

COUNCIL MEETING MINUTES
November 13, 2018

The meeting was called to order at 6:00 pm by Mayor Werner. The Pledge of Allegiance was recited by those in attendance. Present for the meeting: Mayor John Werner; Councilors Greg Andrews, John Goman, and Bob Quade; Clerk/Treasurer Toni Blomdahl; and the attached list of public. Councilor Suzanne Herstad was not present.

PUBLIC DISCUSSION: None

CORRESPONDENCE: Toni stated we received a Thank you letter from Rice Lake Fire Department Auxiliary for our donation to the Halloween Carnival and noted this will also run in the next Rice Lake Newsletter. Toni shared with Council a letter from Kevin Cornick the Chairman of JAZB noting they are going to begin drafting new zoning ordinance for the airport and is encouraging the Council to support the appointed JAZB members from our community.
General Correspondence – see folder

CONSENT AGENDA

Minutes:

October 22, 2018 Council minutes

Executed Claims:

General fund checks – 12940 thru 12993

Payroll checks – 1437 thru 1457

Greg made a motion to approve the consent agenda with a second by Bob. All in favor. Motion passed.

COUNCIL REPORTS:

John G. stated he had nothing to report.

Bob stated he has not been real busy with City business either and noted he attended an MPCA contested hearing where they are working on drafting their plan.

Greg congratulated the residents of Rice Lake for their high voter turnout and congratulated all the winners.

John W. stated funding for East Calvary Water Loop is in place and he and the Clerk/Treasurer went to MSA to have a phone conference with PFA and director of MN Dept. of Health, who needs to sign off on all sewer and water projects, regarding combining Chicago Ave. reconstruct with the East Calvary loop and St. Louis County projects. The MnDOT money for Chicago is funded by the state, which the county administers, and the PFA funds are administered by the City so we were verifying the PFA was ok with the county administering the whole project. John stated our engineers will be the site engineers while the county will be the project engineers. John stated Commission Stauber got our project on St. Louis County's Big 3 list, so the state gave us funding of \$1.5 million from legislation and \$1.5 million from the PFA so the City's contribution of \$360,000 will be bonded. John stated we are hoping to bid mid-December and award the bid the first part of February. John stated 3rd Ave S. was a complete sewer system replacement as Lifts Stations 6 and 7 had lots of I&I and whenever it rains, we were pumping ground water.

DEPARTMENT REPORTS:

Financial Report: Council received copies of the Financial Report. Toni stated there is \$225,254.66 in general checking as of October 31st.

Building Department: Toni read the attached report into record as prepared by Carley Hungerford.

Planning & Zoning report: Toni read the attached report into record.

Public Works: Toni read the attached report into record as prepared by Justin Schendel.

Road and Bridge: Toni read the attached report into record as prepared by Justin Aleshire.

Fire Department: Assistant Chief Zapp read the attached report into record. Bob asked about the controlled burn and the chimney that is still standing. Brandon stated they were able to start the fire and put it out 13 times before the structure became unsafe. Brandon stated the structure was turned back over to the property owner to complete clean up, so the chimney is something they will need to take care of. John W. stated he inquired about that as well as it is a building code violation. Toni will check with Jim Rich, Building Official, to see what needs to be done.

Animal control: None

Utilities Commission report: None

Sherriff: None

Sewer and water report: In Council's packet and attached. Greg noted the water loss has decreased substantially.

NEW BUSINESS:

Audit Engagement Agreement from CliftonLarsonAllen: Toni presented Council with the engagement agreement from CLA for auditing services for 2018 and noted the fees would be \$16,200 which is a slight increase from last year. Greg made a motion to hire CLA for the city audit with a second by Bob. All vote in favor. Motion carried.

Facebook page for City: Toni presented Council with a proposal for a city Facebook page and a Social Media Policy to monitor our page. John W. stated he is concerned with random comments that may be posted. Bob stated we would need to follow the policy closely. Council agreed we should run the proposal by Mike Couri to see if he has any objections and bring it back to Council.

Winter Festival: Toni presented Council with a proposal for a Winter Festival hosted by the City similar to Neighborhood Night Out and noted we anticipate a small budget of approximately \$500 as we will seek donations and volunteers to minimize the costs. Council agreed this is a good idea and liked the idea of more community involvement. Council gave Toni the approval to go ahead with planning the event.

UNFINISHED BUSINESS:

Lift Station 6 and 7 removal update: Noted above in Council Reports. John W. stated they started the project and it started raining and hasn't stopped since so the restoration will happen next summer on the resident's property along with manhole removal and asphalt repair. John stated we are hoping to use leftover money to fix the road and this project was done at no cost to the residents.

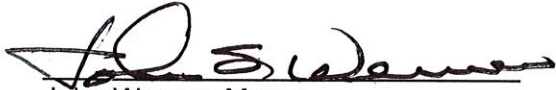
City Hall Roof update: John W. stated there a few punch list items that need to be completed and the project total was roughly \$302,000. John stated we are using Local Government Aid (LGA) to limit the tax burden on the residents and the Council has decided to use LGA for projects needed so we don't have to bond for them.

Boy Scouts: John W. inquired as to why there were so many Boy Scouts in attendance. They noted they are here working on a communication badge by active listening. John W. informed them there are many projects going on within the City that most people are unaware of. John G. noted our water tower cost \$200,000 to build and we recently spent \$200,000 on maintenance on the tower. John W. noted the money comes from communication companies that rent space on our towers and the money is placed in an investment account that is only used for water tower maintenance or future construction.

City Election Results: John W. stated John Hegstrom and Jayme Heim are our newly elected officials and will be taking their seats in January.

Motion for Adjournment: Having nothing further to discuss, Bob made a motion to adjourn the meeting. Mayor Werner adjourned the meeting.

Respectfully submitted,



John Werner, Mayor

11-26-18
Date



Toni Blomdahl, Clerk/Treasurer

11-26-18
Date

2018 CASH BALANCE REPORT 10/31/2018

<u>Fund</u>	<u>Balance</u>	<u>Cash</u>
Checking Balance		
General	\$225,254.66	
General portion - \$21,805.37		
Water portion - \$121,960.72		
Sewer portion - \$81,488.57		
Fair Housing	\$0.00	
Investment Balance		
General	\$297,316.15	\$96,588.74
**Project Investment	\$252,735.43	\$56,751.03
West Calvary	\$1,144,890.47	\$266,165.27
Fire Equipment	\$135,321.84	\$75,337.44
*Utility water	\$82,633.80	\$28,470.11
*Utility sewer	\$94,135.88	\$28,470.11
Communications Tower	\$439,408.97	\$67,510.11

**Project Investment breakdown (\$ set aside for specific improvements):

City Hall	\$31,721.90
Public Works	\$33,474.10
Fire Hall	\$21,939.00
R&B Equipment	\$100,660.92
Capital Improvments - General	\$169,939.18

* does not inc. monthly interest

OCTOBER 2018 BUILDING PERMIT REPORT

Type of Permit Issued	# issued
• Garage	4
• Demo	2
• Remodel	1
• Windows	2
• Roof	5
• Deck	2
• Furnace	5
• <u>Gas Line</u>	<u>7</u>
Total issued	28

Total valuation of projects:	\$ 216,934.67.00
Fines	\$ 0.00
Total fees assessed:	\$ 3380.50.00

Respectfully submitted,

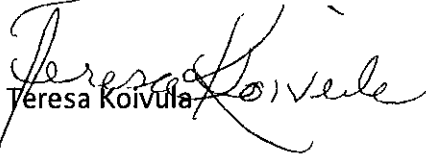


Carley Hungerford
Building Administrator

**Planning and Zoning Report
November 2018**

- 1) Complaints: 3
- 2) Onsite visits: 8
- 3) Zoning Violations abated: 3
- 4) Outgoing correspondence: 2
- 5) Minor Subdivision Application-SEC 28: 1 (approved)
- 6) Lot Line Adjustment Application-SEC 28: 1 (approved)
- 7) Multi-Unit Residential Conditional Use Application-SEC 32: Incomplete 1
- 8) Board of Adjustment Public Hearings, Subdivision Variance Sec 24: Denied 1
- 9) Couri & Ruppe Seminar: 1

Respectfully,


Teresa Koivula

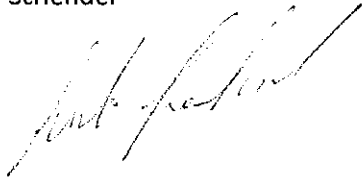
October 2018 Public Works Report

- Assisted Justin A. with lowering culvert at 4115 Kingston road.
- Installed 2 rebuilt air relief valves on West Calvary Road and tested successfully.
- Assisted Aqua Power clean lift stations 1,2,3,10 and 11. Used hoist to lift and adjust pumps at Lift stations 3 and 10 to prevent pumps from becoming air bound.
- Assisted Darrell Johnson Excavating with replacing and readjusting 4 water main gate valve stems to grade on West Calvary and Rutter road.
- Assisted Darrell Johnson Excavating with fixing bent stand pipe at 4971 Homecroft lane.
- Met with TriState coatings to have them perform our 1-year warranty inspection on our water tower.
- Filled tower to capacity and flushed for 20 minutes.
- Used generator and water pump to remove water from inside of valve vault located at the Booster station. This was done for MSA to clarify pipe dimension, orientation and style of valve.
- Pumped all Air relief valve vaults on West Calvary 2 times via generator and water pump.
- Met with MSA on 3rd Ave to inspect infiltration.
- Replaced Broken dead bolt lock at the park irrigation building.
- Performed annual water samples at the Public Works and Duluth Nets and sent to MDH.
- Assisted Justin A. with bleeding the brakes on the F-450.
- Removed bulk water meter from Mather Road hydrant and sent in the final usage.
- Inspected video of 3rd Ave televising to locate 2 sanitary services for MSA and A+ Contractors.
- Used Loader to load A+ trailer with 7 E-One pumps, extensions, and unloaded 3 Extra E-One pump vaults. Moved remaining 3 E-One pumps and extensions into utility room at the PW.
- Replaced bad hydraulic O-ring on the loader's quick coupler hose.
- Flushed eyewash station as required.
- Assisted Darrell Johnson excavating with getting old sander running.
- Assisted MSA and A+ locate sanitary sewer main on East Calvary.
- Assisted Ulland with testing Kwik Trips lift station pumps and determine sewer main line blockage in front of Northland constructors.
- Setup water meter for Hanco. Removed broken 2-inch gate valve and soldered break. Reinstalled and tested successfully.
- Used Gravley to mow soccer fields.
- Cleared 1 emergency locate.
- Assisted Darrell Johnson Excavating with installing cleaning station on Rice Lake road sanitary sewer force main. Used manhole casing and lid from PW to finish cleaning station.
- Met with MSA on 3rd Ave. S. and attempted to locate force main with locator.
- Pumped metering vault on Austin and Milwaukee for MSA.
- Met with MSA at the public works to go over maps. Checked depth of Duluth's sanitary gravity on Austin. Checked inside of metering vault on Milwaukee and Austin. Drove remaining project area.
- Assisted Justin A. and Bob C. remove and replace old carbide teeth on the grader.
- Met with county on Howard Gnesen Road to go over possible solutions to fix manhole 129.
- Performed operational maintenance on all 9 valves inside of booster station.
- Met with Sycom to fix booster station comm alarm.
- Installed Chain fall system at the Booster station.
- Re-Calibrated gas monitor as required.
- Exercised Booster station pumps as required.
- Changed the hydraulic fluid in the BOSS DXT plow, purged, tested and topped off fluid.
- Assisted Darrell Johnson Excavating with fixing broken gate valve stand pipe on Birchwood and Arnold. Also fixed leaking hydrant # 25 and replaced total of 4 barrel gaskets.
- Shut down City Park for winter and locked gates.

- Picked up Tamper from Twin Ports Ariel's.
- Assisted with moving desk into City Hall.
- Checked all 87 fire hydrants. 50 of those fire hydrants needed to be pumped.
- Cleared 39 locates.
- Called in 3 locates for excavation.
- Replaced 1 water meter and installed 1 Transmitter.

Sincerely,

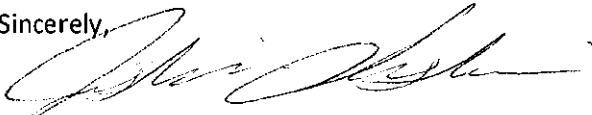
Justin Schendel

A handwritten signature in black ink, appearing to read "Justin Schendel", written in a cursive style.

October Road Report

- Loaded all the E1 units for A+ Landscaping contractors.
- Dug out and lowered the culvert at 4115 Kingston Rd with Justin S.
- Installed the rebuilt burp boxes with Justin S. and John G.
- Sanded and repainted the old yellow culvert trailer to a dark grey.
- Rewired the new culvert trailer.
- Cut and removed trees on the Kingston, Olson, Mulvahill, Milwaukee and Willard.
- Picked up wood mulch and planted an oak tree at City Hall with Bob Q.
- Replaced a brake line on the F-450.
- Worked on the backhoe with Justin S.
- Picked up the Ford Animal Control truck and replaced a torn topper screen.
- Pulled the weeds out of the west ditch at City Hall and used the D.R. Trimmer mower to cut the grass.
- Added two new storage shelves at Public works upstairs.
- Picked up an abandoned washing machine on Mather Rd and large tv in the west parking lot at the City Park and brought to WLSSD.
- Replace 8 water damaged ceiling tiles at City Hall.
- Brought a load of old scrap metal down to Azcon Metals for recycling.
- Replaced all of the shark tooth picker edges on the motor grader with Justin S. and Bob C.
- Picked up a pile of old wood fence posts the were dumped in the west ditch of the Reid Rd and brought to WLSSD.
- Moved the 'End of roadway' signs on the Fayre Rd. so a resident could access his property.
- Did some touchup painting at City Hall and helped with getting the new bench/desk into CH.
- Put the snow gear on the plow truck with Andy W. from Ziegler.
- Went to Del Zotto and picked up 5 concrete splash guards for the newly added drain spouts at City Hall.
- Cleaned and washed all vehicles, sharpened chainsaw, drove roads, changed the City Hall water filter. Took out trash, swept, scrubbed and mopped the floors at Public Works. Set up tables and chairs for groups renting City Hall.

Sincerely,



Justin Aleshire

November Council Meeting Fire Department Report

Total Calls:

- October total calls responded to was 25.
 - 13 Medicals
 - 3 Car Accidents
 - 2 Grass Fires
 - 1 Structure Fire
 - 1 Illegal Burn
 - 2 Gas Leaks
 - 2 Lift Assists
 - 1 Powerline Hazard

Water Usage

- The department's water usage for October was 12,000 gallons over the anticipated consumption.

Volunteer Hours

- For the month of October, the total volunteered hours were 1,158. Some of the reasons for the high amount of volunteered time this past month were high call volume, EMR Training, longer special training drills, and training conference attendance.
- September's total volunteered hours were 554.

Maintenance

- All large apparatus has been DOT checked and fluids/filters changed. Engine 2 did not pass DOT inspection due to rear tire condition (Cupping) and an ABS light remaining on during operation. Will get vehicle repairs scheduled when timing permits. Vehicle is still operational and safe.
- Both Engine 1 and Engine 2 have had their pump tests completed. Engine 1 passed. Engine 2 failed the vacuum test due to a leaking 2.5" rear discharge valve.
- Tahoe has new tires and new brakes all the way around. Brought to CARS.

Community Engagement

- The department held an open house on Tuesday October 9th from 4:30pm to 7:30pm. With record turnout from the community, the event was a considerable success.
 - Highlights:
 - We had tables setup to talk about volunteering as a firefighter, our ongoing smoke alarm campaign, the firefighting equipment we use, as well as, fire safety and prevention.
 - The department used the smoke trailer to offer families an opportunity to experience the realities of evacuating a fire situation.
 - The department's vehicles were made available for public viewing.
 - We got many people to sign up for free smoke alarm installs.
- During the day on October 9th the 3rd grade classes from Homecroft were able to join us at the fire hall again this year. Students divide into groups to learn about the fire department and other various fire prevention activities.

Respectfully Submitted,
Mark Niemi – Fire Chief
Brandon Zapp – Assistant Fire Chief

Council Meeting
 Date: November 13, 2018

	Name:	Address:	phone and/or email address:	X-speak
1	Ginny Lemicatt	Kingston Rd		
2	James Lemicatt	Kingston Rd		
3	Bernesa Kaurak	46 Rd		
4	John Hegstrom	Arnold Rd		
5	CAERIE Hegstrom	" "		
6	Brandon Zapp	Martin Rd		
7	Stacey Nilsson	Martin Rd		
8	Tyler	Martin Rd		
9	Max Sazama	Colony Rd		
10	SHANNON MAGUIRE			
11	Missy Sazama	Colony Rd		
12	Paul Sabe	Howard Guesen Rd		
13	Nelle Scheffler	5234 48 Rd		
14	Ernette Carney	Troop 7 - 1 st Ave S		
15	Mark Sunde	4497 Colony		
16				
17				
18				
19				