

**LUTSEN TOWN BOARD
And Reorganization MEETING**

April 24, 2018

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Approval of Monthly Meeting Minutes
5. Commissioner's Report (Ginny Storlie)
6. Clerk's Report:
 - A. Correspondence: Selection of Township Supervisor for ARDC group completed; Report on preferred use of small hall by renters; requests for liquor license renewal support letters – see New Business; ALCCOTO meeting at Wednesday, May 2, 2018 at 6 p.m. at Silver Creek Township located at Hwy 3 & Town Road – state if more one supervisor attending-- must be posted; hall rental requests – question on rental fee for WE Connect?; **North Shore Health: Re-Dedication Ceremony** is on Thursday, May 17, 2018 at 2:00 PM – forward the electronic rsvp;
 - B. Notice for Mowing Bid—publish dates
 - C. Lost small town hall key –protocol?
7. Reorganization Information
 - A. Designate by motion a Chairperson
 - B. Designate by motion a Vice-Chairperson
 - C. Adopt a schedule of regular meeting dates: Currently: 3rd Tuesday of every month
 - D. Select by motion an Official Township Newspaper: Currently: Cook County News Herald
 - E. Designate by motion posting places: Currently: Town Hall, Clearview/Post Office Bulletin Board, Website
 - F. Review Resolution No. 2014-09 – Policy for the Compensation of and Reimbursement of Town Officers: [Note capital R and S and M is for **town** meetings.]
 - I. Compensation for Supervisors
 - a. Regular and Special Meetings: Currently \$85.00/meeting
 - b. Hourly work on behalf of the Township: Currently \$20.00/hour
 - II. Compensation for Clerk:
 - a. Regular and Special Meetings: Currently \$85.00/meeting
 - b. Hourly work: Currently \$20.00/hour
 - III. Compensation for Deputy Clerk: [To be employed only if Clerk is unable.]
 - a. Regular and Special Meetings: Currently \$85.00/meeting
 - b. Hourly work: Currently \$20.00/hour
 - IV. Compensation for Assistant Clerk
 - a. Hourly work: Currently \$20.00/hour –for quarterly pay & claims; record retention
 - V. Compensation for Treasurer:
 - a. Regular and Special Meetings: Currently \$85.00/meeting
 - b. Hourly work: Currently \$20.00/hour
 - VI. Mileage Reimbursement Rate for Town Officers: Currently \$.545 – if we continue to follow federal government reimbursement rate.

VII. Meal Reimbursement Rate for Town Officers: Currently \$37.00/day--adjusted the meal rate to the same as the County: \$10 per breakfast, \$12 for lunch, \$15 for dinner. No liquor included.

G. Review Resolution No. 2014-12 – Policy for the Compensation of and Reimbursement of Town Employees: Adjusted for chief and assistant chiefs in 2016 by adding \$25 per month for each. Currently in addition to pay per call, Incentive pay for fire fighters is \$82.50 per quarter if member attends 80% of maintenance and drills. Incentive pay for EMS is \$300 and for EMT \$400 per year if member does 25% of the calls.

- I. Compensation for Fire Chief:
 - a. Regular and Special Meetings: Currently \$85.00/meeting
 - b. Monthly Stipend: Currently \$175.00/month
- II. Compensation for Assistant Fire Chief:
 - a. Regular and Special Meetings: Currently \$85.00/meeting
 - b. Monthly Stipend: Currently \$125.00/month
- III. Compensation for EMS Chief
 - a. Regular and Special Meetings: Currently \$85.00/meeting
 - b. Monthly Stipend: Currently \$175.00/month
- IV. Compensation for Assistant EMS Chief
 - a. Regular and Special Meetings: Currently \$85.00/meeting
 - b. Monthly Stipend: Currently \$125.00/month
- V. Compensation for Fire and EMT/1st Responders:
 - a. Fire Department: Currently \$25.00/fire call + incentive pay
 - b. First Responders: Currently \$25.00/call + incentive pay
 - c. Drills/Training/Maintenance Meetings: Currently \$25.00/hour

VI. Mileage Reimbursement Rate for Town Employees: Currently \$.545 – if we continue to follow federal government reimbursement rate.

VII. Meal Reimbursement Rate for Town Employees: Currently \$37.00/day --adjusted the meal rate to be the same as the County: \$10 per breakfast, \$12 for lunch, \$15 for dinner. No liquor included.

H. Designate Financial Institution as the Town Depository:

I. List of Officers –submitted to MAT

J. Supervisor Liaison Posts/Assignments: ALCCTO [Association of Lake & Cook Township Officers], Fire and EMS Departments, Grandview Park, ARDC, Contracts/Insurance, WTIP, Building & Grounds for Fire & Town Hall. Lutsen Downtown Business Council; Review job descriptions as needed.

K. Consider any potential conflict of interest issues: Employers and employment roles

8. Treasurer's Report

9. Review and Approval of Claims

10. Fire Chief's Report

11. EMS Chief's Report

11. Supervisor Reports

A. Andrew Beavers

B. Christine Ordemann

C. Rae Piepho: Absent- provided written report: "Regarding Township Supervisor assignments, 1-I would be happy to keep the town hall if that's agreeable. 2-I would like to remain ALCCTO rep. and 3-liaison to Birch Grove Community Ctr/Tofte Township.

- I talked to Bill Laine and he can come to our May 15th board mtg. Please put him as early on the agenda as you can.

- Please ask James if he has any more of the red NO Parking signs then I will not order any more. If he doesn't perhaps the two that are there will be enough.
- Have a good mtg,
- See you in May, Rae”

12. Old Business

- A. W.E. Connect request to survey Lutsen residents on next steps – Jim King scheduled Listening Session at Lutsen Town Hall Saturday, April 28 from 1 – 2 p.m. WEC will be advertising this session.
- B. Progress on Tofte Township documentation for funding support request for Community Center
- C. Paint for town and fire hall color selection – need two supervisors’ approval.
- D. Review for Handbook or Process Document: Due dates for claims,/payroll; process for completing Fire & 1st Responder Payroll; Contact methods; Reorganization information –format and method of shaing

13. New Business

- A. Superior National at Lutsen Golf Course seasonal liquor license renewal request for support.
- B. Lutsen Mts Corporation request for approval support of on-sale beer and wine license for Slider’s Eatery for May 2018 through October 31, 2018
- C. Glass display case in small hall...mount on wall or store? Other storage issues?
- D. LBAE session and information to be provided to Township prior to session; Resolution needs to be made

14. Donations: a copy of the donation resolution is on file in the town office.

15. Citizen Comments

16. Adjournment