

COUNCIL MEETING MINUTES
December 10, 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, Suzanne Herstad, and Bob Quade; Clerk-Treasurer Toni Blomdahl; and the attached list of public.

PUBLIC DISCUSSION: Nellie Scheffler asked about the status of Air Fiber providing service to Rice Lake. Toni stated Air Fiber was here last week testing the signal and reception between the water tower and City Hall to verify they could provide enough speed to service City Hall, but she hasn't heard back from them. Toni will follow up with Air Fiber.

CORRESPONDENCE: Toni stated it was just the General Correspondence – see folder. John W. noted DUWAC is holding a training session on beavers if anyone is interested in attending on December 20th at MPCA.

CONSENT AGENDA

Minutes:

November 26, 2018 Council minutes

Executed Claims:

General fund checks – 13020 thru 13057 and 474E
Payroll checks – 1458 thru 1486

Resolutions:

Resolution 18-12-34 Reestablishing unchanged precincts and polling places
Resolution 18-12-32 Approve City levy

John G. made a motion to approve the consent agenda with a second by Suzanne. All in favor. Motion passed.

COUNCIL REPORTS:

John G. stated he and John W. attended a MRWA conference where they found out that MRWA offers insurance that residents can purchase to cover water leaks and line repairs and a nominal fee. John stated this may be helpful for residents when we start our I&I inspections to help them repair any deficiencies we may find.

Suzanne stated on November 14th the Planning Commission (PC) attended a virtual training workshop here at City Hall which they found to be very beneficial. Suzanne stated some of the things that came out of the training were the need for better communication between the PC and City utilities. Suzanne stated she gave the PC a current copy of our utility map for their reference. Suzanne stated she attended a JAZB meeting along with John Hegstrom. JAZB administers zoning regulations in the hazard/restricted areas around the airport which affects the Rice Lake Rd corridor so there will be monthly meetings going forward in order to get the zoning updated. Suzanne stated she attended the Safety Committee meeting with City employees and the Fire Department and noted they are working on getting Safety Data Sheets for all substances used at City buildings.

Bob stated it is the off season for invasive species, so he hasn't done anything in that area recently. Bob stated he will be attending the MIC meeting on Wednesday and they are looking at truck routes to connect HWY 61 and HWY 53, so the trucks don't have to travel through residential areas. Bob stated this will be a big project that will take many years to plan.

Greg stated he has nothing to report.

John W. stated JAZB has to get a consensus with surrounding communities to bring a plan to St. Paul for legislators to consider. John stated Rice Lake's position is to keep Zone A south of Martin Rd.

where it currently is. John stated at the MRWA conference they also noted Homeland Security is encouraging communities to have protection around their waterworks, so we need to install a fence at the water tower. John stated the punch list for the City Hall roof is minor but still not complete. John stated Hunt will dig in a line this week to install the light for the flag pole.

DEPARTMENT REPORTS:

Financial Report: Council received copies of the Financial Report. Toni stated there is \$24,666.13 in general checking as of November 30th which does not include the second half apportionment which we received last week. Toni noted she added an additional row that shows our total balance including checking and investments and total cash on hand.

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. John W. asked if Justin also purchased salt for the Fire Hall as the building maintenance is the responsibility of the City. Toni stated she would notify Justin to get some salt for the Fire Hall.

Road and Bridge: Toni read the attached report into record as prepared by Justin Aleshire. John W. asked about the concrete cover that Justin removed from the Lift Station and brought to Public Works. Toni will verify with Justin whether A+ has completed their work on the lift stations or if the cover should be reinstalled.

Fire Department: Chief Niemi read the attached report into record. John W. thanked Mark and the Fire Department for Council's invitation to the Fire Department's year end awards banquet. John stated it was a nice banquet and it was nice to recognize all the volunteers hard work.

Animal control: Toni read the attached report into record as prepared by Jessica Rahja.

Utilities Commission report: Toni read the attached report into record.

Sherriff: In Council's packet and attached.

Sewer and water report: In Council's packet and attached.

NEW BUSINESS:

Council Claim Sheets: Toni presented Council with hourly claim sheet for Councilor Andrews. Suzanne made a motion to approve the claim sheet for Councilor Andrews with a second by Bob. All vote in favor except for Councilor Andrews who abstained. Motion carried. Toni presented Council with hourly claim sheet for Councilor Quade. Suzanne made a motion to approve the claim sheet for Councilor Quade with a second by Greg. All vote in favor except for Councilor Quade who abstained. Motion carried. Toni presented Council with hourly claim sheet for Councilor Herstad. Greg made a motion to approve the claim sheet for Councilor Herstad with a second by Bob. All vote in favor except for Councilor Herstad who abstained. Motion carried.

Proclamation for School Week: Toni read the proclamation into record declaring January 20-26, 2019 as Rice Lake School Choice Week. Mayor Werner will sign it and place the City seal on it.

MnWARN – Utilities mutual aid resolution, application, and agreement: John G. stated this is a program that he and John W. learned about at the MRWA conference they attended which can help the City if a natural disaster occurs. This program will enable the City to use equipment from other communities in the event of a disaster or loan our equipment to other communities should they have a disaster. John stated the City has no obligation to assist other communities if they don't have the

equipment or man power or if the City needs the equipment. Suzanne asked whose insurance would cover the equipment. John W. stated the owner of the equipment's insurance would cover any issues and MnWARN would help facilitate the program. John G. stated the community that is requesting the equipment does pay the community borrowing the equipment for use of the equipment. Toni stated the application we need to fill out asks for an Authorized Official that would have the authority to grant use of our equipment and a description of the equipment and operators we have. John G. made a motion to pass Resolution 18-12-35 Authorizing Governmental Unit to be a Party to Minnesota Water Agency Response Network (MnWARN) with a second by Bob. All vote in favor. Motion carried.

North Shore CD Release: Toni stated she received a call from Terri with North Shore asking if the City would be willing to release one of the pledged CDs maturing soon. Toni stated FDIC insures our checking account to \$250,000 and then North Shore pledges CDs to insure the balance over \$250,000. Currently North Shore has CD pledges totaling \$1,375,000 for our checking account where we currently have a balance of \$685,000. Toni stated Terri noted she monitors our checking balance and they can add additional pledges should the City receive a large influx of cash, but based on the last few year's balances, the City does not typically carry that high of a balance. Suzanne made a motion to approve the release of \$100,000 CD pledge with North Shore Bank with a second by John G. All vote in favor. Motion carried.

Sound System for City Hall: John W. presented Council with a proposal for a new sound system for City Hall from D.A.D.S Electronic in the amount of \$13,509.25. John stated this would be a wireless microphone system with five speakers in the drop-down ceiling with a locked cabinet for the control panels. John stated at some of our last meetings, people were complaining they could not hear what was being discussed especially from people at the podium. John G. stated this estimate is actually cheaper than the previous estimate we received two years ago for \$20,000 and is necessary for public meetings. Suzanne asked if the microphones could be put away, so they won't be tampered with during rentals. John W. stated the mics would be put away after every meeting, so they won't be damaged. Suzanne stated we have money in the City Hall Capital Improvement account which could be used to pay for this. John W. stated he would not order these until 2019. Suzanne made a motion to approve the purchase of the sound system from D.A.D.S in the amount of \$13,509.25 with a second by Bob. All vote in favor. Motion carried.

Employee Pay Rates for 2019: Toni presented Council with the proposed employee pay rates for 2019 that John G. and Suzanne are recommending. Toni stated Mary Reedy, our auditor, had noted employee pay rates should be approved and signed off by the Council instead of just the Human Resources Councilors. Suzanne went over the pay rates and noted the Cost of Living increase is 2.8% in 2019 and that is where they based their recommendations as well as the union contract, and step increases for one employee who has taken on extra duties and a step increase for one employee who is off probation and has shown exemplary performance. Bob asked why the employee with the most seniority is paid the least. John W. stated that is governed by the union contract which is negotiated every three years, so we can't change that. Suzanne stated that is based on job duties and responsibilities as well. Greg made a motion to approve the pay rates as presented with a second by Bob. All vote in favor. Motion carried.

UNFINISHED BUSINESS:

CDBG application submitted for accessibility project at City Park – reaffirming public process: John W. stated we are proposing to place a blacktopped parking area near the soccer fields at the park, a black topped parking area by the softball field and a black topped parking area off Stockholm Rd. near the pavilion as well as a sidewalk from the parking area to the pavilion. John stated this project should cost around \$20,000 with \$16,000 of that for asphalt and concrete and the remainder would be using volunteers and in-kind donations for the site prep work. John stated the CDBG awards funding

for accessibility projects so we're requesting a grant from CDBG for a portion of this project. Council agreed this is a needed project.

Utility Supervisor Job Description: Toni presented Council with an updated job description for a Utility Supervisor. Suzanne stated as we grow as a City, the Council needs to prepare staff, so the City is not affected by the outcome of an election as these duties the Council has been doing should be passed on to staff. Suzanne stated Toni originally had included roads in the initial job description so maybe we need to grow this job description as the City grows. John G. stated he would like to document the history of our utility system so that knowledge can be passed on to the next Utility Supervisor. Bob stated he wants to make sure the Utility Supervisor is really taking our current staff under their wing, so they can learn the ropes. John W. stated he would like to recommend the Utility Supervisor has the authority to authorize utility repairs or other expenditures up to \$7,000. Greg stated he agrees but the supervisor should run the request pay the Clerk-Treasurer to make sure there is money in the budget for the repairs. Suzanne made a motion to create the position of Utility Supervisor and authorize a \$7,000 authority spending cap as long as the budget allows with a second by Bob. All vote in favor except for John G. who abstained. Motion carried.

Payment Arrangement Proposal for Julee and Kyle Borg: Toni stated Council had agreed to certify the assessment to the Borg's property taxes, but the Borgs had asked if they could make payments directly to the City. Toni stated she spoke with Mike Couri, City Attorney and he walked her through the process that would protect the City to still be able to collect the money and provide the Borgs with an arrangement that would be agreeable. John W. stated the City will still be able to receive their money by assessing any remaining balance to their property taxes. Greg made a motion to approve the payment plan proposal for the Borgs as presented with a second by John G. All vote in favor. Motion carried.

Payment application for A+ Landscaping: Toni presented Council with a payment application from A+ Landscaping for the 2nd installment of the work they have done for Lift Station 6 and 7 Removal. John G. made a motion to approve the payment application in the amount of \$103,811.25 with a second by Suzanne. All vote in favor. Motion carried.

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

Respectfully submitted,



John Werner, Mayor



Date



Toni Blomdahl, Clerk-Treasurer



Date

NOVEMBER 2018 FINANCIAL REPORT

<u>Fund</u>	<u>Balance</u>	<u>Cash</u>
Checking Balance		
General	\$24,666.13	
General portion - \$-62,404.32		
Water portion - \$125,791.93		
Sewer portion - \$-38,721.48		
Fair Housing	\$0.00	
Investment Balance		
General	\$297,607.85	\$126,877.86
**Project Investment	\$253,021.43	\$87,021.43
West Calvary	\$1,146,744.68	\$268,313.32
Fire Equipment	\$135,667.53	\$105,667.53
Utility water	\$83,379.32	\$29,263.93
Utility sewer	\$94,881.16	\$29,263.93
Communications Tower	\$444,086.65	\$72,082.26
<u>**Project Investment breakdown (\$ set aside for specific improvements):</u>		
City Hall	\$31,721.90	
Public Works	\$33,474.10	
Fire Hall	\$21,939.00	
R&B Equipment	\$100,660.92	
Capital Improvments - General	\$65,225.18	
TOTAL	\$2,480,054.75	\$743,156.39

NOVEMBER 2018 BUILDING PERMIT REPORT

Type of Permit Issued	# issued
• Garage	1
• Remodel	1
• Windows	1
• Roof	2
• HVAC	6
• <u>Gas Line</u>	<u>7</u>
Total issued	18

Total valuation of projects:	\$ 102,583.00
Fines	\$ 0.00
Total fees assessed:	\$ 1765.50

Respectfully submitted,

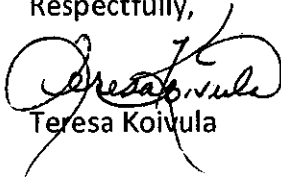


Carley Hungerford
Building Administrator

**Planning and Zoning Report
November 2018**

- 1) Complaints: 1
- 2) Onsite visits: 5
- 3) Zoning Violations abated: 4
- 4) Outgoing correspondence: 1
- 5) Lot Line Adjustment Application
 - a. Section 27: 3 (Pending)
- 6) Multi-Unit Residential Rezone Application:
 - a. Section 32: 1
- 7) Multi-Unit Residential Conditional Use Application:
 - a. Section 32: 1
- 8) Education, GTS Virtual Attendance "Your Role as a Planning Commissioner"
 - a. The entire Planning and Zoning Commission attended the workshop in the conference room.

Respectfully,



Teresa Koivula

November 2018 Public Works Report

- **Hydrants (maintenance, repairs)**
- **Waterline (maintenance, repairs)**
 - Exercised booster station pumps
 - Assisted DJE fix broken stand pipe on Mather road
 - Started water tower recirculation pump for the winter months
- **Sewer line (maintenance, repairs)**
 - Assisted with 3rd Ave S project
 - Removed both decommissioned lift station panels from 3rd Ave S and gutted for scrap
 - Removed vent panel from lift station #10, replaced all four louver hinges and reinstalled panel
 - Pumped air relief valve vaults on West Calvary
- **Locates (amount)**
 - 21
- **Building Maintenance (location, summary of work)**
 - Purchased salt for City Hall and PW
 - Cleaned and organized benches at PW
 - Plowed city facilities
 - Flushed eye wash station at PW
- **Vehicle/Equipment Maintenance (summary)**
 - Purchased blades for and changed oil in mowers
 - Moved loader bucket, forks, and plow onto pad for winter
 - Moved mowers outside and covered for winter
 - Unloaded grader blades via loader and placed on blade rack assisted by J.A.
- **Misc. Projects/Training**
 - Loaded unused asphalt for recycling
 - Assisted J.A. with locating and exposing culvert on 2nd Ave N
 - Wastewater class at HydroKlean in Rogers
 - Removed and replaced all outdoor locks with dry greased locks.
 - Attended safety meeting at City Hall
 - Located all curb stops on Carlson and East Nelson

Sincerely,

Justin Schendel

November 2018 Road Report

- **Regular road maintenance (brush, patch, plow/sand, etc.)**
 - Cut leaning trees on Milwaukee Ave, E Nelson, Willard Rd
 - Picked up a pile of brush the was dumped on the road and ditch of the Stockholm Rd and brought to Ricks Tree Service
 - Plow & Sand roads- 11/12/18, 11/19/18, 11/20/18, 11/21/18, 11/29/18
 - Sanded roads- 11/9/18, 11/16/18, 11/26/18, 11/30/18
 - Sanded just paved roads- 11/24/18
- **Signs (location, # new, # repaired)**
 - Replaced 8 small 'No Parking' signs with 8 Large 'No parking' on the Rice Lake Dam Rd.
- **Culverts (location, new or repair)**
 - Dug the end of a culvert at 4848 2nd Ave N that a resident said was "plugged". We found that they buried the end of the culvert when they widened their driveway by two feet.
- **Building Maintenance (location, summary of work)**
 - Installed 5 new splash blocks along with 1.5" rock at City Hall.
 - Swept and mopped along with other routine maintenance at PW,
 - Changed the water filter at City Hall. Set up and take down tables for rentals and groups.
 - Set 6 mouse traps at the south Fire Hall. (Caught the one mouse that was spotted around the building).
 - Cut an old 4x8 sheet of plywood to make two more shelves for the upstairs storage at PW.
- **Vehicle/Equipment Maintenance (summary)**
 - Washed and prepped the summer equipment to be put away for the winter, Changed the oil and wrapped in a tarp to be stored outside PW.
 - Removed summer grading blades and changed two sets of cutting edges with Bob C.
 - Greased the Wing, Plow and Sander on the plow truck.
 - Picked up 5 yard wing parts from Ted S.
- **Miscellaneous Jobs (location, summary)**
 - Dropped off old blacktop at Northlands blacktop recycle pile.
 - Went to a HydroKlean educational seminar in Rogers MN with Justin S.
 - Helped Roger W. load the cans from the recycle shed and brought to Simco.
 - Brought a table, 9 old metal halide light fixtures and 2 pallets to WLSSD for disposal.
 - Picked up old lift station concrete cover from 3rd Ave S and brought it back to PW.
 - Picked up plow and grader cutting edges along with some Hydraulic fluid from Ziegler Cat.

Sincerely,



Justin Aleshire

December Council Meeting Fire Department Report

Total Calls:

- November total calls responded to was 12.
 - 5 Medicals
 - 2 Structure Fires
 - 2 Smoke Alarm Installs
 - 1 Powerline Hazard
 - 1 Vehicle Fire
 - 1 Aircraft in Distress response

Water Usage

- The department's water usage in November was normal.

Volunteer Hours

- For the month of November, the total volunteered hours were 541hrs.

Project Review

- Spent time going over the proposed project for Stavenger and Martin Rd area. Provided my feedback to Teresa for her review process.

Maintenance

- Engine 1 bumper to bumper warranty repairs have all been completed except for the rear compartment being repainted on the interior. They are aware, and we will get that scheduled when they have time.

Community Engagement

- I did receive Toni's email regarding the Beargrease traffic control request. We will discuss this at our next business meeting. My concern is that if we commit to that we are not able to break free from that if an emergency call comes in.

Respectfully Submitted,
Mark Niemi – Fire Chief

November 2018 Animal Control Report

Open/ closed	Date	Time start	Time end	Name	Address of caller	Address of issue	Description	Dog owner name	Outcome
Closed	29-Oct	1607	5:00	Corey Johnson	W Tischer	W Tischer	Excessive Barking	Kristie Thompson and Daniel Buchman	Spoke w/Dan who stated this is an ongoing issue with neighbor Corey. Dan's significant other had called the sheriff on Corey's residence a few years back due to
Closed	30-Oct	900		sheriff			3 horses loose - 1 gelding, 1 mini mare and 1 mini gelding		Taken to the ranch on Jean duluth Rd - owners located and returned horses home
Closed	6-Nov	823		Jeremy Rosen			12 yr old yellow lab wondered off		Found his own way back home
Closed	10-Nov	1603		sherrif			Older male golden retriever		reunited with his family
Closed	11-Nov	1348		Amy - missing pets of the northland			Do I have space for a dog coming from Cloquet		Advised no space - advised to take to AAHS
Closed	18-Nov	all day					Facebook posts RE: Dog Poisonings		Contacted Sheriff for facts - Communicated to Mayor - 4-5 dogs in 3-4 weeks have been poisoned with a meth like substance. 2 dogs of which have died.
Closed	19-Nov	1344		Ryan Johnson			From news wanted more information on Dog Poisonings		Advised to contact Sheriff for facts and shared RL City link to our posting. Also told him that if he wanted to speak with anyone about it within RL he can contact our mayor.
Open	20-Nov	1013		Sue Tompson			Wants information RE: dog poisoning		
Open	21-Nov	822		John Goman			Wants information RE: dog poisoning		

November Utility Commission Report

- Lift Station 6 and 7 removal is complete for this year. Lift stations have been filled in and all residents are hooked up to new system. Final restoration to be done in Spring of 2019.
- 2019 Fee Schedule was discussed and an increase in rates to mirror WLSSD and City of Duluth water rates was recommended to Council for final approval.
- East Calvary water loop project is moving forward. This will be bundled along with St. Louis County's project in this area to save on costs and for ease of administration with the grants and funding that has been received. Hoping to bid in December.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Toni Blomdahl', with a long horizontal flourish extending to the right.

Toni Blomdahl
Clerk-Treasurer

Council Meeting

Date: December 10, 2018

	Name:	Address:	phone and/or email address:	X-speak
1	Melke Scheffler	5234 Hg Rd		
2	Chapman Heem	Kingston Rd		
3	Christy Lantieri	" " "		
4	Robert Smith	Calumet Rd		
5	Raymond Woodard	Rice School		
6	Jerry Hegeman	Arnold Trl		
7	Mark Niman			
8	Brian Zol	Marken Rd		
9	Cory Johannsson	MARTIN ROAD		
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