

# Town of Duluth

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Town Board Meeting December 12, 2019

Call to order: The meeting was called to order at 6:30 PM with the Pledge of Allegiance, Supervisors Rolf Carlson, Michael Kahl, Penny Morton and John Schifsky were present, Supervisor Corlis West was absent.

Approve Minutes from the November 14, 2019 Town Board meeting: Penny made a motion to approve the minutes, Michael seconded. Motion passed unanimously.

Approve Agenda: John made a motion to approve the agenda with the following amendment, move the PERA Retirement discussion to above finances, Michael seconded the motion. Motion passed unanimously.

Finances: The Treasurer reported a beginning balance of \$455,502.89, deposits of \$3,403.49 and expenses of \$52,731.84 for an ending balance of \$406,174.54. There are 9 old uncashed checks that need to be removed from our system. Penny made a motion to remove all uncashed checks prior to 2019, Michael seconded. Motion passed unanimously. All bills were approved for payment, the claims list for approval and payroll net pay account distribution was signed.

Public Comment: There were no public comments.

## Department Reports:

Police: Nothing to report

### Fire:

- Dave Mount presented the fire department PERA investments to the Town Board and how an increase would affect the Fire Departments bottom line. Based on information received from PERA John made a motion that the benefit increase to \$2300 for the next year beginning January 1, 2020, Penny seconded. Motion passed unanimously.

### Planning and Zoning:

- Storm Water
- Directors Report:
  - No meetings in November or December
  - The draft comprehensive plan will be: approved in January, an open house one Saturday in January and a public hearing, as required to change or update an ordinance, possibly in April. The draft plan will be posted on our WEB site with three ways to submit comments.
  - One Planning Commission member has completed their term and will need to be replaced. The open position information will be published in the newsletter.

### Legal

- Supreme Court Decision: Billie Variance appeal is ongoing

### Roads

- Corlis provided a copy of the Torgeson Road letter.

### Town Hall

- Election Equipment Grant: Penny will assist with the grant paperwork. Penny made a motion to apply to the Secretary of State's office for a grant to upgrade our M100 vote tabulator to a DS200, Michael seconded. Motion passed unanimously.

- The office will be closed Friday the clerk will be attending a mandatory training for the Presidential Nominating Primary (PNP) election March 3, 2020.
- Faucets in the women's bathroom need to be replaced.
- The door between the main hall and the offices is stuck again and cannot be closed.

Emergency Operations: Nothing to report

Materials Management: all going well

Cemetery: all is quiet

Communications:

- Newsletter Editor: Nathan Magnell has been accepted as the interim newsletter editor and will be working with Don on the next two newsletters. Penny made a motion to make Nathan a W2 employee, John amended Penny's motion to include that Nathan's employment would begin January 1, 2020. Penny accepted the amendment, Michael seconded the amended motion. The motion passed unanimously.

Personnel: Nothing to report

Old Business: There was no old business for this meeting

New Business: There is no new business for this meeting.

Correspondence:

- MATIT – Financial Statements
- SLCAT newsletter – January 22<sup>nd</sup> meeting agenda and minutes

Calendar Events and Meeting Schedule

- Next Town Board Meeting January 9, 2020

Adjournment: Michael made the motion, Penny seconded. 7:55 PM