

## January Work Meeting Minutes January 2, 2018

The meeting was called to order by Mayor John Werner at 6:00 p.m. Present for the meeting; Mayor John Werner, Councilors Greg Andrews, Suzanne Herstad, and Bob Quade; Clerk Joan Jauss, and attached list of public.

Greg made a motion to approve the December 4, 2017 Agenda Meeting Minutes with a second by Suzanne. All vote in favor. Motion passed.

### **NEW BUSINESS:**

**Ordinance 23 Right-of-Way and Ordinance 22 Zoning summary:** Joan shared a copy of the summary of changes that were made to Ordinance 23 Right-of-Way and Ordinance 22 Zoning with Council. She is requesting approval of the summary. Suzanne asked who created the summaries, Joan stated Mike Couri, City Attorney. Greg made a motion to approve the summaries for Ordinance 23 and 22 with a second by Bob. All vote in favor. Motion passed. Joan will publish the summaries in the Duluth News Tribune.

**Resolution 18-01-01 Appointments to Certain Offices and Positions:** Joan shared the resolution with Council to review. Joan asked Council if they would like to increase the election judge pay. It was agreed to increase the pay to \$12.50 per hour for head judges and \$11.00 per hour for all other election judges, this is an increase of \$1.00 per hour. Joan will make the changes and bring to Council meeting for further discussion. John W. wants to make a commendation to the weed inspector, Bob Quade.

**Resolution 18-01-02 Appointing City Insurance Agent:** Joan shared the resolution stating Reliable Insurance is our agent for our insurance through the League of Minnesota Cities. The cost of services has remained the same at 7%. Joan will bring to the Council meeting for further discussion.

**Yearend salary adjustments:** Joan stated we make salary adjustments at the end of every year. Joan asked the Council if a 30/70 split of the building department/administration salary was ok for the Deputy Clerk. All agreed it was ok. John W. asked how much the building department made this past year and are they making money, Joan stated yes, they are in the black. She does not know the total, but will investigate and let the Council know. Joan asked if the Council wanted to continue to split out the Road and Utility Supervisors pay from the Council pay. After much discussion it was agreed to continue charging the road and utility department supervisor costs as we have in the past. It makes the road and utility costs more true. Joan asked now that we have a road worker, would it be ok to charge the utility department the full cost of the utility worker versus splitting the cost. Council agreed this is how it should be charged. Joan will adjust the budget also to reflect this change. Joan asked if the Clerk pay should be split between administrative and council. Council agreed to leave all Clerk costs in administrative.

**Ordinance #47 Administrative Enforcement of Code Regulations:** Joan shared a draft copy of the ordinance she received from the City Attorney. The purpose of this ordinance to add enforcement to collecting citations and fines that the City issues. Suzanne stated she is in support of the ordinance and Greg stated if we do adopt the ordinance the fine amounts need to match the costs the City incurs. Joan explained we would not go to district court with this ordinance, this would entail the City hiring an authorized hearing officer to come and hear the case and they would impose the fine and determine the amount. If the claimant did not agree with the findings, they could then appeal to City Council, and then if not satisfied they can go to district court. This ordinance would be used very sparingly. Joan share this will entail creating some additional forms that will need to go with the ordinance. John W. stated to table discussion on this until next month's work meeting, so everyone can review it further.

**MS4 permit application renewal:** Joan shared a copy of the MS4 application with Council to review. The City is required to renew and there is a \$400 renewal fee. She asked Council who should be the authorized signer to sign the document, it was agreed Mayor Werner should be the authorized signer.

**City Hall roof:** Joan shared a letter received from Robert Fern Architect and a rough estimate from AW Kuettel. John W. explained the email and letter to Council, stating the architect fees and the estimate for

putting a flat or sloped roof on City Hall. The rough cost for a flat roof is around \$70,000 and \$178,000 for a slope metal roof. John W. stated he feels we need to get more information before we can make a decision. Suzanne stated we need to protect the investments we have made to City Hall. Suzanne made a motion to meet with Robert Fern Architect with a second by Greg. All vote in favor. Motion passed. It was noted to set the meeting up for the morning of January 10<sup>th</sup> or 18<sup>th</sup>, this would work the best. Joan will set it up.

**AFG Grant:** Joan stated Chief Niemi informed her Karin Anderson, the grant writer, is writing an AFG grant for a compressor for the SCBA bottle filler, this will allow them to fill their own bottles. The cost to write the grant is \$500.

**SWCD agreement renewal:** Joan shared a copy of the 2018 South St. Louis County Water and Soil District agreement with Council. The cost is the same as last year. Joan will bring to Council for further discussion.

#### **UNFINISHED BUSINESS:**

**Sheriff agreement:** John W. stated the stumbling block on the agreement is Rice Lake insuring the Sheriff. It makes no sense that Rice Lake insures the Sheriff as we do not train, or direct the officers. John W. stated he is going to set up a meeting with the principal people at the end of the month; this meeting will include Mike Couri City Attorney, Undersheriff Dave Phillips and Sheriff Ross Litman. We will discuss further at the work meeting in February.

**Minnesota Public Utilities Commission (PUC) letter:** Joan shared Mike Couri, City Attorney, is drafting a letter stating the City's objections to the increased water rates the City of Duluth has imposed. Hermantown and Proctor are also sending a similar letter. The letter is in hope the PUC will arbitrate the new rates and/or require a new rate study be done.

**Family of God Church land purchase:** Joan updated Council that we will need to do a lot line adjustment and we will need to have new legal descriptions created. She is asking if Council would waive the \$75 fee for this. Joan stated she will also need to contact Alta Land Survey Company to revise the survey as the current survey is for a new parcel not a lot line adjustment. A quit claim deed will need to be done too. Greg made a motion to waive the lot line adjustment fee with a second by Suzanne. All vote in favor. Motion passed. Joan will work with Teresa, Zoning Administrator, on the lot line adjustment. John W. asked that Joan contact Jon Nelson at Family of God Church and give him an update.

**3<sup>rd</sup> Ave. S. sewer:** Joe from MSA brought Council updated plans and a tentative project schedule. Joe stated the new line will be on the side of the road, in the right of way. Joe stated the resident at the end of the line currently is not hooked into the municipal sewer, if he decides to hook up he will need to pay to get hooked up. During construction, they will install a curb stop at this location for the future. They put an air release and flushing station together as opposed to having two structures. John W. stated he noticed there is going to be one manhole in the road, but all others are in the right of way. Joe explained this is due to the ledge rock and will allow us to utilize the existing trench. They will need to insulate anything that is less than seven feet in depth. The new sewer main will be a two inch force main with one and a half service laterals. Bob asked if this a big difference in soil types, rock vs. swamp, Joe stated not really as the backfill that is around it is what freezes. Joe stated they will directional drill versus open cut where they can as it is less invasive. Joan shared that we may have an issue getting a construction easement at one of the properties on E. Calvary as it is vacant and she is unsure if the property is in foreclosure. Joe stated we can put a saddle on and leave a service, then cap and not hook the property in until we receive permission. If we do not hook up the property, we will need to post that this is not hooked into the sewer system. The project is scheduled to put out for bid on January 8<sup>th</sup>, and due February 7<sup>th</sup> and opening on February 7<sup>th</sup>. The City has the option to hold the bids for 60 days once opened. Council approved putting it out for bid. John W. stated he found a couple of places in the spec's that note Town not City, Joe will get corrected. John W. stated there are eight residents affected; Council will meet with them individually and not have an informational meeting. Joan asked when she should start looking into purchasing the E-1 grinders, Joe stated after bid opening. Joe is ensuring the City is meeting all Minnesota bidding requirements.

**Chicago Ave.:** Joe at MSA stated he is hoping to have the survey done for the Chicago Ave. rebuild by the end of the week. Joe has not heard any more on the MNDOT grant application. Joe thought they would not be letting the grants until March.

**Ditch 14:** Joan verified the City wants Mike Couri, City Attorney, to draft a letter to investigate the cost to do a study on cleaning the ditch from E. Calvary to Howard Gnesen Road. Council noted yes. Joan will work on.

**Howard Gnesen Road manhole:** Joan shared an email from Brian Boder at St. Louis County Public Works in reference to the offset manhole on Howard Gnesen Road. Brian stated he will investigate and get back to us on what he finds.

**Fire Department budget:** Joan shared a copy of the fire department's revenues and expenditures year to date. They are over approximately \$2,000 year to date.

**PUBLIC COMMENT:** none

Having nothing further to discuss Bob made a motion to adjourn the meeting. John W. adjourned the meeting.

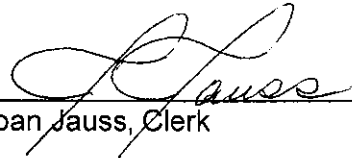
Respectfully submitted,



John Werner, Mayor

2-8-18

Date



Joan Jauss, Clerk

2-7-18

Date

Work Meeting  
January 2, 2018

|    | Name:        | Address:         | phone and/or email address: |
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| 1  | Maime Deems  | 4219 Kingston Rd |                             |
| 2  | Dee Lawrence | MSA              |                             |
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