Town of Duluth

Town Board Meeting January 14, 2021

Call to order: The meeting was called to order at 6:30 p.m. with the Pledge of Allegiance. Supervisors Tim Strom, Michael Kahl, John Schifsky, Rolf Carlson and Penelope Morton were all in attendance.

Approve Minutes: Penelope made a motion to approve the minutes, Michael seconded. The Motion passed unanimously.

Approve Agenda: Tim Strom added Farmers Market to Public Comment, North Shore Community Skating, and Tax forfeit properties were also added to the agenda. With that the agenda was approved by unanimous consent.

Finances: The Treasurer reported a beginning balance of $496,332.27, deposits of $90,192.68 and expenses of $43,911.51 for an ending balance of $542,613.44. Claims were reviewed all documents signed.

Questions were asked about the negative recycling balance. CARES act funding needs to be transferred to some departments from General Fund, the clerk will get the information together and forward it to the Treasurer for transfer. The Township capital improvement (TCI) fund is also showing a negative balance. General Township will cover the TCI fund until the first Taconite Relief deposit is received from the County early 2021. The Fire Department loan has been paid in full so we don’t anticipate anything being withdrawn from the fund in the near future.

The Treasurer brought to the Board two letters which were sent out for bounced checks in November, what would the next step be? Melinda will send a second letter then bring it back to the Board in February.

Public Comment
- Farmers Market: Blane Tetreault attended the Board meeting representing himself, Bridget Tetreault and Pam West who are all interested in proposing the creation of a summer Farmers Market for the Township. At a previous meeting Justin and Brianna who are involved in the Two Harbors and Knife River Farmers Market also expressed interest in the Duluth Township area for an all-season market. Following Justin and Brianna’s visit Tim contacted Steve Fenske at Minnesota Association of Townships to discuss any possible challenges to holding a Farmers Market at a Township site. It was suggested the Farmers Market become a 5013C and obtain insurance otherwise there were no issues. Tim and Penny will meet with representatives of those interested in developing a Farmer’s Market, and report back to the Town Board.

Department Reports
Police: Emailed report

Fire
- Flood Damage: We have an insurance claim pending on a cracked domestic hot water line which broke in the kitchen area of Hall #1. Dryco did the initial clean up and the insurance company is fine staying with Dryco. Bob Engelson will continue working with the insurance company to get the mess cleaned up and repaired.
- Furnace alert/low temperature alarm: February agenda
- Installing Fire Signs: Add funds to the Fire Department budget so someone can be hired to install the signs residents haven’t picked up.

Planning and Zoning
- Storm Water
- Director’s Report: written report.

Legal: The motion was filed from both parties Jan 25th for Billie variance hearing.

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Roads
- Continue monitor and scrape down the roads to keep them less slippery.
- Mace Road snowplowing is $60.00 for every snow event.
  - Good response people seem happy.
- Township Signs/Vic Lund
  - Do we want to decide on new signs? Michael will call and seek clarification from their attorney if they can take them down since we paid for the signs and had the County install them.

Town Hall
- Hall Mats and a new carpet cleaner were purchased. AmeriPride suggested there was a contract for the Hall Mat service, Tim invited them to provide one if it existed, but they never did. We purchased new comparable mats at a lower price and will maintain them ourselves. We have ended our relationship with AmeriPride.
- A new lightbulb was installed at the South end of the parking lot.
- Ice on the parking lot: Roger or Carolyn may call the County to have the parking lot sanded.
- 2021 Election Judge list was approved.

Emergency Operations: Emergency Medical Responders will be receiving their second vaccinations.

Materials Management: Tim attended an hour plus zoom meeting otherwise everything is running smoothly.

Cemetery: No report.

Communications
- Moving forward with the town website, Nicole working with Barb to learn the process.
- Deadline for the next newsletter is approximately 2/20/21.

Personnel
- Since we have never had a Deputy Clerk before, the Clerk and Deputy Clerk are working on a job description.

Old Business
- Skating Rink Check has been created and will be mailed tomorrow.
- North shore management board- Tim made a motion to have Penelope represent the Township on the North Shore Management Board, Michael seconded. Motion passed unanimously.
- North Shore School Endowment- grants for teachers, students or community members. Carla Tamburro, from North Shore School, has an application that can be posted and published. Penelope will contact Carla and ask her to forward it to the Township office.

New Business
- Set budget meeting date and time: February 2nd, 2021 6:30p in the Community Room.
- Board of Audit following the February 11th Town board meeting.

Correspondence
- Gnesen Township Newsletter
- Hanft Fride Christmas card

Calendar Events and Meeting Schedule
- Town Board and Board of Audit Meeting February 11, 2021

Adjournment: Penelope made the motion, Michael seconded. Motion passed unanimously at 7:52 p.m.

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