



CITY OF TOWER
Regular Council Meeting Minutes
Tower City Hall

February 10, 2020

1. Call to Order

Orlyn Kringstad called the Tower City Council meeting to order at 5:30 pm.

2. Roll Call

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

Staff present: Clerk/Treasurer Victoria Ranua, Fire Chief/Ambulance Director Steve Altenburg, Airport Manager John Burgess, City Attorney Mitch Brunfelt

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

Others: Ronald Abrahamson, Lee Peterson, David Setterberg, Deb Setterberg, Amy Hinkel

3. Approval of Agenda

Beldo made a motion to accept the amended agenda. Motion second by Majerle. Motion passed unanimously.

4. Public Input

Lee Peterson (Greenwood Township) indicated that Greenwood Township would be discussing the Ambulance agreement topic on Tuesday, February 10, 2020 [after the Ambulance Commission deadline of February 6 to provide comments to the City of Tower].

5. Correspondence

The Minnesota Department of Natural Resources sent a letter indicating that they provide forestry management technical assistance to landowners, including municipal governments. Letter to be shared with Gundersen Trust and Forestry Board.

6. Consent Agenda

6.1 Approval of Minutes of January 27, 2020

6.2 Reports

~~6.3 Continuing Education Procedure~~

6.4 Continuing Education – EMT, North Memorial Conference (Brooklyn Park)

6.5 Continuing Education – Deputy Clerk / Clerk

6.6 Fire Department – FEMA Assistance to Fire Fighters Grant Application

6.7 Ambulance Department-- U.S. Department of Health & Human Services Training Grant

6.8 Amend Ordinance 86, Tower Airport Commission

6.9 Legal – Police Criminal Matters Documents, Resolution 2020-009

6.10 TEDA Land Acquisition, Tax Forfeit Request – Resolution-2020-010

Discussion of the minutes included correction of typos and omission of hiring new maintenance assistant. Motion made by Beldo to correct minutes. Second by Setterberg. Motion passed unanimously.

Kringstad made a motion to pull and remove item 6.3 from the agenda. Second by Beldo. Motion passed unanimously.

Motion by Majerle to accept consent agenda. Second by Setterberg. Motion passed unanimously.

7. Unfinished Business

7.1 Annual appointments and designations (aka annual reorganization); review draft Resolution 2020-011

Council reviewed a draft of the annual appointments and designations. They removed the following portions:

- Tourism Development and Administration (Ordinance 14)
- Blight Committee
- City Appointed Officials

Motion by Majerle to accept Timberjay was official newspaper. Second by Shedd. Motion passed unanimously.

Majerle to pass Resolution 2020-011 Annual Appointments and Designations, as amended. Second by Shedd. Motion passed unanimously.

7.2 Update Planning/ Zoning assistance

Clerk/Treasurer reported an update that the quasi-governmental Sourcewell would not have the capacity to assist the City of Tower for several months and that we are to check back with them in 4-5 months.

7.3 Infrastructure – Interim Financing for the TBWWB water plant upgrade

Motion by Majerle to approve interim financing on behalf of the Tower-Breitung Waste Water Board, including Resolution 2020-012 authorizing the issuance, sale and delivery of a \$253,000 temporary general obligation utility revenue note, series 2020a. Second by Beldo. Motion passed unanimously.

7.4 Ambulance 2 Maintenance.

Motion by Beldo to approve maintenance on the out-going Ambulance 2 up to \$2,500. Second by Shedd. Beldo, Kringstad, Setterberg, and Shedd voted in the affirmative. Majerle voted in the negative. Motion passed.

8. New Business

8.1 Personnel Policy Update Request.

Shedd made a motion to direct the Clerk/Treasurer to work with the City Attorney on drafting a new personnel policy based on the League of Minnesota Cities Personnel Policy Template. Second by Beldo. Motion passed unanimously.

8.2 Ambulance Commission feedback

They did not pass draft Resolution regarding the ambulance vehicle replacement bank account. They felt they Ambulance Commission should review it first.

Beldo made a motion for the City to agrees to draft to a new ambulance replacement agreement, through the City Attorney, Clerk/Treasurer, and Ambulance Director, considering the comments of those that provided comments as well as any other best management practice in contract writing by Wednesday, February 26 for pre-distribution for discussion at an Ambulance Commission special meeting on Monday, March 2, 2020 meeting. The City will consider verbal feedback from the Ambulance Commission at its Monday, March 9, 2020 Council meeting and immediately prepare a final draft for distribution to the tribe and townships to be reviewed at each entities' next regularly scheduled meeting. Second by Setterberg. Motion passed unanimously.

8.3 Ambulance Overview Report

Ambulance Director Altenburg presented the information he prepared in response to the January council request for baseline ambulance service information.

8.3a Ambulance Snowmobile

Recently one of the EMT employees took his minor child out on the City ambulance rescue snowmobile to run out last year's gas.

Majerle made a motion to have a letter placed in the file of EMT Mike Larsen documenting the poor judgement in exposing the City and family member to a liability. Second by Shedd. Motion passed unanimously.

Shedd made a motion to have a letter placed in the file of Ambulance Director Steve Altenburg documenting the poor judgement, including exposing the City to a liability for having non-staff utilize the rescue snowmobile. Second by Majerle. Motion passed unanimously.

8.2 Ambulance Overview Report Council Action

After receiving the Ambulance Overview Report and addressing the snowmobile use, Council discussion turned to a programmatic review of Ambulance service operations.

Shedd made a motion for the City to direct the City Attorney investigate the code of ethics violations lodged against Steve Altenburg as his role as Ambulance Director, Fire Chief, and Planning/Zoning Commissioner to create a fair and equitable process to the complainants, to Steve Altenburg, the City Council, and the City of Tower. Second by Beldo. Motion passed unanimously.

8.3 Ambulance Employee (Process to hire)

The City will follow the League of Minnesota Cities process in interviewing an employee.

8.3 Street Light Anchor Repair

Beldo made a motion to approve replacement of the Main Street anchor bases and conversion to LED lighting up to \$10,100. Second by Setterberg. Motion passed unanimously.

8.7 Laptop Computer Replacement

Setterberg made a motion to have the City Clerk purchase a replacement laptop up to \$1,000. Second by Majerle. Motion passed unanimously.

8.3 Server Backup

A discussion on the current lack of a server backup. Discussed the fact that the Office 365 package we have includes the cloud-based storage, OneDrive, and that that the server could be backed up to that cloud location.

12. Pay the Bills

A motion was made by Beldo to pay the bill. Second by Majerle. The motion carried unanimously.

13. Adjourn

Motion to adjourn by Majerle

Respectfully submitted,



Victoria Ranua
Clerk/Treasurer

Approved by Council on:
March 9, 2020