



CITY OF TOWER
Regular City Council Meeting Minutes
Tower City Hall

March 09, 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): Councilor Sheldon Majerle, Councilor Rachel Beldo, Mayor Orlyn Kringstad, Councilor Mary Shedd

Staff present: Fire Chief and Ambulance Director Steve Altenburg, Clerk/Treasurer Victoria Ranua, Airport Manager John Burgess, City Attorney Mitch Brunfelt, City Engineer Jason Chopp, Police Chief Dan Nyland

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

Others: Lee Peterson, John Bassing, Steve Wilson, Dan Broten, Karel Winkelaar, Paige Olson, Robert Pratt, Michael Raj, Jesse Gornick, Ron Potter, Ron Abrahamson Sr., Linda Dicasmirro, Robert Dicasmirro, Dean Dowden, Tammie Dowden, Joe Morin, and unknown individual.

3. Approval of Agenda

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

4. Public Input

Richard Hanson gave a report on the pending feasibility study for the Broadband Initiative.

5. Correspondence

5.1 Dave Rose, Conditional Use Permit

Dave Rose submitted a letter inquiring about on the status of his conditional use permit.

A motion by Beldo to have the City Attorney review Dave Rose's conditional use permit file. Second by Majerle. Motion carried unanimously.

5.2 COVID-19 Website

Beldo gave an update on the latest developments with the COVID-19 virus.

6. Approval of Minutes of February 10, 2020

A motion by Majerle to approve the minutes of February 10, 2020. Second by Shedd. Motion carried unanimously.

7. Reports

A motion by Majerle to accept the Reports as presented. Second by Shedd. Motion carried unanimously.

8. Unfinished Business

8.1. Council Priorities

A motion by Majerle to table this item. Second by Beldo. Motion carried unanimously.

8.2 Ambulance Vehicle Replacement Agreement: Business Plan approval

Clerk/Treasurer Ranua presented that the current draft Ambulance Replacement Agreement has the request business plan in it and obtained two proposals for plans from professional emergency management consultants (Ethical Leaders in Action (Minneapolis, MN) and SafePlace Solutions (Isanti, MN)).

A motion by Beldo in support of developing a business plan as a component of the Ambulance Vehicle Replacement Agreement. Second by Shedd. Motion carried unanimously.

Council tabled consideration of the two proposals until they have review them.

8.3 Ambulance Vehicle Replacement Agreement: Resolution 2020-01X— Bank Account

A motion by Beldo to approve Resolution 2020-013 Clarifying the Accounting and Use of the Ambulance Replacement Fund. Second by Shedd. Motion carried unanimously.

8.4 Ambulance Paid On-Call Overtime Review

A motion by Kringstad to have the Clerk/Treasurer, Mayor, Ambulance Director, and City appointee to the Ambulance Commission to review the Paid-On-Call staffing model. Second by Majerle. Motion carried unanimously.

8.5 Investigation of Fire Chief, Ambulance Director, Planning/Zoning Commissioner

The City Council, City Attorney, Clerk/Treasurer, and Fire Chief, Ambulance Director, Planning/Zoning Commissioner Steve Altenburg had several days to review a copy of the Investigative Report dated March 4, 2020 by Attorney Nancy Roe.

The Mayor started off by offering the Fire Chief, Ambulance Director, Planning/Zoning Commissioner Altenburg to speak to the content of the report. Altenburg declined to comment.

The City Attorney Mitch Brunfelt spoke in generalities about the investigative report.

A motion by Beldo was made to move to terminate Steve Altenburg's employment effective immediately and direct the Clerk-Treasurer to send the appropriate letter to Mr. Altenburg confirming the termination of his employment. Second by Majerle. Motion carried unanimously.

8.6 Ambulance Paid-on-Call staff hiring decision

A motion by Majerle to hire Christopher Gianlorenzi. Second by Shedd. Motion carried unanimously.

9. New Business

9.1 City to TEDA, Quit Claim Deed, Resolution 2020-01X

A motion by Beldo to pass Resolution 2020-014 Authorizing the Conveyance of City of Tower Real Estate to The Tower Economic Development Authority.

9.2. ATV Trails Use Request – Dan Broten (Prospector's Loop)

Dan Broten presented information on the Prospector's Loop funding and real estate needs of the project. No action taken at this time. Propsector Loop team will come back with a legal document concerning a use-license or easement.

9.3 Hoodoo Point Bank Accounts, Resolution 2020-0XX and Resolution 2020-0XX

A motion by Shedd to pass Resolution 2020-015 to establish a separate bank account for the Hoodoo Campground fund and a money market account for the Hoodoo Campground Capital Reserve Fund. Second by Beldo. Motion carried unanimously.

9.4. Storefront Loan Account, Transfer to TEDA, Resolution 2020-0XX

A motion by Beldo to pass Resolution 2020-016 to transfer the money market bank account for the Commercial Rehabilitation Fund (303) to the Tower Economic Development Authority. Second by Majerle. Motion carried unanimously.

9.5 Money Market Accounts (Sick Leave, Fire, Streets, Police Car), Resolution 2020-0XX

A motion by Majerle to establish a defined purpose for the several existing money market accounts. Second by Shedd. Motion carried unanimously.

9.7 Airport Bank Account (Operating and Fuel Sales), Resolution 2020-0XX

A motion by Beldo to establish a joint separate bank account for Airport Capital Projects (104), Airport Operation (110) and Airport Fuel (111) Funds. Second by Majerle. Motion carried unanimously.

9.8 Airport Fuel Software Upgrade

A motion by Majerle to upgrade the airport fueling system software from Syntech Fuelmaster at the cost of \$550. Second by Shedd. Motion carried unanimously.

9.10 Residential Demolition Program Guidelines

A motion by Shedd to accept the Residential Demolition Program Guidelines established by Community Coaching's Nancy Larson. Second by Beldo. Motion carried unanimously.

10. Pay the Bills

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

11. Adjourn

Motion to adjourn by Majerle.

Respectfully submitted,



Victoria Ranua
Clerk/Treasurer

Approved by Council on:

Monday, April 13, 2020