melinda Peulen, Deputy Clerk Hannah Jurek, and Clerk Nicole Chatterson were also present.

**Approve Agenda:** Add PERA Relief fund to Fire Department, with this addition the agenda was approved.

**Approve Minutes:** A typo in the Sucker River section needs to be changed. Acer to Acre. With that change ArMand moved to approve all three minutes, Regular Board Meeting April 13, 2023, LBAE on April 18, 2023, and Road Bids on April 25, 2023, minutes. Stacia Seconded the motion passed unanimously.

**Finances:** Treasurers provided a report with a beginning balance of \$692,638.50, Deposits of \$4,041.64, Expenses of \$60,262.46 and an Ending Balance of \$636,417.68. ArMand asked about the IAM Responding subscription. Bob explained that it dispatches calls and location information to the department members cell phones. The payroll net pay account distributions and the claims list for approval were approved and signed.

**Public Comment:** A resident of the Torgeson road arrived late and asked if we received any new information regarding the work to be done on the Torgeson. Jim explained that we are waiting for a bid from JBL before we can proceed.

## Department Reports

**Police:** Nothing major to report. There have been a couple of theft calls. The auction was successful.

**Fire:** The Fire Department presented the new fire truck purchased this evening. Bob asked the Boards advisement when wording the decals for the new truck. Should the wording be "Serving the Town of Duluth" or "Serving Duluth Township". The Board recommended that it be "Serving Duluth Township". Next the Fire Department will be looking to replace the 1994 5,000-gallon tanker which they had modified from an old MN Power truck. Two Harbors has a tender truck that they will be putting up for sale next year and it is possible to get it for a reasonable price. It may be a third of what they just spent on the new truck. However, the fire fund is low after the purchase of the most recent truck, so the Fire Department will be looking to the Board for assistance. The Fire Department wrote a letter to the Board requesting the annual contribution for the Volunteer Firefighters Relief Association. PERA: Penelope asked why it went down \$97,000. Bob stated that it was the market which dropped.

**Planning and Zoning:** Liz was not in attendance but shared with the Clerk her report which she shared with the Board. It was as follows: The Commission has a HFSTR hearing this month. Last month the Commission approved a variance request for a pole barn. A concerned resident wrote to the Planning Commission requesting they investigate Low Frequency STR's and change the current ordinance to make them stricter. The Commission reviewed the residents' concern and reviewed the ordinance. At this time, the Commission felt it was not necessary to change the ordinance for LFSTRs. Penelope sat in on a North Shore Management Board meeting this past month. They announced that they have a grant available for "Brown sites" or dumping sites that need to be cleaned up. Stacia will seek more information about potential "Brown Sites" within our Township on the MPCA website.

**Legal:** Nothing to report

**Roads:** Roads have been quiet. Bob has been out at least one day a week. Waiting for a bid from JBL for the Torgeson Road.

**Town Hall:** Nicole discussed the message center the Board authorized to purchase last fall; the purchase was put off as the winter months were fast approaching. The cost of the message center increased so Nicole sought for the Board to reapprove the purchase at the new cost point.

**Motion:** Penelope moved to approved spend up to \$550.00, plus shipping for the new message center. Seconded by Stacia. The motion passed unanimously.

A resident who plans on renting the hall for a graduation party had a question for the Board regarding whether they could have a fire pit at their event. It was discussed and decided that a fire pit would not be allowed. Ulland Brothers

contacted the Clerk. They will be performing work on the Homestead, which will be starting in the next few weeks and requested if they could store so materials in the lot. The Board decided that this will be allowed.

**American Rescue Plan Act:** Stacia and Nicole submitted the required annual reporting that was due April 30. There was a discussion regarding how to narrow down the top five options for use of the ARPA funds. It was decided that they will have a separate meeting to discuss this on Tuesday, June 6 at 6:30 p.m.

**Materials Management:** WLSSD will be hosting an event at the Lakewood Recycling Center site on June 8, 2023, from 5:00-7:00 p.m. Stacia will attend this event before next month's Board Meeting.

**Cemetery:** The annual Memorial Day event will be held on Monday, May 29, 2023, at 11:00 a.m. at the Palmers Cemetery, if it is raining it will be at the Town Hall. On June 13, 2023, the contracted work with Northern Bedrock will start at the Cemetery. Molly is in the process of gathering the materials needed for the project. This season's mowing will be provided again by The Cutting Edge. It was noted that the rate will increase for mowing the Cemetery, however, the Fire Hall rate will remain the same for the 2023 season.

**Communications:** Alden Township reached out to ask if they could have a few pages in our Newsletter. They are in the process of creating their own form of communication, a digital newsletter and email contact, for their residents but have no way of getting the word to their residents. They hope to be able to have some information within our Newsletter to help spread the word to their residents. We will bill them for the copies of the Newsletters that are printed for their residents and for the cost of postage for those Newsletters mailed once we receive our bill. The Board agreed to this and starting with the July edition of our Newsletter, we will have two pages that will be dedicated for the use of Alden Township.

**Personnel:** With the knowledge presented at the spring short course hosted by MAT regarding the MN Wage Theft Law. The Treasurer and Clerk have developed a plan to become compliant with the law. The Town will now process payroll twice a month, on the first and fifteenth day of each month. All payroll requests must be submitted by the first, for payment by the fifteenth day of each month. Then again, all payroll requests must be submitted by the fifteenth day of each month, for payment on the first day of each month.

**Old Business:** No old business.

**New Business:** New Scenic Café submitted their requested to renew the facilities liquor license for 2023. The Police Department stated that there have been no known issues with this location.

**Motion:** Penelope moved to approve the liquor license renewal request. Stacia seconded the motion. The motion passed unanimously.

ArMand discussed our Local Board of Appeal and Equalization process. He asked if our Board has considered the open book process? ArMand will put together some information of the pros and cons to share with the Board for a later decision.

**Correspondence:**

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| ○ ISD 381 Postcard                          | ○ Duluth Township Newsletter                |
| ○ Gnesen Township Newsletter                | ○ EZ Street Asphalt                         |
| ○ CLP Powerlines                            | ○ National Council for the Traditional Arts |
| ○ Stars and Seeds Farm-S. Range Flea Market | ○ MPT magazine                              |

**Calendar Events and Meeting Schedule:**

- May 24, 2023, 10:00 a.m. Emergency Operations
- May 24, 2023, 5:30 p.m. SLCAT Annual Meeting, Election, and Dinner (MUST RSVP)
- May 29, 2023, 11:00 a.m. Memorial Day Palmers Cemetery
- May 31, 2023, 5:30 p.m.-8:00 p.m. Kilowatts' and Brats hosted by CLP
- June 6, 2023, 6:30 p.m. ARPA Meeting
- June 8, 2023, 6:30 p.m. Town Board Meeting
- June 8, 2023, 5:00 p.m.- 7:00 p.m. WLSSD Open House at Lakewood Recycling Center

**Adjournment:** Penelope moved to adjournment at 7:35 p.m. Jim seconded. The motion passed unanimously.