



CITY OF TOWER
Regular City Council Meeting Minutes
Tower Civic Center
November 12, 2019

1. Call or Order

Mayor Orlyn Kringstad called the Tower City Council meeting to order at 5:32pm.

2. Roll Call

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

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

Contractors present: City Engineer Matt Bolf

Media present: Marshall Helmberger (Timberjay)

Others: Ronald Abrahamson, Dave Setterberg, Alan Johnson, Lee Peterson, Joseph Pelawa, Alan Johnson, Maureen Reed, Liz Johnson.

3. Approval of Agenda

Kringstad had one addition to the agenda. The addition was 8.5 Hoodoo Point Wastewater Extension – Retainage and final payment to USA, Inc.

Shedd made a motion to accept the amended agenda. Motion seconded by Abrahamson. Motion passed unanimously.

4. Approval of minutes of October 15, 2019 and September 30, 2019.

The Clerk/Treasurer did not have the minutes available for Council to review until this meeting and there was not suitable time for Council to review the minutes.

Motion by Shedd to table the approval of minutes until the next meeting (October 25). Seconded by Abrahamson. Motion passed unanimously.

5. Public Input

None.

6. Correspondences

6.1 Benchmark Engineering (Mt. Iron, MN), October 23, 2019

6.2 Bolton and Menk, Inc. (Duluth, MN) November 6, 2019

The City received two unsolicited requests for qualifications from two engineering firms.

Kringstad made a motion to review these engineer qualification correspondences at the next meeting. Seconded by Shedd. Motion carried with a vote of the 3 ayes (Beldo, Kringstad, and Shedd) and two nays (Abrahamson and Majerle).

7. Receive Reports from Department, Authorities, Boards, Commissions and Committees

The Council received reports. Council will review at November 25 Council meeting.

8. Unfinished Business

8.2 Attorney Request for Proposal (RFP) results

The City received two response from its request for proposal from attorneys: one from Trenti Law (Virginia, MN) the other from Colosimo, Patchin, Kearney, Ltd (Virginia, MN). The two proposals have differing fee schedules and services to be performed for those fees.

A motion by Shedd to proceed with strategically reviewing the two proposals by having the Clerk seek permission from both firms to contact reference, Beldo and Shedd would contact the references, and Kringstad and the Clerk would make a comparison spreadsheet of the services noted in each proposal. Seconded by Abrahamson. Motion passed unanimously.

8.2 Utility Franchise: American Tower lease

The Clerk presented information related the history of the American Tower lease and its two amendments as well as how the existing proposal is not allowed under the City Charter franchise provisions. Abrahamson noted that the City needed someone with expertise in cell tower agreements to review our situation. The City Engineer noted that SEH, Inc. does oversee cell towers for several entities and this task could be performed under existing general engineering agreement.

A motion by Abrahamson to have our City Engineer, SEH, Inc. review the American Tower proposal. Seconded by Beldo. Motion passed unanimously.

Kringstad requested SEH estimate of cost prior to taking action on the review.

8.3 Conditional Use Permit: Dave Rose

Informational only. Clerk gave an update that she would meet tomorrow with Mr. Rose.

8.4 Budget FY2020

Informational only. Clerk stated that the Budget and Finance committee will meet again with additional individuals including-auditor Devon Ceglar, bondsman, former interim clerk Ann Lamppa, and a TEDA representative.

8.5 Hoodoo Point Wastewater Extension – Retainage and final payment to USA, Inc.

Kringstad presented the recent history of the Hoodoo Point campground sewer extension project in which City Engineer SEH, Inc designed the sewer and contractor USA, Inc installed the sewer. The final product in 2018 contained several defects, for which \$36,000 was retained against USA, Inc. After two camp seasons, the system appears to function but will likely require periodic flushing.

Abrahamson made a motion to accept the recommendation stated in the memo that SEH, Inc and USA, Inc. share responsibility for the deficient sewer line and that each party contribute \$5,000 to a new long-term maintenance fund for the Hoodoo Point sewer line and pay USA, Inc. the balance of the retainage and final invoice totaling \$36,000 minus their \$5,000 contribution (\$31,000.00). It was noted that USA, Inc. has already agreed to this arrangement. Discussion ensued. The SEH Principle Engineer, Matt Bolf, noted that their firm would not agree to this. The motion failed. Kringstad voting in favor of the motion, Abrahamson, Beldo, Majerle and Shedd voting against.

Shedd made a motion to formally put the share responsibility request of \$5,000 to SEH, Inc. The motion was seconded by Beldo. Motion passed unanimously.

9. New Business

9.1 Polling location designation

Clerk presented Resolution 2019-010 designation the Civic Center as the polling location.

Majerle made a motion to approve resolution 2019-010 as presented. Motion seconded by Shedd. Motion carried unanimously.

9.2 Insurance: League of Minnesota Cities

Motion by Abrahamson to not waive the League of Minnesota Cities the statutory tort limit. Seconded by Kringstad. Motion carried unanimously.

9.3 Infrastructure: City Hall Energy Audit

Information only. Clerk noted the frosted windows in City Hall indicate heat loss. Our heating bill is around \$7,000 annually. Fire Chief/ Ambulance Director noted that there have been past energy audits. Council supportive of putting plastic over the window to reduce heat loss.

9.4 Ambulance: Weekend Paid on Call Review

Discussion regarding the need to have an ambulance cashflow forecast prepared. Based on desire to have a timely year-end discussion, the December 9 meeting was selected for the Clerk/Treasurer and Ambulance Director come back to the Council.

9.5. Ambulance: Part-time ALS Paramedic Staffing

A motion by Shedd to table this item. Seconded by Beldo. The motion carried unanimously.

A motion by Kringstad to invite Virginia Fire/EMS Chief Allen Lewis to discuss Advanced Life Support service. Seconded by Abrahamson. The motion carried unanimously.

9.6 Recognition of Matt Tuchel and family

A motion by Shedd to enter into send a letter of commendation to the Tower Breitung Wastewater Board. Seconded by Beldo. The motion carried unanimously.

9.7 Information: Ranked Choice Voting

Maureen Reed and Liz Johnson from FairVoteMN (St. Paul, MN) gave a presentation on the voting innovation of ranked choice voting which can only be executed by charter cities in Minnesota. Kringstad stated that this may come back to Council in 2020.

11. Pay the Bills

A motion was made by Abrahamson to pay the bill. Seconded by Beldo. The motion carried unanimously.

12. Adjourn to Monday, November 25, 2019 at 5:30 at City Hall.

Abrahamson made a motion to adjourn.

Respectfully submitted,

Victoria Ranua
Clerk/Treasurer