



CITY OF TOWER
Regular City Council Meeting Minutes
Tower City Hall

October 28, 2019

1. Call or Order/ Roll Call

Orlyn Kringstad called the Tower City Council meeting to order at 5:29pm.

Present (in order of seating): Mary Shedd, Steve Abrahamson, Orlyn Kringstad, Rachel Beldo, Sheldon Majerle

Staff present: Fire Chief and Ambulance Director Steve Altenburg, Clerk/Treasurer Victoria Ranua

Contractors present: Grants Manager Nancy Larson

Media present: Tony Sikora (Tower News), Marshall Helmberger (Timberjay)

Others: Lee Peterson, Ronald Abrahamson, Deb Setterberg, Dave Setterberg

2. Approval of Agenda

Addition to agenda was a sidewalk repair approval. Shedd made a motion to accept the agenda with addition. Seconded by Beldo. Motion passed unanimously.

3. Public Input

At public input Lee Peterson (Greenwood Township, MN) presented his concerns as a township resident about the City's management of the Tower Area Ambulance Service, the same as in his correspondence. He also expressed concern about the lack of an agenda packet with financial statement. Stated that if that had been provided the City would not be in the state it's in.

4. Correspondences

Email from Lee Peterson on Tower Area Ambulance Services concerns.

5. Review Department / Commission Reports.

The Council received all the reports.

Beldo a motion to standardize reports through a template. Motion seconded by Shedd. Motion passed unanimously.

5.1 Treasurer's Report.

Kringstad made a motion to call the Budget and Finance Committee meeting. Seconded by Shedd. Motion passed unanimously.

5.2 Ambulance Department. No action.

5.3 Fire Department. No action.

5.4 Emergency Management. No action.

5.5 Police Department. No action.

5.6 Tower Economic Development Authority.

Beldo made a motion to advertise the open position for on the Tower Economic Development Authority. Seconded by Abrahamson. Motion passed unanimously.

5.7 Planning / Zoning Commission.

Shedd made a motion to advertise the open position on the Planning / Zoning Commission. Seconded by Beldo. Motion passed unanimously.

6. Unfinished Business

6.1 Budget FY2020.

No action taken. Budget and Finance Committee to review.

7. New Business

7.1 Information Technologies – Office 365 / Computer audit

Ranua discussed the recent issues with the City's Office 365 Home edition subscription that was linked to the former clerk/treasurer's personal email account. The Home edition license does not support use for business or government purposes, so going forward the City needs the correct product.

Beldo made a motion to purchase a business version of Office 365. Seconded by Shedd. Motion passed unanimously.

Abrahamson made a motion to perform a security audit on the City's computers. Seconded by Shedd. Motion passed unanimously.

7.2 Infrastructure – Water Plant /Main Upgrade – Joint Powers Amendment

Tabled the issue of a joint powers amendment until the final language incorporating the City Charter language on indebtedness is available.

7.3 Infrastructure – Water Plant /Main Upgrade – SEH Proposal

Abrahamson made a motion to support SEH moving forward with design work for the water transmission line. Seconded by Beldo. Motion passed unanimously.

7.4 Infrastructure – Water Plant /Main Upgrade – Community Survey

Ranua discussed how the City no longer is viewed a low-to-moderate income and this removes our eligibility for certain grants. The City can requalify by performing an anonymous survey administered to granting agency set guidelines.

Shedd made a motion to approve the City conduction a household income survey of its residents to support grant applications. Seconded by Beldo. Motion passed unanimously.

7.5 Contract – Community Coaching, Inc.

Community Coaching, Inc. has been doing grants management, but not grant writing. Two funding opportunities are up-coming, and Community Coaching, Inc. has a proposal to prepare grants on-behalf of the City.

Beldo made a motion to contract with Community Coaching, Inc. Seconded by Abrahamson. Motion passed unanimously. Contract on file with Clerk's office.

7.6 Contract – Ambulance Department – EKG Warranty (Zoll)

Ranua presented the extended warranty for the ambulance EKG units. EKG units are required equipment for ambulance licensure.

Steve Abrahamson made a motion to accept the Zoll contract. Mary Shedd seconded it. Vote was 4 / 1, with Sheldon Majerle voting nay.

7.7 Contract – Attorney – Criminal Matters

Kringstad presented the proposal from Johnson, Killer, & Seilier for potential legal services for legal matters related to the former clerk/treasurer. There is a \$10,000 retainer for services.

Majerle made the motion to accept the proposal from Johnson, Killer, & Seilier. Seconded by Mary Shedd. Motion passed unanimously.

8. Adjourn

Rachel Beldo made a motion to adjourn. Seconded by Steve Abrahamson. Motion carried unanimously. Council adjourned at 7:10.

Respectfully submitted,



Victoria Ranua
Clerk/Treasurer