

City of Tower
City Council
Regular Meeting
September 14, 2020
Monday @ 5:30 PM
Civic Center and Electronic Meeting via GotoMeeting

1. Call to Order / Roll Call
2. Accept Agenda
3. Accept minutes of the July 13, 2020 Regular Council meeting
Accept minutes of the August 5, 2020 Special Council meeting
Accept minutes of the August 10, 2020 Regular Council meeting
4. Public Input
5. Correspondence
6. Consent Agenda
 - 6.1 Reports
7. Unfinished
 - 7.1 Human Resources, Personnel Policy
 - 7.2 Human Resources, Performance Review
 - 7.3 Report, ad-hoc pre-Compliance Blight Committee
 - 7.4 Report, Audit Management Work Group Report
 - 7.5 Propane Bid Opening
 - 7.6 Cell Tower Lease
8. New Business
 - 8.1 Ambulance, Status of Vehicles
 - 8.2 Airport, Seaplane Base Noise Abatement
 - 8.3 Fire, Post Officer Positions
 - 8.4 Data Practice Policy
 - 8.5 Grant Writing
 - 8.5.1 Proposal
 - 8.5.2 Resolution 2020-03X Authorizing IRRR Funding for Grant Writing
 - 8.6 Resolution 2020-03X Certifying Unpaid Utility Bills against Property Taxes
 - 8.7 Public Works, Sidewalk Proposal
 - 8.8 Hoodoo, Long-term Dock Renewal Request (Schweiberger)
 - 8.9 Budget FY2021
9. Pay the Bills
10. Adjourn

City of Tower: Regular City Council Meeting, Monday, September 14, 2020 at 5:30pm
Mon, Sep 14, 2020 5:30 PM - 8:30 PM (CDT)

Please join my meeting from your computer, tablet or smartphone.

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Access Code: 749-143-309

MASKS REQUIRED



July 13, 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, Mayor Orlyn Kringstad, Councilor Mary Shedd, Councilor David Setterberg

2. Accept Agenda

The Clerk/Treasurer requested the following:

Remove 5.2 from the Consent Agenda.

Move 5.3 from the Consent Agenda to 6.12 in New Business

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

3. Accept the minutes of the June 08, 2020 Regular Council meeting.

Motion to approve Setterberg to accept minutes. Second by Shedd. Motion carried unanimously by roll call vote.

Accept the minutes of the June 22, 2020 Special Meeting meeting.

A motion by Shedd to accept minutes. Second by Setterberg. Motion carried unanimously by roll call vote.

Accept the minutes of the June 26, 2020 Special Meeting meeting.

A motion by Shedd to accept minutes. Second by Majerle. Motion carried unanimously by roll call vote.

4. Public Input

None.

5. Consent Agenda

5.1 Reports

~~5.2 Fire, Training Reimbursement Grant~~

~~5.3 Fire, Firehouse Public Safety Foundation Life Saving Equipment Grant~~

5.4 Resolution 2020-028, Approve County All-Hazards Mitigation Plan

5.5 Recreation, Request for Trailhead Kiosk

Sheldon requested that American Tower and the hosting meeting at the Civic Center be added to the agenda as 6.13 and 6.14.

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

6. New Business

6.1 Resignation, Councilor

A motion by Shedd to accept resignation of Councilor Rachel Beldo. Second by Setterberg. Motion carried unanimously by roll call vote.

Orlyn to write a letter of thanks.

Motion by Majerle to declare a vacancy on the City Council and seek eligible candidates for Council appointment [using the same application process previously established]. Second by Shedd. Motion carried unanimously by roll call vote.

A motion by Shedd to Seek eligible candidates by posting in both newspapers, with a due date of July 31, 2020. Second by Setterberg. Motion carried unanimously by roll call vote.

City Attorney provided the clarification that the winner of the election in November 2020 will take the seat immediately upon certification of the win. This also affects the vacancy created by Steve Abrahamson.

Mayor Orlyn Kringstad was the alternate on the Tower Economic Development Authority and he will fill that position.

A motion by Kringstad to appoint David Setterberg as Acting Mayor. Second by Shedd. Motion carried unanimously by roll call vote.

A motion to set a special meeting on August 5, 2020 to review eligible candidates. Second by Setterberg. Motion carried unanimously by roll call vote.

6.2 Elections, Ordering a Special Election, Resolution 2020-029

A motion by Majerle to approve Resolution 2020-029. Second by Setterberg. Motion carried unanimously by roll call vote.

~~6.3 Election, Appoint Election Judges, Resolution 2020-030~~

6.4 Ambulance, Paid On-Call Quarters

Ambulance Director presented a paid on-call rental quarters at 514 N 2nd St. for \$675/mo option. Water and sewer are included in rental cost. Heat is via propane. The Department will not be installing cable at this location.

A motion by Setterberg to rent the Sunsdahl property. Second by Majerle. Motion carried unanimously by roll call vote.

6.5 Ambulance, Posting Ambulance Supervisor

A motion by Shedd that the Ambulance Director and Clerk/Treasurer have a job description to review for review and posting at the August 5, 2020 Special meeting. Second by Setterberg. Motion carried unanimously by roll call vote.

6.6 Sewer/Water, Public Utility Rate Increase

A motion by Setterberg to send a notice to public utility customers that the rate will be increasing. That the increase fees by \$10 per billing period for Quarter 3 and 4 in 2020; \$15 in 2021, and \$20 in 2022. Second by Shedd. Motion carried unanimously by roll call vote.

6.7 Sewer, Addressing Water Infiltration and Inflow

A motion by Setterberg to set up an ad-hoc workgroup Councilor Setterberg, TBWWB Supervisor Matt Tuchel, and City Maintenance Working Foreman Ben Velcheff, and other experts as needed, to identify sewer issues and make recommendations. Second by Shedd. Motion carried unanimously by roll call vote.

6.8 Fire, Chief Wage remainder of FY2020

Clerk/Treasurer presented an awareness of the Fire Chief's workload and time versus compensation does not seem commensurate. The Clerk/Treasurer did not have time to analyze this further.

A motion by Setterberg to table this issue and make any decision retroactive to July 1. Second by Shedd. Motion carried unanimously by roll call vote.

6.9 Fire, Ladder Truck Disposition

No written agenda item. Due to e-difficulties, the Clerk/Treasurer presented issue related to the Fire Departments Ladder Truck in place of the Fire Chief.

A motion by Majerle to declare the ladder truck as surplus equipment, request sealed bids through July 31, 2020 to be opened by the August 10, 2020 regular City Council meeting. Second by Shedd. Motion carried unanimously by roll call vote.

6.10 Treasurer, Coronavirus Relief Fund Application

An informational report on the Minnesota Department of Revenue allocation of the Coronavirus Relief Fund (CRF) for the City of Tower is \$36,992 and how it can and can not be spent. No action Council action needed at this time.

6.11 Treasurer, AFSCME Union Retiree Sick Leave conversion

A motion by Majerle to approve the disbursement of the remaining sick leave balance of two AFSCME retirees (\$42,255.52) to the Minnesota State Retirement System Post Health Care Savings Plan per the Union contract and the associated transfer of money from sick leave accounts to the General Fund checking spaced over time. Second by Setterberg. Motion carried unanimously by roll call vote.

6.12 Fire, Firehouse Public Safety Foundation Life Saving Equipment Grant

Chief Olson presented that there is a grant for \$15,500 - \$50,000 that would supply a variety firehouse needs.

A motion by Majerle to apply for this funding. Second by Shedd. Motion carried unanimously by roll call vote.

6.13 American Tower

City Attorney stated that he would get the City an analysis on the American Tower our lease arrangement and proposal analysis within two weeks.

6.14 City Council Meeting, Civic Center

A discussion regarding the difficulties of e-meetings and holding the meeting at the Civic Center. No action taken.

7. Pay the Bills

A motion by Majerlet o pay the bills. Second by Shedd. Motion carried unanimously by roll call vote.

8. Adjourn

Councilor Setterberg called for adjournment.

Respectfully submitted,

Victoria Ranua
Clerk/Treasurer

Approved by Council on:

1. Call to Order / Roll Call

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

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

Staff Present: Fire Chief Paige Olson, Clerk / Treasurer Victoria Ranua

Public Present: John Bassing, Amy Hinkel, Kevin Norby, Lee Peterson, Dave Rose, and 5 unknown attendees

2. Business

2.1 Council, City Councilor Appointment

The City received a single application for the vacant City Councilor position. This was Kevin Norby (Lake Ave).

Shedd made a motion to appoint Kevin Norby to the vacant Councilor position. Second by Setterberg. Motion carried unanimously by roll call vote.

2.2. Fire, Ladder Truck Sealed Bid

The City received three sealed bids by August 31, 2020 for the City's 1982 LaFrance Aerial Ladder Truck: 1) Ward Brown, \$4,200; 2) Kevin Bauer, \$1,600; 3) Steve Lotz, \$711.17.

Majerle made a motion to accept the \$4,200 bid from Ward Brown. Second by Setterberg. Motion carried unanimously by roll call vote.

3. Adjourn

A motion by Setterberg to adjourn the meeting.



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:

TOWER CEMETERY ASSOCIATION

PO Box 874

Tower, MN 55790

①

August
25 2020

City of Tower
P.O. Box 576
Tower, Mn 55790

City of Tower Board:

I am wondering if the City of Tower
will still contribute to the Tower Cemetery
Association?

Your Contribution	1-9-17	\$ 2,000. ⁰⁰ XX
	1-8-18	\$ 2,000. ⁰⁰ XX
	2-11-19	\$ 2,000. ⁰⁰ XX
	4-23-19	500. ⁰⁰ XX

The check on 4.23.19 was made
out for \$1,500.⁰⁰~~XX~~. One thousand Dollars
went for the Land Transfer and on
May 01, 2019 I mailed the City of Tower
one thousand Dollars in regards to the
Cemetery Land TRANSFER.

Sincerely,

Leonard M. Stojanich, Sect. Tres.

TOWER CEMETERY ASSOCIATION

PO Box 874

Tower, MN 55790

②

P.S. I should Note, out of Monies - Two Hundred Fifty Dollars would go for the On Line Pontem project. This Year 2020, the Pontem Fee went up to \$ 273.⁰⁰/~~xx~~ which I received today - 08-24-20 from the City of Tower. Yearly Fee for Pontem \$820.⁰⁰/~~xx~~ Breitung Township also gave \$ 273.⁰⁰/~~xx~~

The Tower Cemetery Board is thankful for ALL monies you gave in the past, and we hope the City of Tower will continue to support our Local Cemetery.

J. W. S.

Tower City Council:

The Prospectors ATV club would like to give the City of Tower a big thank you for the help in repairing the city trails between the City of Tower and McKinley Park. This was a great team effort between our two communities and the DNR. It was nice to see this project go so smoothly. Thank you and the agencies that helped out. Hopefully in the future we can take ownership of the trail and can get it back into the grant in aid program so funding will be available to keep it in good condition. Thanks again.

Prospectors ATV Club

AIRPORT MANAGER REPORT TO THE CITY COUNCIL

August 2020

In the month of August we continued to see a lot of traffic at the airport. As these folks fly in to our facility, they also use our lodging, our grocery store, our restaurants, our campground, our hardware stores and our other tourist destinations.

Construction has started for the storage building at the airport. We are having weekly construction meetings. The project is still on target for completion by the end of October.

Finally, the Airport Commission is looking to improve our noise abatement policy at the seaplane base. Discussion is ongoing.

EMT	
Altenburg, S	40
Battin, J	0
Dowden, D	107
Dowden, T	87
Freshour, Steve	143
Gianlorenzi, C	33
Gilbert, H	23
Hannan, M	0
Heglin, A	10
Jacobson, K	0
Nelson, P	11
Schmidt, J	57
Schmidt, S	32
Suihkonen, D	111
Tuchel, M	39
Villebrun, J	2

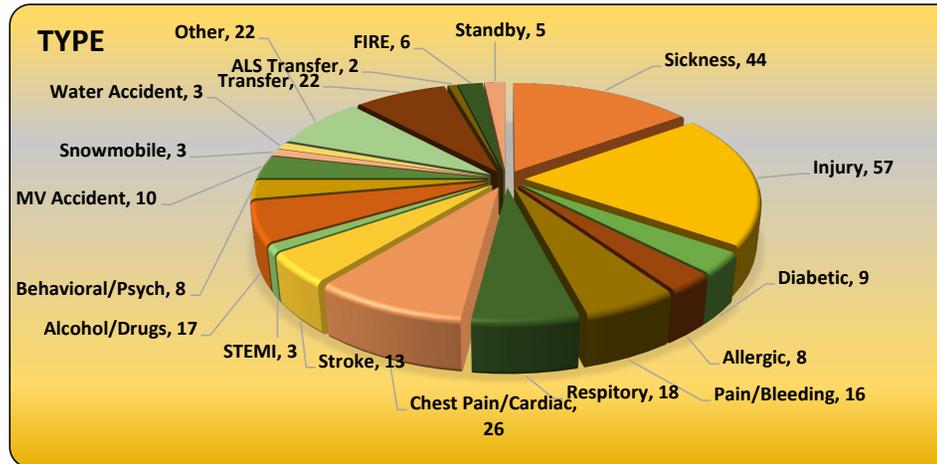
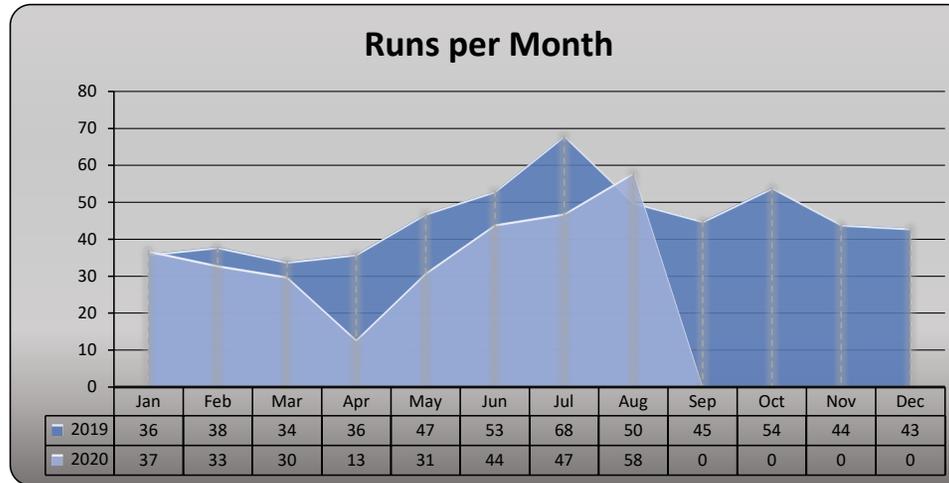
Origin	
Tower	59
Breitung	34
Greenwood	54
Fortune Bay	33
B.F. Reservation	41
Embarrass	6
Eagles Nest	11
Kugler	1
Vermilion Lk	16
Other	3
Ely Hos.	10
ESS Virginia	6
Cook Hos.	6
Hibbing Hos.	1
ESS N. Pines	0
Local Clinics	12
Grand Total	293

Asst. Agencies	
Breitung PD	27
Tower/Breitung	19
Fortune Bay	29
Eagles Nest	12
Ely	3
Embarrass	7
Greenwood	116
Pike/Sandy	3
Nett Lake/BIA	21
Sheriff Dept	35
State Patrol	7
Vermilion Lake	22
Virginia	16
Air Medical	8
Other	4

Destination	
Ely Hospital	13
Ess Virginia	105
Cook Hospital	38
N. Pines Aurora	1
UMCM Hibbing	0
Ess Duluth	17
Millier Dwan	2
St Lukes	6
Metro	0
Intercept	11
Air Medical	6
Other	3
No Transport	90
Tower	1
Grand Total	293

Tower Ambulance Monthly Run Report

293 Total runs in 2020



Emr Staff	
Boettcher, D	59
Burgess, S	8
Dicasmirro, R	12
Larsen, M	5
Martin-Joki, T	8
Matich, B	0
Northrup, M	0
Nylund, D	1
Peterson, S	12
Strong, Kristal	42
Suihkonen, O	22

Time of Day	
12 AM - 1 AM	6
1 AM - 2 AM	6
2 AM - 3 AM	9
3 AM - 4 AM	3
4 AM - 5 AM	6
5 AM - 6 AM	3
6 AM - 7 AM	9
7 AM - 8 AM	8
8 AM - 9 AM	17
9 AM - 10 AM	18
10 AM - 11 AM	17
11 AM - 12 PM	16
12 PM - 1 PM	10
1 PM - 2 PM	20
2 PM - 3 PM	13
3 PM - 4 PM	25
4 PM - 5 -PM	13
5 PM - 6 PM	13
6 PM - 7 PM	14
7 PM - 8 PM	16
8 PM - 9 PM	14
9 PM - 10 PM	17
10 PM -11 PM	13
11 PM - 12 AM	6

Community Coaching, Inc.**Grants Management – City of Tower – Activity Report****August 2020****Nancy Larson**

Date	Hours Charged	Time	Contacts	Outcome
8/6/20	0	PM	Steve Nelson – SLC CDBG; Victoria, Mary Shedd – grant writing	Pine Street funding; CDBG survey materials;
8/07/20	0	PM	Whitney Ridlon, IRRR; Victoria; Becca Nash-LCCMR	Main Street grant; fire dept grant, application grant; LCCMR update
8/10/20	0	PM	FEMA AFG; Diana Griffith- LCCMR; Dena S	COVID grant funding; password update; attended city council meeting; possible AFG COVID grant for ambulance department
8/12/20	0	AM	Marshall-TEDA	Charrette meeting; powerpoint Volunteered 1.5 hours
8/13/20	0	PM	TEDA charrette – volunteered time	Meeting facilitation- volunteered 2 hours
8/14/20	2	AM/PM	Linda Haugen, Dale Dodge, TEDA materials; IRRRB grant portal	Main Street committee meeting on landscaping; Final report for charrette; IRRR \$750 reimbursement request
8/15/20	0	AM	Mary, Orlyn, Victoria - grant writing	Updated survey materials; email for meeting; Prepared resolutions for IRRR grant for Sept council meeting
8/17/20	1.5	PM	Ben-PW; Terri; Mary S; Steve N- CDBG; Whitney R-IRRR	Main Street budget; invoices for Main Street grant; CDBG survey planning; grant reimbursement
8/18/20	.5	AM/PM	Mary; Marshall; Mary Frances Skala; Steve N-CDBG	CDBG survey confirmation email; housing development discussion and resources

8/20/20	1	AM	Project committee	Updates on activity status;
8/21/20	0	AM	Victoria, Terri- grant writing	CDBG survey planning
8/21/20	1	AM/PM	Ben, Terri, Dena	Grant activity payments for reimbursement; Grant information gathering
8/22/20	0		Grant writing	CDBG survey document preparation for mailing
8/24/20	0	AM	Dena Suihkonen	Compeer grant writing; Submitted \$3,000 request
8/24/20	0	PM	CDBG survey-grant writing	CDBG survey document prep for mailing
8/26/20 & 8/27/20	0	AM/PM	CDBG survey	CDBG survey document prep

TOWER ECONOMIC DEVELOPMENT AUTHORITY
Director's Report Final
Thursday, Sept. 10, 2020 (To be held at Tower Civic Center)

It's been another busy month for TEDA, as follows:

Lamppa Manufacturing

We've heard back from Hoover Construction, which was the sub-contractor responsible for the landscaping around the Lamppa building. They have declined to come back and complete work under a warranty claim. TEDA can either pursue a legal challenge to that or pay to complete the work ourselves. Given that the cost of completing the work ourselves would be much less than that alternative and given that the costs would be covered by remaining loan proceeds, there is little point pursuing the issue with Hoover. If we want to fix the problem ourselves, I'll want a motion authorizing me to incur the expenses necessary to get the job completed.

No status update on the south half of the building.

Recommendation: Approve a motion authorizing the director to take measures required to establish a mow-able lawn in front of the Lamppa Manufacturing building.

Tower Harbor Shores

Following last month's charrette, there was some renewed interest by the Tower Harbor Shores investors in pursuing the project after all. I have been participating in a weekly TEAMS meeting with Jeremy Schoenfelder, Michael Wood, and Lars Hanstad, to try to work through the issues needed to get this underway. The delay in completion of the plat remains the biggest impediment but that could be completed by the end of September.

I have also been in contact with Chris Ismil from IRRR about the possibility of a non-recourse loan to TEDA to fill out the first phase of the town home project, which would involve six town homes. The proposal I pitched to them is that if THS can pre-sell four of the six town homes, TEDA would purchase the remaining two town homes to make it possible to build the first unit of six. Chris was going to get back to me.

Marina Drive property

The sign lease has been executed and a sign permit has been issued by the city and the location has been reviewed by MnDOT. If we haven't received a lease payment by next week, I'll contact Your Boat Club and remind them of their required lease payment.

TEDA Commercial Loan Update

Miranda reports that the refinancing for Sulu's should be completed by Sept. 15. At that point, TEDA should receive just under \$16,000 to pay off the outstanding storefront loan. At that point, we can transfer the funds from the storefront account that we had previously transferred from the TEDA general fund checking to cover our match for the IRRR grant back to the general fund. That will help cash flow.

510 South Second St.

Demolition of this site is now complete and a bill for the work is on our claims list for this month. Once payment is issued, we will immediately apply for partial reimbursement from the IRRR. TEDA now needs to determine how to proceed with the construction of a new residence.

I spoke with Nathan Thompson from Habitat for Humanity and they still have openings for 2021, but we would need to identify a partner family. The other possibility is building our own. We should try to make a decision on this one by next month.

Ancient Cedar Forest Trail

Work is ongoing and nearing completion. Hoping for a trail open house in October.

Charter School repairs

The repairs at the charter school have been completed and the sealant is being added to the roof this week, which will hopefully address the leakage problems. We have some claims to pay for the repairs, which will be reimbursed by insurance. The city of Tower has contributed \$5,000 towards a potential fix to the roof of the school to prevent leakage in the future. TEDA will provide the remaining funds to pay the estimated \$10,500 cost of the repairs to the roof. This is part of our budget adjustment.

Charter School renovation

Nothing new to report. I spoke to the charter school staff on Monday about TEDA's interest in exploring a renovation project.

TEDA 2020 initiatives

Housing- I have completed four blight checklists on properties in the city and have sent the property owners blight letters. So far, we have seen only modest response from two of the owners. I have not had time to draft a funding request to IRRRB regarding housing rehabilitation.

TEDA Website

No update at this point.

Prospector Trail lease

The lease was signed and delivered. This will be removed from future reports.

Wastewater capacity

The city council received our resolution in support of expanding sewage capacity.

IRRR COVID-19 special grant funding

TEDA will need to approve loan guidelines in order to offer loans from the \$50,000 that we were awarded from IRRR. Draft guidelines were provided to the board in early August. If possible, we should give approval to the guidelines at our September meeting. We are still processing the paperwork on the funding contract.

Recommendation: If acceptable, approve loan guidelines and appoint membership on a loan committee. A separate motion should authorize the director to execute the IRRR grant contract.

Budget amendment

Two separate initiatives this year are making it necessary for TEDA to revise its budget to accommodate additional expenses.

- First, we need approximately \$5,500 for TEDA's share of roof repairs at Vermilion Country School. This is work that TEDA must undertake. It has been negligent that this work was not undertaken prior to this.
- Second, we need approximately \$5,000 to pay for TEDA's share of the demolition work at 510 S. Second St.

I have prepared a budget amendment that incorporates these expenses into our spending plan.

Recommendation: Approve a motion to amend TEDA's 2020 budget as proposed.

Senior housing

Two recent events have reinvigorated consideration of a senior housing complex on Main Street. TEDA president and I recently met with representatives of Community Resource Development, who noted a similar project in Chisholm had recently been completed. And the recent charrette prompted a number of comments about the need to focus redevelopment efforts on Main Street in addition to the harbor. Nancy Larson and I have made some initial inquiries, which look promising. The first step would be to conduct a housing study. I have obtained a proposal for a housing study by Maxfield Research, at a cost of \$3,600. Maxfield completed the 2015 study on the viability of town home construction. We could ask for an update of that study in addition to a study of the demand for senior housing. That would make sense if we're looking at pursuing a partnership with THS, although that would likely increase the total price tag for the study. Nancy Larson has given me information on a possible source of grant funding to pay for at least a portion of a housing study. I have reached out to that source and funds are available, so I will submit a grant proposal. I have also been told that the city may be willing to contribute toward the cost of a study, so hopefully we can get this done with minimal cost to TEDA.

Recommendation: Approve a motion authorizing the director to pursue funding for a housing study.

Data practices

As a result of the political division in the city, a handful of individuals have made a large number of data requests to city hall, some of which have been related to TEDA. Clerk-treasurer Victoria Ranua is recommending, and I agree, that data requests related to TEDA be directed to TEDA, not city hall, since we are separate entities. Normally, responding to a data request is an executive function, which would appropriately be handled by the executive director.

Recommendation: Approve a motion appointing the executive director as the responsible official for all TEDA-related data requests.



City of Tower City Council
September 14, 2020

FROM: Victoria Ranua, Clerk Treasurer

TO: Mayor and Council members

SUBJECT: Treasurer's Report

BACKGROUND:

ASSETS		LIABILITIES		
Checking Account	Balance*		Balance	% Rate
General Checking (XX19)	\$503,603.89	2005A Bond- TIF	\$180,000	NA
Ambulance Checking(X811)	\$6,732.77	2005B Bond- TIF	\$75,000	NA
Hoodoo Point Checking (X412)	\$52,911.31	2009 Northstar Addition	\$85,312.5	5.5%
Savings Account		2015 Gunderson Trust Harbor Project	\$208,000	2.25%
Ambulance Vehicle (XX58)	\$174,635.48	2018 Bond- Parks and Recreation	\$421,000	4.25%
Sick Leave (XX53)	\$15,023.31	2019 LCM Claim	\$250,000	0%(3%)
Fire Department (1954)	\$3,705.51	2020 Temp Gen. Obligation Utility Bond	\$253,000	2.45%
Streets (XX57)	\$2,840.77			
Police Car (XX59)	\$2,840.70			
Gundersen Trust (XX50)	\$673,971.07			
TEDA				
Total		Total	\$1,472,312	

*Balances of the preceding month's bank statement

**CITY COUNCIL
DEPARTMENT/COMMISSION REPORT**

COUNCIL MEETING DATE Sept. 14, 2020
DEPARTMENT / COMMITTEE Ad Hoc Blight Committee
MEMBERS Mary Shedd, Orlyn Kringstad, Marshall Helmberger
PREPARED BY Marshall Helmberger
MOST RECENT MEETING None
MEMBERS ABSENT NA
OTHERS PRESENT NA
DATE OF NEXT MEETING NA

ACTIVITY HIGHLIGHTS

The City Council created the ad hoc blight committee at its June 8, 2020 meeting in order to begin to address the chronic blight conditions on certain properties in the city.

The ad hoc committee has not met formally, although the members have maintained regular contact about follow-up on blighted properties. Since the creation of the committee, we have issued four blight letters and checklists, three for residential properties and one for a Main Street commercial property.

The three letters issued to residential property owners all resulted in varying degrees of response from the owners. At least one has since been brought into general compliance. Two others have seen modest improvement but still remain significantly out of the compliance.

The commercial property owner, Ron Abrahamson Sr., has not communicated with us at this point. I have spoken to one of his daughters, however, who indicates he is not currently in a position to take much action for health reasons. She said she and another sibling are currently hoping to address the situation and are in the process of taking legal steps to make that happen.

One thing that this effort has revealed is the extent to which health issues and lack of resources is contributing to the blight situation in Tower. That is one reason that TEDA or the City should consider seeking funds for a residential redevelopment program in addition to its commercial lending program.

This effort has also revealed the extent to which the City's current blight ordinance is not entirely up to the job of achieving the City's objectives in terms of the use of property in Tower.

RECOMMENDATION TO COUNCIL

Designate Mayor Orlyn Kringstad as the City's blight officer and ask the ad hoc blight committee, working in coordination with the blight officer, to continue the work of preparing and submitting pre-compliance letters and checklists to the owners of blighted properties. As blight

officer, Mayor Kringstad would also have the ability under Ord. #16 to issue compliance orders as deemed necessary to enforce the provisions of the ordinance.

TIMELINE

Beginning immediately, with an ongoing effort as conditions warrant.

COST TO THE CITY

Initial costs would be limited to staff time to prepare and mail letters (which could be done by volunteers) to owners of blighted properties. Further steps could require court action and the incurring of legal costs that are not currently known. The city should explore future funding options (possible grants) to assist with this effort.

SCHEDULE OF FINDINGS AND RESPONSES
Year Ended December 31, 2019

2019-001. SEGREGATION OF DUTIES

Criteria

The concentration of duties and responsibilities in a limited number of individuals is not desirable from an internal accounting control point of view.

Condition

Due to the limited number of personnel within the City Clerk/Treasurer's office, the segregation of accounting functions necessary to ensure adequate internal accounting control is not possible.

Effect

Because of the weakness in segregation of duties, the City has not provided adequate internal control.

Cause

This occurred because of staffing limitations caused by fiscal constraints.

Recommendation

The City Council should constantly be aware of this condition, attempt to segregate duties as much as possible, and provide oversight to partially compensate for this deficiency.

Views of Responsible Officials and Planned Corrective Action

Management agrees with the audit finding. The City Clerk-Treasurer will continue to monitor all transactions and the City's administration will structure the duties of office personnel to help ensure as much segregation of duties as possible within the City's staffing limitations and funding constraints. In order to facilitate a stronger segregation of duties the committee recommends hiring a part time treasurer with the City/Deputy clerk to be the check of the process. Actual duties for the roles of treasurer and clerk will be defined as the next steps as this process moves forward.

2019-002. LACK OF CONTROL OVER FINANCIAL REPORTING PROCESS

Criteria and Condition

As part of the audit, management requested that the auditor prepare a draft of the City's financial statements, including the related notes to financial statements. Management reviewed, approved, and accepted responsibility for those financial statements prior to their issuance; however, management does not possess the technical expertise to comply with governmental accounting standards.

Effect

The potential exists that a material misstatement of the financial statements could occur and not be prevented or detected by the City's internal control.

Cause

This occurred because of staffing limitations caused by fiscal constraints.

Recommendations

In order to provide controls over the financial statement preparation services at an appropriate level, we suggest management establish effective review policies and procedures.

Views of Responsible Officials and Planned Corrective Action

Management agrees with the audit finding. Management has determined that the cost and training involved to review or prepare the City's financial statements exceeds the benefit that would result.

In order to provide better reporting the committee recommends hiring a part time treasurer with the City/Deputy clerk to be the check of the process. The Treasurer role will be responsible for keeping journal entries up to date in the financial system. This will ensure timely reports for the council and office to react to budget statuses.

2019-003. BANK RECONCILIATIONS, RECORDING RECEIPTS, AND RECORDING DISBURSEMENTS TIMELY

Criteria

Receipts and disbursements should be recorded timely so bank accounts can be reconciled to the general ledger monthly. Reconciliations should be reported to the Council for review at monthly meetings.

Condition

Bank accounts were not reconciled to the general ledger monthly for the year ending December 31, 2019. Receipts, disbursements, and bank reconciliations for the months of October, November, and December were not recorded/completed until March of 2020.

Effect

Because receipts, disbursements, and bank reconciliations were not recorded/completed timely, the City of Tower has not provided adequate control of the City's cash and accounting records.

Cause

This occurred because of a failure to record and reconcile receipts, disbursements, and bank account activity to the general ledger in a timely manner due to turnover in the clerk-treasurer position.

Recommendations

We recommend bank reconciliations be completed on a monthly basis (within two weeks after receipt of the bank statement is reasonable) and reviewed by a council member. Receipts and disbursements should be recorded as soon as reasonably possible so accounting records reflect current activity. If the City falls behind with their record keeping or reconciliations, we recommend the City temporarily hire an accounting professional and/or a consultant in order to update and maintain the City's records so there is adequate control over the City's cash and accounting records.

Views of Responsible Officials and Planned Corrective Action

Management agrees with the audit finding. Receipts and disbursements will be recorded timely and bank reconciliations will be completed on a monthly basis, reviewed by a council member, and signed to ensure proper control over cash and accounting records. The bank reconciliation, list of outstanding checks, list of deposits in transit, and any other bank reconciling items will be printed monthly and retained.

With the current workloads the committee recommends hiring a part time treasurer with the City/Deputy clerk to be the check of the process. The Treasurer role will be responsible for keeping journal entries up to date in the financial system. This will ensure reconciliation, receipts, and disbursements are done in a timely manner .

2019-004. PUBLIC OFFICERS, INTEREST IN CONTRACT; LACK OF DOCUMENTATION

Criteria

Minnesota Statute 5471.87 states, "Except as authorized in section 123B.195 or 471.88, a public officer who is authorized to take part in any manner in making any sale, lease, or contract in official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom."

Condition

City Councilors have personally benefited financially through discounts they received on their personal propane accounts after they approved City contract agreements with propane companies.

Effect

City Councilors receiving discounts on propane are not compliant with Minnesota Statute 5471.87.

Cause

This occurred because Councilors approved a contract agreement in which the officers personally benefited financially from it by receiving discounts on their personal propane purchases.

Recommendations

The City Councilors should immediately terminate any personal discounts being received in connection with City contracts and should avoid any contracts that City officials will personally benefit from, unless an exclusion permits. The City should discuss this conflict of interest with their attorney, provide documentation as proof that the propane discounts have been terminated, and report the conflict to the state auditor to determine if any further action is required. The City should also adopt a conflict of interest policy and review the policy annually to ensure it is current and all City Councilors and staff are familiar with it.

Views of Responsible Officials and Planned Corrective Action

Management agrees with the audit finding. Any personal discounts being received in connection with City contracts will be terminated immediately. The City will discuss this conflict of interest with their attorney, provide documentation as proof that propane discounts are terminated, and provide documentation that the conflict was reported to the state auditor. The City will adopt a conflict of interest policy and will review the policy annually to ensure it is current and that all City Councilors and staff are familiar with it.

1. As reported in prior years, there are several capital projects funds that continue to have deficit fund balances. The City must review these deficit fund balances and determine ways to eliminate them.
 - Who finance committee?
 - Identify the fund balances.
 - Process is going to change to budget appropriately for the funds. Plan for those capital projects
2. The Water and Sewer Enterprise Funds continue to report operating losses of \$27,060 and \$26,477, respectively. Revenues were insufficient to cover operating expenses. Management should consider the need to increase rates in order to make the enterprise funds self-sufficient.
 - Sewer loans need to be current. Find out how many.
 - Put notice on bill to let them know the bill is increasing

- Cover all operating expenses and half the depreciation this year and the remainder of the depreciation the following year.
3. Some recipients of loans accounted for in the Commercial Rehab Special Revenue Fund and the Sewer Fund have not been paying their loans in accordance with loan documents on file. Interest on these delinquent loans should be accruing and the City should be collecting on the loans as outlined in the loan agreements. We suggest the City review these loan agreements, calculate any accrued interest, and determine a course of action for loans that are not being paid in accordance with loan agreements.
- Last resort to Attorney to review possible actions
 - Purchased invoicing module to manage the loans
 - All future loans will be subject to property tax lien.
 - Commercial rehab fund loans and sewer.
4. Numerous payroll expenses, liabilities, and withholdings were miscoded and were not reconciled throughout the year or at year end. We suggest the City reconcile, review, and approve payroll reports throughout the year to prevent similar misstatements.
- Temp personnel to go through coding and enter new codes to get caught up.
 - During each payroll all line items are getting added to report and are part of the payroll batch.
 - Possible consult with Sharon to insight of how payroll has oversight.
5. Meeting minutes of the City of Tower and the Tower Breitung Wastewater Board have not specifically identified a breakdown of the \$245 monthly payment that is paid from the Wastewater board to the City of Tower for secretarial fees. We suggest the City and the Board come to an agreement and document in the minutes in detail the breakdown of the \$245 secretarial fee.
- Pay for actual hours worked? Log time as work has been done.
6 month review period. Put on waste water board as agenda item.
Payment from the wastewater board is to the city. Not an individuals pay.

6. Transfers were made to and from savings accounts that were meant to be set aside money for specific purposes. There was no indication of council approval to transfer the funds and the bank balances of some of these accounts are significantly less than what they should be. This is a direct result of the City's deficit cash flow problems. We suggest the City review these transfers and decide on a plan of action for these savings accounts.
 - We have implemented accounts with resolutions to provide accountability. We need to confirm this is a best practice for handling this issue.
 - Administration transfers e.g. No phone transfers or E transfers only physically go to the bank but process is to write a check for traceability. More work but greater transparency.
 - Communication was not previously provided sufficiently publicly to city.
 - Future replacement of transfers is resolved by process of resolutions and planning for capital replacement with a plan to replace funds.
 - Is there an obligation to do anything with these funds.
 - Negotiation accounts where needed.
 - TBD Committee to review. Individual or multiple approval

7. Grants, project, bid, and quote documents were not readily available and on file at City Hall. Outside third-party engineers and grant consultants were relied upon to present documents that the City should have on file. We suggest the City maintain grant, project, bid, and quote files at City Hall as backup for accounting records and compliance with State Statutes as they are ultimately liable to provide this information.
 - Already moving them in house.
 - All future projects are filed and Banyon is now using the projects functionality for all expenses, revenue, and tracking quotes.

 - Complete

8. Due to the number of journal entries required to reclassify and adjust accounts, there appears to be a continued lack of financial reporting oversight. We suggest

the council review and update procedures related to financial reporting in order to maintain proper controls. Such controls should include but are not limited to reviewing; account coding, reconciliations, disbursements, receipts, bank statements, budgets, and financial reports on an ongoing basis. Considering the financial condition of the City, the cash flow deficits the City has been experiencing, and the condition of the accounting records at December 31, 2019, we suggest the City consider temporarily hiring an accounting professional or consultant to ensure timely reporting and to bring the accounting records up to date.

- TBD Committee to review. Individual or multiple people.
- Help was hired and accounting records are up to date.

9. It appears some lease payments were not made to the City for rental of City owned property. We suggest the City review controls to ensure all payments on lease agreements are made on a timely basis.

- Invoicing module part of process and current status is we are not behind but mainly process and tracking is needed.

10. The TEDA Special Revenue Fund has its own line on the levy certification report and levies approximately \$5,000 per year. In the past the City has receipted General Fund tax levy revenue to the TEDA Special Revenue Fund. If it is the City's intention to spend General Fund tax levy revenue for TEDA related projects, the money should be receipted into the General Fund then transferred to the TEDA Special Revenue Fund.

- Change process to meet recommendation. Also check to see if we can get TEDA to be self-funded in the future by the actions this committee takes. A good example are funds being received from the school and the leasing of space for signage on the newly acquired property by the Marjo Motel.

11. A deficit fund balance exists in the TIF debt service fund due to delinquent payments. The company that occupied the property in the TIF district was purchased by another company. During the purchase a payment was made for the delinquent taxes owed but not to cover the entire shortfall related to the TIF district. We suggest the City review this TIF district activity and determine whether they are able to collect the shortfall or if the amount should be written

off. Going forward, the TIF district's records should be reviewed and reconciled to ensure all payments are received and up to date.

- City clerk investigating options for resolving this issue.
- Come up with a time line.

12. Operation and maintenance airport grant reports have not been submitted to the grantors for reimbursement for 2019. Typically the City will submit reimbursement requests and receive grant funding for airport operations quarterly. We suggest the City review grant agreements related to airport operation and maintenance grants to determine if they are eligible for reimbursements. If the City is eligible for these grant reimbursements, files should be maintained with all related agreements, reimbursement requests, backup documents, and receipts for each grant.

- Determine if eligible for reimbursement.
- Victoria to meet with Nancy.

From: noreply@salesforce.com on behalf of [Harrison Bailey](#)
To: clerk.treasurer@cityoftower.com
Subject: Fw: TowerPoint Preliminary Valuation
Date: Wednesday, September 9, 2020 10:36:46 AM

----- Forwarded Message -----

From: **Harrison Bailey** <harrison.bailey@towerpoint.com>
Date: August 31, 2020 at 10:45 AM
Subject: TowerPoint Preliminary Valuation
To: Victoria Ranua <clerk.treasurer@cityoftower.com>



Dear Victoria,

Thank you for taking time to discuss your wireless real estate assets. Pursuant to our discussion, I have generated a preliminary valuation using the information detailed below. Feel free to reply to this email or give me a call at (619) 877-6255 with any immediate questions or if any of the details below look incorrect.

Otherwise, I'll plan on following up with you in the coming days to discuss the valuation and potential next steps which would include further verification of your lease information in order to draft a formal Letter of Intent.

Summary Lease Estimates

Property Address: NE of Tower MN, Tower, MN 55790
Property Coordinates: 47.810278, -92.268889
Structure Types: Tower

Tenant(s)	Current Rent	Rent Payment Frequency	Escalation (CPI, % or \$)	Escalation Frequency
AMT	\$27,588	Annually	\$2,400	Annual

Based on the assumptions above, TowerPoint would propose the following terms to purchase your wireless lease(s).

Purchase Price	Term	Structure	SMA Revenue Sharing
\$379,335	99 Year	Easement	50%

Please feel free to reach out to me with any questions or comments that you may

have about this offer or the selling process.

Best Regards,

 	Harrison Bailey Director of Acquisitions ph (619) 877-6255 m +1 8582658364 f harrison.bailey@towerpoint.com www.towerpoint.com 
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About Our Firm: TowerPoint is a wireless telecommunications infrastructure and real estate investment company operating throughout North America. Our growing portfolio of rooftops and towers offers WSPs a diverse array of deployment options for 4G and 5G technologies across nationwide geography. We are proud to be the industry's longest-standing cell tower lease acquisition company and we continue to be a leading provider of capital and liquidity to cell tower site owners across the United States. TowerPoint's Infrastructure Division acquires, owns, operates and develops wireless communications towers. The company's leadership possesses over 60 years of combined experience, having directly invested over \$1 billion in wireless communications infrastructure and real estate assets, and advised on over \$5 billion in related transactions.
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September 15, 2020

Bois Forte Tribal Government - Nett Lake
5344 Lakeshore Drive
Nett Lake, MN 55772

Chairwoman Chavers and Tribal Council,

The City of Tower has declared its 2011 GMC Savana Marquee Ambulance with 146,000 miles as surplus equipment. As a neighboring government with emergency responders, the City is inquiring as to whether Bois Forte has an interest in accepting a donation of this ambulance.

The donation would only include the ambulance, not medical equipment included with this purchase. There is 146,000 miles on the vehicle. The donation is as-in. There is a fuel leak under the cab, and we would not be repairing this leak.

Please let us know if you have any interest in this surplus vehicle. To coordinate an inspection of the ambulance please contact Ambulance Director, Dena Suihkonen at ambulance@cityoftower.com or 218-750-3002. To process any donation, please contact our Clerk / Treasurer Victoria Ranua at clerk.treasurer@cityoftower.com or 218-753-4070.

Thank you,

Orlyn Kringstad
Mayor

NOISE ABATEMENT PROCEDURES FOR 12D SEAPLANE BASE

The Tower Municipal Airport 12D is adjacent to residential lake areas that enjoy low background noise. Lake Vermilion and Tower places a high value on a quiet, peaceful environment. Because of this, some residents of Lake Vermilion are very sensitive to noise from aircraft. These recommended procedures are designed to reduce aircraft noise for the lake community while keeping visitors and their aircraft operators welcome. Pilots are requested to follow these procedures with respect for the local residents and for other pilots.

PILOTS know best how to operate their aircraft so that they create the least amount of noise. These recommended procedures are not meant to interfere with safety, good judgment, FAA rules, or with techniques that good pilots know will help reduce ground noise from their aircraft. These recommended procedures were developed jointly by the Tower Airport, Adventure Seaplanes, City of Tower and other members of the local aircraft community to assist pilots in minimizing aircraft noise at the Tower Municipal Airport and Seaplane Base

SAFETY IS PARAMOUNT

It is understood that FAA rules, weather and safety considerations may at times require deviation from these procedures.

Noise Reduction Procedures:

- **Reduced RPM's:** Use reduced RPM for take-off whenever possible (aircraft with constant speed props). A reduction in RPM's by 10% to 15% will reduce the noise and annoyance factor enormously.
- **Reduced Manifold Pressure:** A reduction in manifold pressure (MP) helps only a little bit; it is really the RPM's (propeller tip speed) which is producing the noise.
- **Maximize Slant Distance:** Noise level is inversely proportional to distance. When taking off and landing it is pretty hard to get quick vertical distance, so take off with a plan to maintain the greatest possible horizontal distance from residences.
- **Avoid Flying Low over Residences:** Noise annoyance is largely an issue of perception and fear. Approximately 5% of the population has an innate fear of aircraft. You may not be making much noise while landing, but for that small segment of the population you will terrify them if you are flying less than 600' or 700' over their house. We all personally know some of these people who live under our seaplane flight paths, And we can work to keep them calmed down – educate them that they are not really in any imminent danger. So use common sense and plan your take-offs and landings to avoid any low flight over the top of residences.

No Wind/Low Wind Procedures:

The more that all aircraft using Tower Seaplane Base utilize similar flight tracks and procedures, the more neighbors will view operations as "predictable", "expected", and "normal". The following normal No Wind/Low Wind procedures are recommended:

- Take off southwest starting end of Hoodoo Point, far enough so that you can depart through/over the "area" without greater reflected noise).
- Take off with reduced RPM's if possible, or reduce RPM's and Manifold Pressure after take-off as early as possible (except in areas where runway/waterway beneath you does not allow you as safety is always foremost and always need safe water in an emergency during a slow climb-out)
- Climb over the lake and avoid turning until reaching at least 800' MSL. Maintain at least 500' clearance per FAR's.
- On landing, use a pattern altitude of 800' MSL and maintain 500' vertical separation from all houses and over if possible.
- During light and variable wind conditions land to northeast near Whiskey Island.
- Self-announce take-offs and landings on 122.9.

Do your low altitude training and confined space turn training at some other place than around Tower Seaplane Base.

Training and safe practice procedures are required for training to safely operate from docks and seaplane base ramp. Once the docking and ramping procedures are completed move on to other areas for other training procedures.

Airport relationships with the local neighbors and community is the most important first step for keeping airports alive and healthy.

We have had very few complaints in recent years (we are not complaint free), so everyone please do your best to be low impact and follow procedures.

You are pilot in command, it is understood that when there are many boats in the water, there is debris in the water, or there are other overriding circumstances, full power noise may be required and safety will always come first.

If anyone has recommendations please contact

Tower Seaplane Base – John Burgess – 218-780-5902

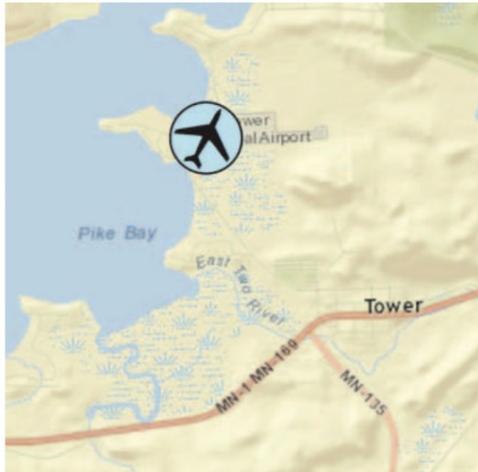
Adventure Seaplanes – Lori Schanche – 218-410-7935

Watch out for unannounced traffic! Good radio technique is essential.

There is no substitute for alertness in the vicinity of an uncontrolled airport.

Field Elev: 1370' TPA: 2370' (1000' AGL)

Tower - 12D



SEC. CH: GREEN BAY
LAT: 47-49-06.000N
LONG: 092-17-30W
Approaches: RNAV
Right Traffic Rwy 26
COMM: 122.9 (L)
CTR: 127.9 MSP
RCO (ELO): 122.1R 109.6T
CLNC DEL: 651-463-5588

Noise Sensitive Areas 
Aquatic Invasive Species Infested Waters



Tower Municipal Airport



CITY OF TOWER

Job Title:	Assistant Chief	Job Category:	Job Category
Department/Group:	Department/Group	Job Code/ Req#:	230
Location:	Location	Travel Required:	Travel Required
Level/Salary Range:	Level/Salary Range	Position Type:	Full Time
HR Contact:	Paige Olson	Date Posted:	Date Posted
Will Train Applicant(s):	Will Train Applicant(s)	Posting Expires:	Posting Expires
External Posting URL:	External Posting URL		
Applications Accepted By:			
FAX OR EMAIL: Fire@cityoftower.com		MAIL: Paige Olson CITY OF TOWER PO Box 576 Tower, MN, 55790	
Job Description			
WHY THE JOB EXISTS			
<u>TYPICAL DUTIES PERFORMED:</u>			
<ol style="list-style-type: none"> 1. Assistant fire chief assumes the duties of the fire chief in the absence of the fire chief. 2. Assists fire chief in planning, coordinating, supervising, and evaluating the fire department operations. 3. Assists the fire chief in planning and review of specifications of new or replacement of equipment. 4. Coordinates with fire chief in planning and implementation of fire drills and in-service trainings. 5. Assigns personnel and equipment for such duties as needed with direction from the fire chief. 6. Performs the duties of a firefighter 7. Performs physical demands and work environment requirement for this position. 8. Effective and respectful communications and interactions with other employees, supervisor's, individuals from other organizations and citizen customers. 9. Attendance at regularly scheduled meetings and outside trainings as necessary 10. Participates in professional staff development, training, and education opportunities to maintain and improve proficiency. 11. Represents the department in local, state, and other meetings. 12. Performs other related functions as assigned or apparent. 			
QUALIFICATIONS AND EDUCATION REQUIREMENTS			
Eligible members may apply for an open position, provided they meet all of the requirements listed.			
PREFERRED SKILLS			
<ol style="list-style-type: none"> 1. 3 years' experience as a firefighter 			



- 2. Knowledge of applicable federal and state laws, city ordinances, city and departmental policies and procedures, and relevant reference materials.
- 3. Knowledge of modern firefighting methods and techniques
- 4. Knowledge of operating principles and practices.
- 5. Ability to maintain appropriate level of discretion with confidential information.
- 6. Ability to complete work in a timely manner including during stressful situations and under deadlines.
- 7. Ability to instruct subordinates in all phases of fire prevention and protection.
- 8. Ability to analyze problems and recommend procedural change based on this information.
- 9. Ability to prepare reports and documentation as required by rules and regulations.
- 10. Ability to work independently without supervision.
- 11. Ability to motivate and supervise firefighters.
- 12. Ability to remain calm when dealing with difficult people/situations and exemplify and enthusiastic resourceful and effective service attitude.
- 13. Ability to effectively communicate ideas, explanations, and recommendations, orally and in writing.
- 14. Ability to establish and maintain effective working relationships with community groups, commissions elected officials, employees, and the public.

ADDITIONAL NOTES

Additional Notes

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Paige Olson	Date/Time :	09/09/2020 09:00 AM



CITY OF TOWER

Job Title:	Captain	Job Category:	Job Category
Department/Group:	Department/Group	Job Code/ Req#:	230
Location:	Location	Travel Required:	Travel Required
Level/Salary Range:	Level/Salary Range	Position Type:	Full Time
HR Contact:	Paige Olson	Date Posted:	Date Posted
Will Train Applicant(s):	Will Train Applicant(s)	Posting Expires:	Posting Expires
External Posting URL:	External Posting URL		

Applications Accepted By:

FAX OR EMAIL:

Fire@cityoftower.com

MAIL:

Paige Olson
 CITY OF TOWER
 PO Box 576
 Tower, MN, 55790

Job Description

WHY THE JOB EXISTS

ROLE AND RESPONSIBILITIES

1. Assumes the duties of incident command in the absence of the fire chief and/or assistant fire chief.
2. Determines methods of fire suppression, including supervising laying of hose lines, directing water streams, pressure of streams, placing of ladders, ventilation of buildings, rescuing of persons and placing of salvage covers.
3. Assists supervising maintenance of departmental equipment, supplies and facilities.
4. Instructs and drills firefighters in the training exercise, both external and in service to maintain a safe working environment.
5. Monitors and observes departmental activities to ensure that conduct and performance conforms to department standards.
6. Carries out duties in conformance with federal, state, county and city laws and ordinances.
7. Directs routes to be taken and directs work pending the arrival of superior officer.
8. Assumes the duties of the assistant fire chief in their absence.
9. Performs duties of a firefighter.
10. Performs physical demands and work environment requirement for this position.
11. Effective and respectful communications and interactions with other employees, supervisor's individuals from other organizations and citizen customers.
12. Attendance during regularly scheduled work hours outside regular hours, as necessary.
13. Coordinates activities with other supervisors or city department and exchanges information with officers in other fire departments.
14. Ability to analyze problems and recommend procedural change based on this information.



- 15. Ability to prepare reports and documentation as required by rules and regulations.
- 16. Ability to work independently without supervision.
- 17. Ability to motivate firefighters.
- 18. Ability to remain calm when dealing with difficult people/situations and exemplify and enthusiastic, resourceful, and effective service attitude.
- 19. Ability to effectively communicate ideas, explanations, and recommendations, orally and in writing.
- 20. Ability to establish and maintain effective working relationships with community groups, commissions elected officials, and the public.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Certified NFPA 1001 ff1 & ff2

PREFERRED SKILLS

Preferred Skills

ADDITIONAL NOTES

Additional Notes

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Paige Olson	Date/Time :	09/09/2020 09:30 AM

DATA PRACTICES POLICY



UPDATED: OCTOBER 16, 2017

Government Data

The Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all “government data” are public unless a state or federal law says the data are not public. “Government data” means all recorded information a government entity has collected, created, received, maintained or disseminated, including paper, email, flash drives, CDs, DVDs, photographs, etc. Government Data is categorized as follows:

Data on individuals or decedents: All government data in which any individual or decedent is or can be identified as the subject of that data, unless the appearance of the name or other identifying data can be clearly demonstrated to be only incidental to the data and the data are not accessed by the name or other identifying data of any individual or decedent.

- Public data are any data not classified as private or confidential. Public data are accessible to anyone upon request.
- Private data are any data expressly classified as private. Private data are accessible only to the subject of the data; City officials or employees whose work assignments reasonably require access; outside entities or agencies authorized by law; and entities or individuals given access by express written direction of the subject of the data.
- Confidential data are any data expressly classified as confidential. Confidential data are accessible only to City officials or employees whose work assignments reasonably require access; and outside entities or agencies authorized by law. Confidential data are not accessible to the data subject.

Data not on individuals: All government data that is not data on individuals. Data not on individuals includes data on corporations, partnerships and other organizations and entities.

- Public data are any data not classified as nonpublic or protected nonpublic. Public data are accessible to anyone upon request.
- Nonpublic data are any data expressly classified as nonpublic. Nonpublic data are accessible only to the subject of the data; City officials or employees whose work assignments reasonably require access; outside entities or agencies authorized by law; and entities or individuals given access by express written direction of the subject of the data.
- Protected Nonpublic data are any data expressly classified as protected nonpublic. Protected Nonpublic data are accessible only to City officials or employees whose work assignments reasonably require access; and outside entities or agencies authorized by law. Protected Nonpublic data are not accessible to the data subject.

Your Data

When we ask you to provide data about yourself that are not public, we must give you a notice called a Tennessen warning. The notice includes the purpose and intended use of the requested data, whether you can refuse to supply the requested data, any known consequences from supplying or refusing to supply the data, and the identity of other persons authorized to receive

the data. The notice controls what we do with the data that we collect from you. Usually, we can use and release the data only in the ways described in the notice.

We will ask for your written permission if we need to use or release private data about you in a different way, or if you ask us to release the data to another person. This permission is called informed consent.

You have the right to challenge the accuracy and/or completeness of data about you. You also have the right to appeal our decision. If you are a minor, your parent or guardian has the right to challenge data about you.

Your Right to Access Government Data

The Data Practices Act requires that the City keep all government data in a way that makes it easy for you to access. You have the right to look at (inspect), free of charge, all public data and private data that you are the subject of. You also have the right to get copies of this data, but the City will charge for copies.

How to Request Government Data

The City requires that all requests for data be submitted in writing on the “Data Request Form” attached to this policy. This form may be emailed, mailed or delivered in person to the Responsible Authority.

Please be as specific as possible about what data you are seeking to help facilitate the request.

If you are requesting public data you are not required to identify yourself or explain the reason for your data request. However, you may need to provide the City with some personal information for practical reasons (for example, you need to provide us with an address or P.O Box if you want us to mail it to you). If we do not understand your request and have no way to contact you, we cannot respond to your request.

If you are requesting private or nonpublic data as the data subject or the data subject’s parent or guardian, you must provide proof of your identity and relationship to the minor if applicable. If you do not provide this proof, we cannot respond to your request.

How We Will Respond to Your Data Request

Upon receiving your request, we will review it. We may ask you to clarify what data you are requesting.

- If we do not have the data, we will notify you in writing as soon as reasonably possible.
- If we have the data, but we are not allowed to give it to you, we will notify you as soon as reasonably possible and identify the law that prevents us from providing the data.
- If we have the data, and we are allowed to give it to you, we will respond to your request by doing one of the following:
 - Arranging a date, time, and place for you to inspect the data at our offices; or

- Notifying you that you may pick up your copies, or we will mail or email them to you. We will provide electronic copies (such as email or CD-ROM) upon request, if we keep the data in that format and we can reasonably make a copy.

If you are the subject of the data we will provide you with the requested data within 10 business days. After we have provided you with your requested data, we do not have to provide the same data again for 6 months unless there is a dispute about the data or we collect or create new data about you.

If you are not the subject of the data we will provide you with the requested data in an appropriate and prompt manner and within a reasonable amount of time.

Response time may be impacted by the size and/or complexity of your request, and also by the number of requests you make in a given period of time. If you ask we will provide you with the estimated cost of your data request before completing the request to confirm you wish to proceed. In some cases, the City may require pre-payment or may provide the data in phases. If the City deems pre-payment or a phased response appropriate we will notify you as soon as reasonably possible.

If you do not respond to our questions or notices or if you do not make arrangements to inspect or retrieve the data within 10 business days, we will conclude that you no longer want the data and will consider your request closed.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please tell the person who provided the data to you. We will give you an explanation if you ask.

The Data Practices Act does not require us to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request. If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

We are also not required to respond to questions that are not about your data requests or questions that are not requests for data.

Requests for Summary Data

Summary data are statistical records or reports created by removing identifying information about individuals from private or confidential data. You may use the data request form to request summary data. We will respond to your request as soon as reasonably possible with the data, details of when the data will be ready and how much we will charge you, or that the data will not be provided and the reasons why providing the data would compromise the private or confidential data. The City may require pre-payment for the cost of creating the data.

Requests for Private Data about Minor Children

As a parent, you have the right to request public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to request public and private data about an individual for whom you are appointed guardian.

However, minors have the right to ask us not to give data about them to their parent or guardian. If you are a minor, we will tell you that you have this right. We will ask you to put your request in writing and to include the reasons that we should deny your parents or guardians access to the data. We will make the final decision

about your request based on your best interests. In determining the best interest of the minor, the City will consider:

- Whether the minor is of sufficient age and maturity to be able to explain the reasons for and to understand the consequences of the request to deny access;
- Whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
- Whether there is ground for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
- Whether the data in question is of such a nature that disclosure of it to the parent could lead to physical or emotional harm to the minor data subject; and
- Whether the data concerns medical, dental, or other health services provided pursuant to Minnesota Statutes, sections 144.341 to 144.347. If so, the data may be released only if failure to inform the parent would seriously jeopardize the health of the minor.

The City may also deny parental access without a request from the minor under applicable state or federal law.

Copy Costs

There is no charge or fee for the inspection of data. There may be charges or fees for copies of physical or electronic data. The City may require pre-payment of allowable costs associated with your data request before releasing the data to you. The City will not charge you for costs related to separating public data from not public data.

Public Data - For 100 or fewer paper copies - 25 cents per page

100 or fewer pages of black and white, letter or legal size paper copies cost 25¢ for a one-sided copy, or 50¢ for a two-sided copy. The City does not charge for copies if the cost is less than \$10.00. Multiple requests within the same 15 business day period will be treated as a single request for the purposes of calculating whether the minimum of \$10.00 is met. (Not applicable for requests in which you are the subject of the data.)

Data Subject - actual cost

If you are the subject of the requested data, the City will charge you the actual cost of making the copies or electronically sending the data. The rate charged will be the actual hourly rate of the employee performing the work. If based on your request, we find it necessary for a higher-paid employee to provide the data, we will calculate the charges at the higher wage. All time will be charged based upon 15 minute increments. Responses under 15 minutes will not be charged.

In determining the actual cost of making copies, we include employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that we cannot copy ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

Most other types of copies – actual cost

The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically sending the data.

The rate charged will be the actual hourly rate of the employee performing the work. If based on your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate search and retrieval charges at the higher wage. All time will be charged based upon 15 minute increments. Searches under 15 minutes will not be charged.

In determining the actual cost of making copies, we include employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that we cannot copy ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

CD Rom, Flash Drives, Thumb Drives or other information storage devices

The City will not allow requestors to provide their own storage devices. Requestor must accept and pay for the implement provided by the City to fulfill the data request. The City will not allow you to use your own implement on City equipment.

Data Protection

Accuracy of Data

All employees will be requested to provide updated personal information to the appropriate supervisor and Human Resources. The information is necessary for tax purposes, insurance coverage, emergency notifications, and other personnel purposes. Other people who provide private or confidential data to the City will also be encouraged to provide updated information when appropriate.

Department heads should periodically review forms used to collect data on individuals to delete items that are not necessary and to clarify items that may be ambiguous.

All records must be disposed of according to the City's records retention schedule.

Data Safeguards

Not public data will be stored in files or databases which are not readily accessible to individuals who do not have authorized access and which will be secured during hours when the offices are closed.

Not public data must be kept only in City offices, except when necessary for City business.

Only those employees whose job responsibilities require them to have access will be allowed access to files and records that contain not public data. These employees will be instructed to:

- not discuss, disclose or otherwise release not public data to City employees whose job responsibilities do not require access to the data;

- not leave not public data where non-authorized individuals might see it; and
- shred not public data before discarding, or dispose through confidential locked recycling.

When a contract with an outside party requires access to not public data, the contracting party will be required to use and disseminate the data consistent with the Act.

Data Retention

The City retains and destroys government data pursuant to the General Records Retention Schedule for Minnesota Cities as approved and as may be amended from time to time by the Minnesota Records Disposition Panel. The schedule can be located online from the Municipal Clerks and Finance Officers Association of Minnesota at <http://www.mcfoa.org/> or the Minnesota Historical Society at <http://www.mnhs.org/preserve/records/retentionsched.php>. Any City specific amendments to the schedule will be attached to this policy.

Data Inventory

An inventory of the private and confidential data on individuals maintained by the City is attached to this policy. The inventory includes the type of data, the designee responsible for each type of data, and the statutory cite which classifies the data as private or confidential. This inventory will be updated by the Responsible Authority as appropriate.

State Law

This policy is subject to the Minnesota Data Practices Act in Minnesota Statutes Chapter 13 and the related rules in Minnesota Rules Chapter 1205.

Data Practices Contacts

The data practices Responsible Authority is the designated City employee who is responsible for the collection, use, and dissemination of government data. The data practices compliance official is the designated City employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems. The data practices designees are designated City employees who are in charge of individual files or systems containing government data and receive and comply with requests for government data.

Title	Name	Address	Phone #	Email Address
Submit Requests to:				
Responsible Authority	Victoria Ranua Clerk/Treasurer	602 MAIN STREET PO BOX 576 TOWER, MN 55790	218-753-4070	clerk.treasurer@cityoftower.com
Submit Economic Development Authority (TEDA) Related Requests to:				
Responsible Authority	Marshall Helmberger Executive Director	602 MAIN STREET PO BOX 576 TOWER, MN 55790		teda@cityoftower.com
Submit Complaints to:				

Compliance Official	Orlyn Kringstad, Mayor	602 MAIN STREET PO BOX 576 TOWER, MN 55790		mayor@cityoftower.com
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Other's that may be directed to handle requests by the Responsible Authority:				
Designee	Terri Joki-Martin, Deputy Clerk	602 MAIN STREET PO BOX 576 TOWER, MN 55790		deputyclerk@cityoftower.com
Designee	Dena Suihkonen, Ambulance Director	602 MAIN STREET PO BOX 576 TOWER, MN 55790		ambulance@cityoftower.com
Designee	Paige Olson, Fire Chief	602 MAIN STREET PO BOX 576 TOWER, MN 55790		fire@cityoftower.com
Designee	Ben Velcheff, Maintenance Working Foreman	602 MAIN STREET PO BOX 576 TOWER, MN 55790		publicworks@cityoftower.com



Data Request Form

REQUESTER COMPLETE Items 1-7

1. DATE OF REQUEST		REQUESTER NOTES: A. Identification is not required for public data; Contact information is required for us to be able to provide the requested data. B. Identification is required for release of private or nonpublic data. C. <u>You must have the complete name and date of birth if you are requesting a background check on an individual.</u> D. Disclosure of information depends on the data requested and the status of any related case or investigation. E. The City may require pre-payment or may provide a phased response depending on the request.
2. REQUESTER NAME (<i>Last, First, Middle</i>)		
3. ADDRESS		
4. PHONE Home # Cell #		
5. EMAIL (if applicable)		
6. DESCRIPTION OF DATA REQUESTED		<input type="checkbox"/> Inspection <input type="checkbox"/> Copies <input type="checkbox"/> Both inspection and copies
7. SIGNATURE		

To Be filled out by the City:

REQUEST TYPE: In-person <input type="checkbox"/> Mail <input type="checkbox"/> Phone	REQUESTED BY: Subject of data <input type="checkbox"/> Not Subject of data
DATA REQUESTED IS CLASSIFIED: Public <input type="checkbox"/> Private/Nonpublic <input type="checkbox"/> Confidential/Protected Nonpublic	
RESPONSE (provide notes for checked boxes) Clarification Requested: _____ Pre-payment: _____ Estimated Cost: _____ Phased Response: _____	
REQUEST Approved <input type="checkbox"/> Denied <input type="checkbox"/> Approved in Part (<i>explain in REMARKS</i>)	REQUEST HANDLED BY:
REMARKS: Not Public Data Has Been Removed. Mailed _____ Faxed _____ In Person _____	ADDITIONAL REMARKS:
PAYMENT DUE: _____ PAYMENT RECEIVED: _____	

**DATA MAINTAINED BY CITY OF TOWER
CLASSIFIED AS PRIVATE OF CONFIDENTIAL
DATA ON INDIVIDUALS**

Private, Confidential, Nonpublic and Protected Nonpublic data are available only to those employees and volunteers who need to access the data in order to perform their specific work assignments. The Responsible Authority and Designees are responsible for ensuring that not public data is accessed only as needed or as provided by law.

Personnel Data (Private)

Minn. Stat. § 13.43

All data about an individual who is employed as, or an applicant for employment as, an undercover law officer is private data.

All personnel data is private except for the following which is public:

- Name
- Employee identification number (which must not be employee Social Security number)
- Actual gross salary
- Salary range
- Terms and Conditions of employment relationship
- Contract fees
- Actual gross pension
- Value and nature of employer paid fringe benefits
- Basis for and amount of added remuneration, including expense reimbursement
- Job title
- Bargaining unit
- Job description
- Education and training background
- Previous work experience
- Date of first and last employment
- The existence and status (but not nature) of any complaints or charges against the employee, whether or not resulting in discipline
- Final disposition of any disciplinary action, with specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees
- Terms of any agreement settling any dispute arising from the employment relationship, including a "buyout" agreement
- Work location
- Work telephone number
- Badge number
- Work related continuing education
- Honors and awards received
- Payroll time sheet or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of medical leave or other not public data

If it is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, information that is relevant to the safety concerns may be released to (1) the person who may be harmed or to the person's attorney when relevant to obtaining a restraining order, (2) a pre-petition screening team in the commitment process, or (3) a court, law enforcement agency or prosecuting authority.

Applicant Data (Private)

Minn. Stat. § 13.43, Subd. 4

Data about current and former applicants for employment is private, except the following which is public:

- Veteran status
- Relevant test scores
- Rank on eligible list
- Job history
- Education and training
- Work availability
- Name, after being certified as eligible for appointment to a vacancy or when considered a finalist for a position of public employment (which occurs when the person has been selected to be interviewed by the appointing authority)

Applicant for Appointment

Minn. Stat § 13.601, Subd. 3

Data about applicants for appointment to a public body collected by a government entity as a result of the applicant's application for appointment to the public body are Private Data on individuals except that the following are public: name, city of residence (except when appointment has residency requirement), education and training, employment history, volunteer work, awards and honors, prior government services, data required to be provided for application to a multimember agency pursuant to section 15.0597, and veteran status.

Once an individual is appointed to a public body, the following additional data are public: residential address, either a telephone number or email address where the appointee can be reached or both at the request of appointee, first and last dates of service on the public body, existence and status of any complaints or charges against the appointee, and the final investigative report related to any complaint or charge unless access to the data would jeopardize an active investigation.

Property Complaint Data (Confidential)

Minn. Stat. § 13.44, Subd. 1

The identities of individuals who register complaints concerning violations of state laws or local ordinances concerning the use of real property.

Security Information (Private/Nonpublic)

Minn. Stat. § 13.37, Subd. 2

Data which if disclosed would be likely to substantially jeopardize the security of information, possessions, individuals or property against theft, tampering, improper use, attempted escape, illegal disclosure, trespass, or physical injury. This includes checking account numbers, crime prevention block maps and lists of volunteers who participate in community crime prevention programs and their home addresses and telephone numbers, but these may be disseminated to other volunteers participating in crime prevention programs. This also includes interior sketches, photos, or plans of buildings where detailed information about alarm systems or similar issues could jeopardize security.

Registered Voter Lists/Absentee Ballots (Private/Nonpublic) Minn. Stat. §§ 13.37, Subd. 2; 203B.12, 201.091

Sealed absentee ballots before opening by an election judge. Names of voters submitting absentee ballots are private until the close of voting.

Registered voter lists are private, except for use related to elections, political activities, or law enforcement. The data of birth on voter lists is always private.

Bids, Proposals, Sealed Bids (Private/Nonpublic) Minn. Stat. § 13.37, Subd. 2; 13.591, Subd. 3 and 5

Sealed bids, including the number of bids received, prior to opening.

Data submitted by a business to a government entity in response to a request for bids or request for proposals. Once opened the following data becomes public, for a request for bids the name dollar amount, for a request for proposals the name. After the process is completed, all remaining data are public with the exception of trade secret data.

Data in an internal competitive response

Evaluative Data (Protected Nonpublic) Minn. Stat. § 13.37, Subd. 2; 13.591, Subd. 3

Data created or maintained by a government entity as part of the selection or evaluation process for a request for bids or request for proposals are protected nonpublic data until completion of the selection process or completion of the evaluation process at which time the data are public with the exception of trade secret data.

Trade Secret Information (Private/Nonpublic) Minn. Stat. § 13.37, Subd. 2

Government data, including a formula, pattern, compilation, program, device, method, technique or process (1) that was supplied by the City, (2) that is the subject of efforts by the City that are reasonable under the circumstances to maintain its secrecy, and (3) that derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.

Labor Relations Information (Private/Nonpublic/Protected Nonpublic) Minn. Stat. § 13.37, Subd. 2

Management positions on economic and non-economic items that have not been presented during the collective bargaining process or interest arbitration, including information collected or created to prepare the management position.

Firearms Data (Private) Minn. Stat. § 13.87, Subd. 2

Data about the purchase or transfer of firearms and applications for permits to carry firearms.

Examination Data (Private) Minn. Stat. § 13.34

Completed versions of personnel and licensing examinations are private, unless the Responsible Authority determines that they should be confidential because access would compromise the objectivity, fairness or integrity of the examination process.

Elected Officials Correspondence (Private) **Minn. Stat. § 13.601, Subd. 2**

Correspondence between individuals and elected officials, but either may make it public.

Federal Contracts Data (Private/Nonpublic) **Minn. Stat. § 13.35**

To the extent that a federal agency requires it as a condition for contracting with a City, all government data collected and maintained by the City.

Civil Investigative Data (Confidential/Protected Nonpublic/Private) **Minn. Stat. § 13.39, Subd. 2**

Data collected as part of an active investigation undertaken to commence or defend pending civil legal action, or which are retained in anticipation of pending civil legal action.

Appraisal Data (Confidential/Protected Nonpublic) **Minn. Stat. § 13.44, Subd. 3**

Appraisals made for the purpose of selling or acquiring land through purchase or condemnation.

Appraisal Value (Private/Nonpublic) **Minn. Stat. § 13.44, Subd. 3**

Appraised values of individual parcels of real property that are made by appraisers working for fee owners or contract purchasers who have received an offer to purchase their property from a government entity.

Appraisal Data – Personal or Intangible Property (Nonpublic) **Minn. Stat. § 13.44, Subd. 3**

Appraisals of personal or intangible property owned by the city or county.

Recreational Data (Private) **Minn. Stat. § 13.548**

For people enrolling in recreational or other social programs: name, address, telephone number, any other data that identifies the individual, and any data which describes the health or medical condition of the individual, family relationships, living arrangements, and opinions as to the emotional makeup or behavior of an individual.

Domestic Abuse Data (Confidential) **Minn. Stat. §§ 13.80**

Data collected, created, received or maintained by the police department, sheriff's office or clerk of court under the Domestic Abuse Act is confidential.

Law Enforcement Data (Private) **Minn. Stat. §§ 13.82, 13.821, 13.871**

See also §§ 169.09, 168.10, 169A.70, 171.043, 171.07, 171.071, 171.12, 171.32, 243.166, 299A.61, 299C.065, 299C.091, 299C.093, 299C.095, 299C.46, 299C.53, 299C.56, 611.272, 626.53, 609.324, 609.3457, 609.3471, 626.556, 626.557, 626.558, 626.89, 629.341, 299C.68, 299F.035, 299F.05, 299F.054, 299F.055, 299F.056, 299F.095, 299F.096

Certain arrest data, request for service data, response or incident data, and written transcripts of 911 calls (unless it reveals the individual's identity) are public under Minn. Stat. § 13.82.

Otherwise, investigative data collected to prepare a case against a person for the commission of a crime or civil wrong is confidential or protected nonpublic information while the investigation is active. A person's financial account number

or transaction numbers are private or nonpublic even after the investigation is inactive. Photographs which are part of inactive investigation files are private or nonpublic if they are clearly offensive to common sensibilities.

The identity of a victim of child abuse or neglect is private. The identity of a reporter of child abuse or neglect is confidential. Inactive investigative data which relates to the alleged abuse or neglect of a child by a person responsible for the child's care is private. Videotapes of child abuse victims may not be released under any circumstances without a court order.

Certain data in reports and investigations related to maltreatment of vulnerable adults is confidential or private.

Name change data related to a name change under section 259.10, Subd. 2 is private. Data which would reveal the identities of the following individuals is private:

The identity of undercover law enforcement officers. The identity of criminal sexual conduct victims.

The identity of certain informants.

The identity of victims or witnesses to a crime whose personal safety or property would be threatened by disclosure.

The identity of a deceased person whose body was unlawfully removed from a cemetery.

The identity of a person making a 911 call, or the identity or telephone number of a service subscriber whose phone is used to place a 911 call, if revealing the person's identity would threaten his or her personal safety or property or if the objective of the call was to receive help in a mental health emergency.

The identity of a juvenile witness and the agency reasonably determines that the subject matter of the investigation justifies protecting the identity of the witness.

The identity of a mandated reporter under sections 60A.952, Subd. 2, 609.456, 626.559 or 626.557.

Data in arrest warrants or search warrants are confidential until the individual has been taken into custody, served with a warrant, or appears before the court, except when the law enforcement agency determines that the public purpose is served by making the information public.

Unique descriptions of stolen, lost, confiscated, or recovered property is private or nonpublic.

Financial records of a program that pays rewards to informants are protected nonpublic data, or in the case of individuals, confidential data.

Data on missing children bulletins shall be classified by section 299C.54. Deliberative processes or investigative techniques are confidential.

Booking photographs are public. A law enforcement agency may temporarily withhold access to a booking photograph if the agency determines that access will adversely affect an active investigation.

Identities of customers of licensed pawnshops and secondhand goods dealers are

private. Predatory offender registration status shall be classified by section 244.052.

Sexual Assault Data (Private)

Minn. Stat. §§ 13.822

Sexual assault communication data.

Automated License Plat Reader Data (Private/Nonpublic)

Minn. Stat. §§ 13.824

Data collected by an automated license plate reader.

Portable Recording System Data (Private/Nonpublic)

Minn. Stat. §§ 13.825

Data collected by a portable recording system are private or nonpublic except as set forth in Subd. 2 (a).

Corrections and Detention Data (Private/Confidential)

Minn. Stat. § 13.85

Corrections or detention data which would disclose medical, psychological or financial information or endanger an individual's life.

Corrections or detention data to the extent release of the data would (a) endanger an individual's life, (b) endanger the effectiveness of an investigation authorized by statute and relating to the enforcement of rules or law, (c) identify a confidential informant, or (d) clearly endanger the security of any institution or its population.

Investigative Detention Data (Private/Confidential)

Minn. Stat. § 13.86

Investigative detention data which: (a) if revealed, would disclose the identity of an informant who provided information about suspected illegal activities, and (b) if revealed, is likely to subject the informant to physical reprisals by others.

Criminal History Data (Private/Confidential)

Minn. Stat. § 13.87, Subd. 1

Criminal history data is private, except convictions of crimes which are public data for 15 years following the discharge of the sentence imposed.

Mental Health Data obtained by Law Enforcement (Private/Confidential) **Minn. Stat. § 144.294**

Health records obtained by law enforcement under section 144.294.

Juvenile Justice Data (Private/Confidential) **Minn. Stat. § 13.875, 260B.171, 260B.198, 260B.235**

Certain juvenile justice data.

Planning Survey Data (Private/Nonpublic)

Minn. Stat. § 13.59

The following data collected in surveys of individuals conducted for the purposes of planning, development and redevelopment: names and addresses of individuals and the legal descriptions of property owned by the individuals, and the commercial use of the property to the extent disclosure of the use would identify a particular business. In surveys of businesses conducted for the purposes of planning, development and redevelopment, the names, addresses, and legal descriptions of business properties and the commercial use of the property to the extent disclosure of use would identify a particular business.

City Attorney Records (Privileged/Protected)**Minn. Stat. § 13.393**

The use, collection, storage, and dissemination of data by the city attorney is governed by statutes, rules, and professional standards concerning discovery, production of documents, introduction of evidence, and professional responsibility.

Business Data (Private/Nonpublic)**Minn. Stat. § 13.591**

The following data that are submitted by a business requesting financial assistance, a license, or other benefit are private or nonpublic: financial information about the business, including credit reports; financial statements; net worth calculations; business plans; income and expense projections; balance sheets; customer lists; income tax returns; and design, market and feasibility studies not paid for with public funds. This data becomes public when financial assistance is granted except the following remain private or nonpublic: business plans; income and expense projections not related to the financial assistance provided; customer lists; income tax returns; and design, market, and feasibility studies not paid for with public funds.

Municipal Obligation Register Data (Private/Nonpublic)**Minn. Stat. § 475.55, Subd. 6**

Information with respect to the ownership of certain municipal obligations.

Auditing Data (Confidential/Protected Nonpublic/Private)**Minn. Stat. § 13.392**

Data, notes and preliminary drafts of audit reports created, collected and maintained by the internal audit office of the City until the final report has been published or the audit or investigation is no longer being actively pursued. Data on an individual supplying information for an audit or investigation that could reasonably be used to determine the individual's identity if the data was needed and would not have been provided without assurances that the individual's identity would remain private.

Salary Benefit Survey Data (Nonpublic)**Minn. Stat. § 13.435**

Salary and personnel benefit survey data purchased from consulting firms or nonprofit organizations or obtained from employees with written understanding that such data shall not be made public.

Public Employees Retirement Association Data (Private)**Minn. Stat. § 13.63, Subd. 3**

The following data on beneficiaries and survivors of members are private: home address, date of birth, direct deposit account number, and tax withholding data.

Drug and Alcohol Test Results (Private/Confidential)**Minn. Stat. § 181.954**

Drug and alcohol test results for public sector employees and job applicants.

Safe at Home Program Participant Data (Private)**Minn. Stat. § 13.045, Subd. 3**

Identity and location data on program participants who submit required notice.

Electronic Access Data (Private)**Minn. Stat. § 13.15, Subd. 2**

Data related to a person's access to a government entity's computer.

Social Security Numbers (Private)**Minn. Stat. § 13.355, Subd. 1**

The Social Security numbers of individuals, whether provided in whole or in part, collected or maintained by a government entity.

Personal Contact and Online Account Information (Private)**Minn. Stat. § 13.356**

Telephone number, e-mail address, internet user name, password, Internet protocol address, and any other similar data related to the individual's online account or access procedures collected, maintained, or received by the entity for notification purposes or as part of a subscription list for the entity's electronic periodic publications.

Drinking Water Testing Data (Private/Nonpublic)**Minn. Stat. § 13.3806, Subd. 4**

Data that identify the address of the testing site and the name, address, and telephone number of residential home owners of each specific site that is tested for lead and copper as required by the federal Safe Drinking Water Act, the United States Environmental Protection Agency's lead and copper rule, and the department's drinking water protection program.

Medical Data (Private)**Minn. Stat. § 13.384, Subd. 3**

Data collected because an individual was or is a patient or client of a hospital, nursing home, medical center, clinic, health or nursing agency operated by a government entity including business and financial records, data provided by private health care facilities, and data provided by or about relatives of the individual.

Deferred Assessment Data (Private)**Minn. Stat. § 13.52**

Any data, collected by political subdivisions pursuant to section 435.193, which indicate the amount or location of cash or other valuables kept in the homes of applicants for deferred assessment.

Address of Candidate for Office (Private)**Minn. Stat. § 204B.06, Subd. 1b**

A candidate's address of residence.

Utility Disconnection (Private/Nonpublic)**Minn. Stat. § 13.681, Subd. 6**

Utility data on disconnections provided to cities under section 216B.0976.

Reporting Employee Identity (Private)**Minn. Stat. § 181.932, Subd. 2**

Identity of an employee making a report under section 181.932, Subd. 1.

COMMUNITY COACHING, INC.

Nancy Larson
9 Superior Street
Soudan, MN 55782
218-750-7514
communitycoaching@yahoo.com

Proposal Grant Writing Services

Proposed Scope of Work

- Planning for infrastructure project and preparation of grant applications which include the FEMA Assistance to Fire Fighter Program (AFG) for Emergency Equipment and Vehicles – Includes both Ambulance and Fire Department
- Compeer Emergency Response Equipment Grant
- Assist in planning and submission of other grants as determined in the planning process

Fee

Up to \$6,000

Grant writing services may be reduced by 50% pending approval of Department of Iron Range Resources and Rehabilitation Application Fund Grant award

Timeframe

August 16, 2020 – July 1, 2021

RESOLUTION 2020-XXX

A RESOLUTION AUTHORIZING THE CITY OF TOWER TO MAKE APPLICATION TO AND ACCEPT FUNDS FROM THE DEPARTMENT OF IRON RANGE RESOURCES AND REHABILITATION

Motion by: _____ Second By: _____

WHEREAS, The IRRR has established an Application Fund to assist government entities in grant writing to advance economic growth; and

WHEREAS, the City has identified needs related it the provision of Fire and Ambulance Services with are accessories to economic growth that could be assisted by various grant programs; and

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF TOWER, MINNESOTA as follows:

1. authorizing authority approves the application for the reimbursement of costs for preparing and applying for grants that will fund city projects through the IRRR Application Fund.
2. authorizing authority agrees to accept funding for the underlying projects if approved by IRRR.

Passed and adopted by Tower City Council this 14th day of September, 2020.

VOTE	Kringstad	Norby	Majerle	Shedd	Setterberg
Aye	<input type="checkbox"/>				
Nay	<input type="checkbox"/>				
Abstain	<input type="checkbox"/>				
Absent	<input type="checkbox"/>				

Orlyn Kringstad
Mayor

Attested by:

Victoria Ranua
City Clerk/Treasurer

RESOLUTION 2020-XXX

**A RESOLUTION MAKING LEVY AND ASSESSMENT AGAINST TAXABLE
PROPERTIES FOR DELINQUENT WATER AND SEWER ACCOUNTS**

Motion by: _____ Second By: _____

WHEREAS, Under City Ordinance 3 Article VI the City has the ability to apply unpaid utility charges against property taxes; and

WHEREAS, Under City of Tower Public Utility Policy dated March 14, 2013, any delinquent accounts shall be certified to the City Council; and

WHEREAS, no certification for delinquent accounts have been made for several years; and

WHEREAS, this year's delinquent accounts are a cumulation of several years of delinquencies; and

Name	Property Address	Parcel #	Amount Due
Abrahamson, Ron	615 Main St	080-0010-03340	\$3,371.79
Aldrich, Jay	609 S 2 nd St	080-0010-03200	\$2,174.15
Aldrich, Melanie	509 S 2 nd St	080-0010-02540	\$4,010.26
Earley, Raymond	5627 Pine St	080-0030-00010	\$681.99
Friesner, Ralph	114 N 3 rd St	080-0010-00070	\$1,095.90
Gornick, Jesse	613 N 3 rd St	080-0010-03620	\$3,598.44
Lehti, Johnathan	515 S 3 rd St	080-0010-02680	\$1,382.62
Winkelaar, Karel	511 Main St	080-0010-02300	\$2,794.95
			<u>\$19,110.10</u>

WHEREAS, the individuals responsible for payment of such delinquent accounts have been duly notified of the intent of the City to certify such accounts to the County Auditor to paid with real estate taxes on the property service payable; and

WHEREAS, the City Council has met, heard, and passed upon all objection of the proposed assessment roll for delinquent Utility charges and mad amendments deemed reasonable and just under the circumstances; and

**NOW THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF TOWER,
MINNESOTA** as follows:

1. The delinquent accounts listed above shall constitute the assessment roll against the lands in question.

2. The City Clerk/Treasurer shall forthwith transmit a certified duplicate copy of this assessment to the County Auditor to be extended on the tax list of the County.

Passed and adopted by Tower City Council this Xrd day of X 2020.

VOTE	Kringstad	Norby	Majerle	Shedd	Setterberg
Aye	<input type="checkbox"/>				
Nay	<input type="checkbox"/>				
Abstain	<input type="checkbox"/>				
Absent	<input type="checkbox"/>				

Orlyn Kringstad
Mayor

Attested by:

Victoria Ranua
City Clerk/Treasurer



905 SECOND AVENUE SOUTH
P.O. BOX 6
VIRGINIA, MINNESOTA 55792
TELEPHONE (218) 741-3482
FAX (218) 741-3483

PROPOSAL

September 4, 2020

TO: CITY OF TOWER, MN
PUBLIC WORKS DEPARTMENT

Per your request we quote on furnishing labor, material, equipment and supervision for the following:

Bid A – CITY HALL

Remove and replace sidewalk and curb, as discussed, for the sum of **\$ 29,190.00**

Bid B – CIVIC CENTER

Remove and replace sidewalk and curb, as discussed, for the sum of **\$ 25,290.00**

Thank you the opportunity to quote.

LENCI ENTERPRISES, INC.

A handwritten signature in blue ink that reads "Dale J. Hansen".

Dale J. Hansen, Corporate Secretary

C & C WINGER, INC
7854 HIGHWAY 135 NORTH
EMBARRASS, MN 55732
PHONE (218) 984-2078

REVISED

DATE: SEPTEMBER 10, 2020

NAME: CITY OF TOWER

WORK PERFORMED AT:

ADDRESS:

ADDRESS:

CONCRETE AND BLACKTOP PATCHES

CITY:

PHONE:

FAX:

WE HEREBY PROPOSE TO FURNISH ALL LABOR, EQUIPMENT, AND MATERIAL FOR:

CIVIC CENTER

\$11,500.00

REMOVE & REPLACE 101'x5' MONOLITHIC SIDEWALK, 128 SQ FT SIDEWALK,
AND BLACKTOP PATCH ALONG MONOLITHIC SIDEWALK

CITY HALL

\$17,500.00

REMOVE & REPLACE 8'x65' DRIVEWAY PAVEMENT, 125' DRIVEOVER CURB,
480 SQ FT SIDEWALK, AND BLACKTOP PATCH

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED, AND THE ABOVE WORK TO BE PERFORMED IN ACCORDANCE WITH THE DRAWINGS AND SPECIFICATIONS SUBMITTED FOR THE ABOVE WORK AND COMPLETED IN A PROFESSIONAL MANNER FOR THE SUM OF:

TWENTY-NINE THOUSAND DOLLARS

\$29,000.00

TO BE PAID AS FOLLOWS:

UPON COMPLETION

FINANCE CHARGE OF 1.5% PER MONTH WILL BE ADDED TO ALL ACCOUNTS OVER 30 DAYS

ANY ALTERATION OR DEVIATION FROM THE ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS, WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE. ALL AGREEMENTS CONTINGENT UPON STRIKES, ACCIDENTS OR DELAYS BEYOND OUR CONTROL. OWNER TO CARRY FIRE, TORNADO, AND OTHER NECESSARY INSURANCE UPON ABOVE WORK.

C & C WINGER AUTHORIZED SIGNATURE:

Jennie L Winger

THIS PROPOSAL MAY

BE WITHDRAWN IF

NOT ACCEPTED IN :

30 DAYS

PRELIMINARY MECHANIC'S LIEN NOTICE

ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS.

UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.

ACCEPTANCE OF PROPOSAL

THE ABOVE PRICES, SPECIFICATIONS, AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

SIGNATURE:

DATE:



Saint Louis County

County Auditor – 100 North 5th Avenue West, Room 214 - Duluth, MN 55802-1293
Phone: (218) 726-2380 Phone – Virginia: (218) 749-7104 Fax: (218) 725-5060

Nancy Nilsen
St. Louis County Auditor

Victoria Ranua
City of Tower - Clerk/Treasurer
PO BOX 576
Tower MN 55790

Re: Proposed Levy Certification

Dear Victoria:

Enclosed you will find the certification form for your proposed levy for 2021. Please return the completed form to our office by September 30, 2020.

If you have questions please call Brandon Larson at (218) 725-5125 or email at larsonb@stlouiscountymn.gov. Thank you for your continued cooperation.

Sincerely
Nancy Nilsen
St Louis County Auditor

by Brandon Larson
Deputy Auditor

PROPOSED CITY LEVY – ST LOUIS COUNTY

Contact Name: _____
Phone #: _____
E-Mail Address: _____

The annual tax levy for the year of 2020 collectible in 2021 for the City of Tower was adopted by resolution passed at a City Council meeting held on, _____, 2020.

LEVY PURPOSE

CERTIFIED LEVY

Net Tax Capacity (NTC) Levies

- 1. General Fund (See reverse side) _____
- 2. General Obligation Bonded Debt _____
- 3. Other Debt _____
- 4. Road & Bridge _____
- 5. Miscellaneous (See reverse side) _____

6. Total of NTC Levies (Add lines 1 thru 5) _____ **(required)**

Referendum Market Value (RMV) Levies

- 7. General Obligation Bonded Debt _____
- 8. Other Debt _____

9. Total of RMV Levies (Add lines 7 & 8) _____ **(required)**

Total Levy (NTC+RMV) (Add lines 6 & 9) _____ (required)

(Complete when total of Debt levies is less than certified debt)

The amount levied for total debt is less than the amount due to be paid from this levy because we have \$ _____ on hand.

CERTIFICATION

State of Minnesota – County of St. Louis

I, _____, Clerk/Administrator of the City of Tower, St. Louis County, Minnesota, do hereby certify that I have compared the foregoing with Original Resolution now on file and of record in my office, and that the same is a true and correct copy and transcript of said original resolution.

Witness by My Hand and the Seal of the City of Tower, St. Louis County, Minnesota, this _____ day of _____, 2020.

Clerk / Administrator

LEVIES THAT QUALIFY UNDER GENERAL

<u>TYPE</u>	<u>LEGAL REFERENCE</u>
AIRPORTS	360.037 C/T
AQUATIC VEGETATION CONTROL	103G.625, S.3 C/T
AMBULANCE SERVICE	471.476, S.2 C/T
BAND, ORCHESTRA OR CHORUS	449.09 C/T
CEMETERY	365.10 T
CIVIL DEFENSE	12.26 C/T
COMMUNITY CORRECTION CENTERS	241.31 C/T
COMMEMORATIVE PURPOSES	365.106 T
DUMP GROUNDS (PURCHASE AND MAINTENANCE)	365.10 T
FIRE OR POLICE APPARATUS	365.15 TO 365.19 T
FIRE OR POLICE PROTECTION	465.73 T
FIREFIGHTERS RELIEF	69.772; 69.773; 424A.02 C/T
INSECT PESTS, CONTROL OF	18.022 S.2 L. 1991 C/T
LIBRARY	134.07; 134.12, S.3 C
MEMORIAL BUILDING	416.02 C
MOSQUITO ABATEMENT	18.111 C/T
MUNICIPAL FOREST	459.06 C/T
MUSICAL ENTERTAINMENT	449.08; 449.06; 412.251 C
PARK	365.10 T
PARK DISTRICT (OPERATION AND MAINT)	398.16 C/T
PARKING FACILITIES	459.14 C
PROMOTION OF SAFETY & PRESERVATION OF HUMAN LIFE	471.63 C/T
REC. FACILITIES – IRON RANGE	471.1921 C/T
REC. FACILITIES – NOT IRON RANGE	471.91, S.2 C
RETIREMENT, EMPLOYEES	
PERA	353.28 C/T
OSIA	355.80; 355.299 C/T
ON LEAVE FROM STATE	352.041 C/T
SEWERS & SEWAGE DISPOSAL PLANTS	
CONSTRUCTION	444.075, S1, 4 C/T
USE FOR PUBLIC PURPOSES	444.075, S.3 C/T
SHELTERED WORKSHOPS	129A.06 C/T
TELEPHONE	237.35 T
VOTING MACHINES	206.12 C/T
WATER POLLUTION CONTROL	115.46; 115.50 C/T

LEVIES THAT QUALIFY UNDER MISCELLANEOUS

<u>TYPE</u>	<u>LEGAL REFERENCE</u>
ECONOMIC DEVELOPMENT AUTHORITY	469.107 C
JUDGEMENT: GENERAL	465.14 C; 365.42 T
FIREMEN	471.86 C/T
PERMANENT IMPROVEMENT AND REPLACEMENT	471.571 C
POLICE PENSION (RELIEF)	69.77 C/T
STATE POST-AUDIT EXPENCE	6.62 C/T
SPECIAL ASSESSMENT IMPROVEMENT	429.051 C/T

RESOLUTION 2020-XXX

**A RESOLUTION ADOPTING 2020 BUDGETS AND CERTIFYING FINAL 2020
CITY OF TOWER PROPRTY TAX LEVY TO SAINT LOUIS COUNTY**

Motion by: _____ Second By: _____

WHEREAS, the State statute requires that the Tower City Council certify a property tax levy to the Saint Louis County Auditor's Office Tax Division; and

WHEREAS, the City Council hereby adopts the following budgets for the City of Tower for the calendar year 2021; and

	Revenue	Expenditures
General Fund (101)	\$751,993	\$751,933
Ski Trail Fund (102)	\$2,994	\$2,994
Airport Capital Fund (104)	\$5,000	\$5,000
Forest Fund (107)	\$27,437	\$27,437
Hoodoo Point Fund (109)	\$243,000	\$243,000
Airport Operating Fund (110)	\$54,935	\$54,935
Airport Fuel System Fund (111)	\$52,354	\$52,354
Ambulance Department Fund (201)	\$471,955	\$607,458
Economic Development Authority (205)	\$108,800	\$101,752
Historic Harbor Renovations Fund (215)	\$37,166	\$37,166
Commercial Rehabilitation Fund (303)	\$0	\$0
TIF 2 Debt (402)	\$8,640	\$8,640
Water Fund (601)	\$140,620	\$220,620
Sewer Fund (602)	<u>\$74,200</u>	<u>\$74,200</u>
	\$1,848,524	\$2,086,713

Commented [VR1]: These are the numbers from the 2020 Budget Resolution

WHEREAS, the property tax levy for the City of Tower for payable year 2021 is as follows; and

General Fund (101)	\$375,882
Ski Trail Fund (102)	\$1,472
Airport Operating Fund (110)	\$4,907
Ambulance Department Fund (201)	\$7,500
Economic Development Authority (205)	<u>\$5,000</u>
	\$394,761

WHEREAS, the property tax levy tax base for the City of Tower for payable year 2021 is as follows; and

Tax Capacity Based Levy \$394,761

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF TOWER, MINNESOTA as follows:

1. The
2. The the tax levy be distributed upon the taxable property in said City for the following purposes in payable 2021

Purpose	Amount
General City	\$389,761
Economic Development Authority	\$5,000
	<u>\$394,761</u>

Passed and adopted by Tower City Council this Xrd day of X 2020.

VOTE	Kringstad	Norby	Majerle	Shedd	Setterberg
Aye	<input type="checkbox"/>				
Nay	<input type="checkbox"/>				
Abstain	<input type="checkbox"/>				
Absent	<input type="checkbox"/>				

Orlyn Kringstad
Mayor

Attested by:

Victoria Ranua
City Clerk/Treasurer