



CITY OF TOWER
Regular City Council Meeting Minutes
Civic Center and e-GoToMeeting

August 10, 2020

1. Call to Order / Roll Call

Mayor Orlyn Kringstad called the meeting to order at 5:30pm

Council Present: Councilor Kevin Norby, Councilor David Setterberg, Mayor Orlyn Kringstad, Councilor Sheldon Majerle, Councilor Mary Shedd*

Staff Present: City Engineer Matt Bolf*, City Attorney Mitch Brunfelt*, Firefighter Shawn Gawboy, Firefighter Jessie Hinkel, Firefighter Mandy Northrup, Fire Chief Paige Olson, interim Assistant Fire Chief Steve Olson, interim Fire Captain Jordan Purkat, Clerk/Treasurer Victoria Ranua, Ambulance Director Dena Suihkonen

Others Present: Central Lakes College Instructor Eric Budrow-Makowski, John Bassing*, Jeff Hill*, Amy Hinkel*, Nancy Larson, Lee Peterson*, Dave Rose, Josh Villebrun*, 7 unidentified individuals*

*E-attendees

2. Accept Agenda

Clerk/Treasurer noted that the minutes did not make it into the .pdf agenda packet, so they will be pulled from the agenda. Also item 9.6 will also be removed.

A motion by Majerle to accept the agenda as amended. Second by Shedd. Motion passed unanimously by roll call vote.

~~3. Accept minutes of the July 13, 2020 Regular Council meeting~~

~~Accept minutes of the August 5, 2020 Special Council meeting~~

4. Public Input

Dave Rose made a statement about none of the newer government, commercial, or residential projects in town having a driveway permit. He has submitted paperwork for his RV Park and has not yet received his driveway permit that would allow him to haul away brush instead of burning it in place. He thought that he would be on tonight's

agenda. The City Attorney stated the permit approval is at an administrative level and not the Council level.

5. Correspondence

Lamppa Family RE Lamppa Drive and Lamppa Civic Center

There were City Council motions made in December 2018 to name the road around the harbor Lamppa Drive and the Civic Center the Herbert R. Lamppa Civic Center. At Council at that time did not expressly inform the City Engineer working on the Harbor Plat about the street name. The Plat was subsequently approved with the name "Habor Drive" as well as associated legal documents. A name change now would be burdensome. That Council did not appropriate funds for Civic Center name change. Council discussed having a conversation with Daryl Lamppa concerning the street name.

6. Consent Agenda

6.1 Reports

6.2 Resolution 2020-029 Taconite Area Community Relief Fund Acceptance program

6.3 TEDA, Vacancy Posting

A motion by Setterberg to accept the consent agenda. Second by Majerle. Motion passed unanimously by roll call vote.

7. Special Presentation

7.1 Fire, new Firefighter Certification Presentation

7.2 Ambulance, achievement of EMT certification of Steve Freshour

Central Lakes College Instructor Eric Budrow-Makowski present the Firefighter I and II Certification to Jessie Hinkel, Shawn Gawboy, Mandy Northrup, Steve Olson, Jordan Purkat and Victoria Ranua.

Ambulance staff member, Steve Freshour recently passed his EMT test.

8. Unfinished Business

8.1 Sewer, Addressing Wastewater Infiltration and Inflow Update

Informational update on recent sewer cleaning/televising, upcoming smoke testing, Airport septic system inspection.

8.2 Ambulance Vehicle Replacement Agreement.

A motion by Setterberg to approve the Ambulance Vehicle Replacement Agreement. Second by Majerle. In a roll call vote, Norby abstained, Setterberg, Kringstad, Majerle, and Shedd supported. Motion passed.

8.3 Ambulance Business Plan DRAFT

Betsy Olivanti (Northeast Minnesota Small Business Development Center, Virginia, MN) presented a DRAFT Business Plan for the Ambulance Service. The Council will go more in-depth into the Business Plan in a Working Session.

8.4 Ambulance, Holiday Pay Review

A motion by Setterberg to continue the Ambulance staff holiday pay premium equal to the existing rate of pay as City policy [for the following holidays: Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas Day, and New Year's Eve (12pm 12/31 to 12pm 01/01)]. Second by Shedd. Motion passed unanimously by roll call vote.

8.5 Ambulance, Supervisor Job Posting

A motion by Shedd to post the Ambulance Supervisor position, with a hiring committee of Ambulance Director Suihkonen, a Council member, and an Ambulance Staff member or knowledgeable individual.

9. New Business

9.1 Corona Virus Relief Funds, Business Relief Program Potential

Clerk / Treasurer Ranua indicated that there may be a surplus from the Coronavirus Relief Funds. Unless the City expends all dollars by December, the surplus will be sent to County. One possible eligible use is to set-up a business relief program. The League of Minnesota Cities will have model programs from other small cities. Council wanted this on the September agenda.

9.2 Sewer, Hoodoo Point usage charge fee

A motion by Majerle to add Hoodoo Campground as a public utility customer with appropriate charges (as determined by flow and operational/maintenance expenses). Second by Norby. Motion passed unanimously by roll call vote.

9.3 Treasurer, Ambulance Service Audit inquiry

A motion by Norby to allow the Council to review the Ambulance Fund (2010) to understand the balances reported in the Audits, to include, as necessary, engaging the auditors and appropriate third parties up to \$500. Second by Majerle. Motion passed unanimously by roll call vote.

9.4. Planning / Zoning; contracted Zoning Administrator assistance for Dave Rose RV Park Project

A motion by Setterberg to approve the higher of contractor Zoning Administrator help from Tony Jefferies for \$98/hr for up to \$5,000 worth of services on the Dave Rose RV Park project. By roll call vote, Setterberg, Kringstad, Majerle and Shedd supported and Norby dissented.

9.5 Planning / Zoning; Conditional Use Permit application

A motion by Setterberg to adopt the new Conditional Use Permit. Second by Kringstad. Motion passed unanimously by roll call vote.

9.6 ~~Ambulance, Employee Expectation Hours per month~~

9.7 Ambulance, Applicants

A motion by Kringstad to authorize the Ambulance Director to follow the same procedure as when we hired our most recent emergency responders. Second by Setterberg. Motion passed unanimously by roll call vote.

9.8 Recreation, Prospectors ATV Club Trail Request

A motion by Majerle to provide the Prospectors ATV Club permission to clear City trails that start near the Lee Mine and use a day of City Public Works staff time. Second by Norby. Motion passed unanimously by roll call vote.

9.9 Contract, Propane w/o Employee Discount

A motion by Setterberg to put out for City propane bids including timely tank swapping to be ready for opening at the September 14, 2020 Regular City Council meeting. Second by Shedd. During a roll call vote Norby, Setterberg, Kringstad, and Shedd supported; Majerle dissented. Motion carried.

10. Pay the Bills

A motion by Setterberg to pay the bills. Second by Majerle. Motion passed unanimously by roll call vote.

11. Adjourn

A motion by Majerle to adjourn.

Respectfully submitted,



Victoria Ranua
Clerk/Treasurer

Approved by Council on:

September 14, 2020