



CITY OF TOWER
e-Regular City Council Meeting Minutes
e-GoToMeeting

June 8, 2020

1. Call to Order / Roll Call

Mayor Orlyn Kringstad called the e-City Council meeting to order at 5:30 pm.

Present: Councilor Sheldon Majerle, Councilor Rachel Beldo, Mayor Orlyn Kringstad, Councilor Mary Shedd, Councilor David Setterberg

Staff Present: City Engineer Matt Bolf, City Attorney Mitch Brunfelt, City Auditor Devin Ceglar, EMT Tammie Dowden, City Engineer Shawn McMahon, Fire Chief Paige Olson, Clerk/Treasurer Ranua, interim Ambulance Director Dena Suihkonen, Breitung Police Officer

Others Present: Steve Altenburg, John Bassing, Daniel Broten (Prospectors ATV) Jason Chopp (representing Prospectors ATV), Richard Hanson, Marshal Helmberger (Timberjay Newspaper), Jeff Hill, Amy Hinkel, Lee Peterson, Todd Ranua, Gary Ross, Troy Swanson, Josh Villebrun, and 7 unknown e-attendees.

2. Accept Agenda

The Clerk/Treasurer removed item 5.8 Fire, Training Reimbursement Grant from the consent agenda and given the presence of the auditor, moved up the Finance, Audit Action Items to 6.1 and send the Ambulance, Director Hiring Recommendation to 6.4.

The Mayor removed revisiting the October 15, 2019 from the agenda.

Motion by Shedd to accept the amended agenda. Second by Setterberg. Motion carried unanimously by roll call vote.

3. Accept minutes of the May 11, 2020 Regular Council meeting, the June 1, 2020 Special Council meeting, and revisiting the October 15, 2019 Regular minutes.

4. Public Input

John Bassing (Greenwood), representing various entities supporting a broadband initiative, stated that they have begun a Phase II survey for residents and businesses to fill out regarding their internet usage for potential providers to consider when accessing the viability of providing broadband service to our area.

5. Consent Agenda
 - 5.1 Reports
 - 5.2 Liquor License Renewal Approvals (Benchwarmers, D'Ericks, Good Old Days)
 - 5.3 Cigarette License Renewal Approvals (Bob's Standard, Zup's, Good ol' Days, Vermilion Fuel and Food, D'ericks)
 - 5.4 Economic Development, Resolution 2020-023, Land Use Compatibility with Marina Park Drive
 - 5.5 Tower-Soudan Lake Vermilion Area Events Board, Fireworks location agreement
 - 5.6 Ordinance Water Conservation, Second Reading
 - 5.7 Treasurer, Banyon Invoicing Module
 - ~~5.8 Fire, Training Reimbursement Grant~~
 - 5.9 Airport, FAA Cares Act Grant
 - 5.10 Transportation, Bridge Reports

Motion by Shedd to accept the consent agenda. Second by Setterberg. Motion carried by roll call vote, with Mayor absent from the vote due to reduced e-audio quality.

6. Unfinished Business
 - 6.1 Finance, Audit Action Items
 - 6.1.1 Deficit Fund Balance
 - 6.1.2 Outstanding Loans
 - 6.1.3 Wastewater Meeting Pay
 - 6.1.4 Outside assistance

Auditor Devin Ceglar from Walker, Giroux, and Hahne (Virginia, MN) guided a discussion on various action points called out in the financial statement / audit management letter.

A motion by Kringstad to establish a work group consisting of Mayor Kringstad, Councilor Setterberg, and Clerk/Treasurer Ranua to identify resolutions to various points outlined in the Audit's management letter and return with recommendations to the City Council. Second by Majerle. Motion carried unanimously by roll call vote.

6.2 Airport, Snow Removal Equipment (SRE) Bid Review and Approval

Shawn McMahon, PE, Airport Planning and Design Lead SEH, Inc (St. Paul, MN) went over the 100% FAA CARES Act funding for the Airport SRE building, the three bids received on the project, their recommendation for the lowest bidder, and the fact that the lowest bidder indicated substantial project completion this year.

Clerk/Treasurer indicated that this project had not been budgeted for due to the lack of a City match prior to the CARES Act, and that the budget could be amended given the change in circumstances. Further, this project would be a stretch for City's cashflow issues, but that timely reimbursements, communication with vendors and the Council could alleviate most of the concerns.

Motion by Setterberg to approve the base bid amount for the Snow Removal Equipment building from Lenci Construction (\$445,862) and the associated construction administration expenses (SHE, Inc. \$57,000, and the City at \$3,000) for a total of project cost of \$506,362. Second by Majerle. Motion carried unanimously by roll call vote.

6.3 Recreation, Prospectors ATV Trail Lease

A motion by Majerle to accept the [30-year] Lease [from Lake County Land Department] for the Prospectors ATV Trail System. Second by Kringstad. Motion carried unanimously by roll call vote.

6.4 Ambulance, Director Hiring Recommendation

The Ambulance Director hiring committee of Councilor Beldo, Clerk/Treasurer Ranua, Breitung Township Chairman Tim Tomsich, and Ambulance Training Officer Matthew Tichel conducted applicant review, interviews, and interviewee reference checks. Beldo reported a unanimous recommendation for Dena Suihkonen as Ambulance Director.

A motion by Majerle to accept the hiring of Dena Suihkonen as the Ambulance Director. Second by Kringstad. Motion carried unanimously by roll call vote.

7. New Business

7.1 TEDA, 1 Enterprise Drive, historic maintenance fund allocations for current roof repairs

A motion by Shedd to authorize the requested \$5,000 for the TEDA building at 1 Enterprise Drive for roof repairs from the historic approved Council allocations [that never occurred – 2018 for \$2,500 and 2019 for \$2,500].

7.2 Budget Amendment, Resolution 2020-024

The accepting of the Airport SRE project requires the budget to be amended to include \$565,862 in expenditures and revenue. This covered the previously approved in 2019 design work, and the newly approved 2020 bid acceptance and project administration. All expenditures on this project will be reimbursable by the FAA CARES Act.

A motion by Beldo to adopt Resolution 2020-024 Approving Amendments to the 2020 Budget for the Airport Capital Fund (104). Second by Majerle. Motion carried unanimously by roll call vote.

7.3 Blight

A motion by Beldo to establish an ad-hoc committee of Mayor Kringstad, Councilor/Zoning Administrator Shedd, and TEDA Executive Director Marshall Helmberger to systematically review blighted properties in the City based on City ordinances in the City and consistently issue educational and voluntary pre-compliance notices to blighted property owners. Second by Kringstad. Motion carried unanimously by roll call vote.

7.4 Appointments, Airport Zoning Administrator and Zoning Administrator, Resolution 2020-025

A motion by Majerle to adopt Resolution 2020-025 Appointing a Zoning Administrator and an Airport Zoning Administrator. Appointee for Zoning Administrator is Mary Shedd and Airport Zoning Administrator is Rick Worringer. Second by Setterberg. Motion carried unanimously by roll call vote.

8. Pay the Bills

The agenda packet contained three Claims Registers: one for each checking account.

General Fund	\$62,303.90
Ambulance Fund	\$3,371.25
Hoodoo Point Fund	\$10,176.87

A motion by Beldo to pay the bills. Second by Shedd. Motion carried unanimously by roll call vote.

9. Adjourn

Councilor Majerle called for adjournment at 7:35pm.

Respectfully submitted,



Victoria Ranua
Clerk/Treasurer

Approved by Council on;

Monday, July 13, 2020