

Town of Duluth

Town Board Meeting January 12, 2023

Attendance: The regular meeting was called to order with the Pledge of Allegiance at 6:31 p.m. Supervisors Tim Strom, Chair Rolf Carlson, Penelope Morton, Stacia Grayson, and Jim Ward were present. Planning Director Liz Strohmeyer, Treasure Melinda Peulen, Deputy Clerk Hannah Jurek, and Clerk Nicole Chatterson were also present.

Approve Minutes: Correct Scott Witty name from Whitty to Witty. Under Town Hall change sub-committee to small informal working group. Penelope moves to approve the minutes of the December meeting with the aforementioned changes. Stacia Seconded. The motion passed unanimously.

Approve Agenda: The agenda is approved as written.

Finances: Treasurers Reported a beginning balance of \$916,801.32 with deposits of \$8,538.27, Expenses of \$47,096.43 and an ending balance of \$878,243.16. Penelope asked why the ending balance reported by the treasure and the bank statement totals are different. Mel informed her that the variance with those two totals comes from the totals being run at two different times of the month. Mel raised some concerns regarding the fund request from North Shore Community Rink. She will reach out to Mr. Witty. Penelope will contact Shane for copies of the receipts for the most recent project. There was an uncashed check for Marshall Hardware. Nicole reached out to Marshall's, and it was determined that they received the check, but their new mobile deposit program failed, so the check was never deposited. We will reissue that claim for payment in February. The payroll net pay account distributions and the claims list for approval were approved and signed.

Public Comment: No public comment.

Department Reports

Police: Things are quiet within the township. We received an email from St. Louis County Sheriff's Department regarding if we would like to have a Deputy attend our meetings to provide reports from within our community. We will respond and inform them that at this time, it is not needed.

Fire: We received an email regarding a 2023 Community Wildfire strategic Planning Request from St. Louis County, Sherry will continue to work with Gloria on this. Ken Peterson reported that they had 130 incidents in 2022. The growth trend is still moving in the direction it has been over the last few years. There was a discussion regarding the proposal the fire department will be submitting for the new truck.

Planning and Zoning: Liz completed the MS4 training. Liz is looking at what will need to do in the future to continue and maintain her training. Liz has a call out to Scott Witty regarding a resident that would like to have more than one STR. The hybrid assistant/secretary position is fully posted and have not had any application submitted for review.

Legal: The Town received notice from Hanft Fride regarding a fee increase, Nicole will reach out to Mr. Witty to obtain information on what our current fees are and share them with the Board at the next meeting.

Roads: All quiet on the road. There were some trees down on some roads from the latest storm. Jim was able to removes those that were causing an issue.

Town Hall: Nicole and Roger worked with Ward (JAWs Computers), to create a solution for the Janitor Closet/server room. Ward noted that it would be very expensive to move all of the server CAT5 cables since we would have to rerun all the cables. Ward suggested that for a temporary solution we could purchase a wall mounted server cabinet and place the server items in there. If, in the future, there is an addition of a cold storage/server room added to the Town Hall we could at that time, move the server equipment.

Motion: Stacia moved to spend up to \$500.00 and have Ward with JAWs, install a wall mounted server cabinet. Penelope seconded. The motion passed unanimously.

There was an issue with the water pressure at the Town Hall. Rasmussen Well Drilling investigated the issue. It was determined that the issue was with the pressure bladder tank. They fixed the issue however suggested that we consider

replacing that tank as it is aged. We requested a quote on the cost and labor to replace that. Stacia is drafting an email to create an informal working group to discuss the needs of the Town Hall.

ARPA- American Rescue Plan Act: First meeting was held with 6 residents in attendance. Next meeting February 21, 2022

Materials Management: Roger, Tim, and Carolyn met with Lori Blaise at the Town Hall this past week. Tim emphasized to Lori that Carolyn and Roger do the majority of the work related to the recycling center and that they would be able to answer more questions. It was noted at the meeting that most weeks our current six-yard dumpsters are normally full. Lori suggested that Roger visits the Lakewood recycling center and view their eight-yard containers to see if that would fit in our situation. This would not be a cost to the Township, they (WLSSD) will reach out to Waste Management and have them swapped out some of our six-yard dumpsters for new eight-yard dumpsters. Roger and Carolyn think that we could possibly swap out three of our current dumpsters. Roger will visit Lakewood and report back to the Board on the decision. Roger discussed that in the past the Town has hosted an electronic recycling and paper recycling event. Tim stated that Roger should investigate those events and see if they if that falls under the grant funding, we currently receive from WLSSD.

Cemetery: Nothing to report.

Communications: Nothing to report

Personnel: Jody Anderson, one of our current custodians announced her retirement. Rolf and Penelope will meet with Nicole on to write up an advertisement for the open custodial position. They will meet on Tuesday, January 17, 2023, at 2:00 p.m. Nicole presented an Election Judge List for approval.

Motion: Penelope moved to approve the Election Judge List for 2023 as printed. Jim seconded. The motion passed unanimously.

Old Business: Tim questioned, what is our chain of command when seeking advice from our attorney. Tim recommends the new board should set a meeting time aside to determine the chain of command on who can call the Town's attorney.

New Business: No new business.

Correspondence:

- City of Duluth-Board of Managers Election Results
- MPCA Environmental Analysis and Outcomes
Division: Public Hearing
- CLP Powerlines
- CLP Dividend Allocation
- Pipeline Tactical Pipeline Response Training
- Hanft Fride: Fee increase
- Lakewood Town Crier
- Gnesen Township Newsletter
- U of M- 2 mailings
- MPT magazine

Calendar Events and Meeting Schedule

- January 3, 2023 through 5:00 p.m. on January 17, 2022, Candidate Filing Period for Township Election 2 positions.
- 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.
- February 9, 2023, 6:00 p.m. Board of Audit
- February 9, 2022, 6:30 p.m. Town Board Meeting
- February 21, 2023, ARPA Open house 6:30 p.m. Town Hall 6092 Homestead Road Duluth
- February 14 6:00 p.m. Annual Budget Meeting; Budget are due February 1, 2023, Penelope will not be in attendance.
- 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.
- March 16, 2023, 6:00 p.m. Board of Canvass
- April 18, 2023, 4:00-5:00 p.m. Local Board of Appeal and Equalization (Tentative)

Adjournment: Tim moved to adjourn the meeting at 7:43 p.m. Penelope seconded. The motion passed unanimously.