

**Minutes of Regular Council Meeting
Monday, July 24, 2017
City of Hoyt Lakes, Minnesota**

1. The Hoyt Lakes City Council met in regular session on Monday, July 24, 2017 at 6:30 p.m. Those present: Mayor Mark Skelton, Councilors: David Zins, Chris Vreeland, Brian Ceglar, Roald Chip Holter. City staff also present: Michael Patchin.
2. Councilor Holter moved, supported by Councilor Ceglar, to approve the following items from the consent agenda:
 - Item 3 Approval of City Council meeting minutes of June 26 and July 6, 2017.
 - Item 7 Filing of correspondence:
Letter to Representative Nolan dated July 6, 2017 in support of HR3115, Superior National Forest Land Exchange Act of 2017;
East Range Joint Powers Board – Letter dated July 10, 2017 to Representative Nolan;
East Range Public Safety Board – Meeting minutes of June 6, 2017;
Hoyt Lakes Fire Department – Meeting minutes of July 5, 2017;
Animal Control Officer – June 2017 monthly report;
Range Association of Municipalities and Schools (RAMS) – Board meeting minutes of May 31, 2017;
State Farm – Letter dated June 6, 2017-monthly rates with increase;
Central Iron Range Brownfield Coalition – Update dated June 23, 2017;
US Forest Service – Rally, Tuesday, July 25, 2017 at 3:00 pm;
Tri-City Ambulance – Meeting minutes of July 13, 2017.
 - Item 8D To approve the 2016 City Audit as prepared by Walker, Giroux and Hahne.
 - Item 8E Reminder of Adjourned City Council meeting on Monday, July 31, 2017 at 5:00 pm.
 - Item 9A To approve the following training/travel requests:
City Clerk, MCFOA Region II Training, August 11, 2017, Orr (mileage);
City Council, Emergency Operations Plan Presentation and Discussion, July 27, 2017, Gilbert (mileage).
 - Item 10 Approval of the following receipts, claims and payroll:
Receipts: \$725,731.43
Claims: \$888,376.78
Payroll Earnings: \$111,098.34
Payroll Employer Costs: \$13,932.13
Payroll Total: \$125,030.47
Total Claims & Payroll: \$1,013,407.25
Motion carried unanimously.
3. Guests and Citizens Forum:
Benjamin Olson, Senior Architect, TKDA, was present to discuss a Master Services Agreement (MSA) with TKDA which would eliminate the administration costs associated with each letter proposal for City projects, and would be negotiable based on scope of work and level of detail required. Olson stated this type of agreement makes for an extremely flexible relationship between the City of Hoyt Lakes and TKDA and will allow the City to break up larger type fees into more manageable portions and reduce fee contingency. He stated the City would not be obligated to use TKDA and would essentially be like having TKDA on retainer.

After much discussion, Mayor Skelton moved, supported by Councilor Zins, to table action on the Master Services Agreement between the City of Hoyt Lakes and TKDA. **MOTION CARRIED UNANIMOUSLY.**

4. Department Reports:

City Clerk Burich discussed program information with regard to the Blandin Community Leadership Program being facilitated through the East Range Joint Powers Board for the East Range area, seeking emerging or established community leaders who are or want to be actively involved in community life, are credible and open-minded, open to risk taking, passionate about their community's future and willing to work collaboratively to promote a healthy community. The retreat will be held February 12-16, 2018 in Grand Rapids.

Attorney Patchin discussed no trespassing signage located at the Longyear Drill Site near the railroad tracks that is turning tourists and the efforts of the Lions Club to maintain the area away from the site. Patchin reported that a crossing permit runs through the City of Hoyt Lakes, and he will contact CNN Railroad on behalf of the City for removal of the signs.

Councilor Vreeland moved, supported by Councilor Zins, to direct Attorney Patchin to prepare and send a letter on behalf of the City of Hoyt Lakes to CNN Railroad to remove no trespassing signage near the Longyear Drill Site. MOTION CARRIED UNANIMOUSLY.

5. Council Reports:

Councilor Zins reported for the Fire/Ambulance Department there were 57 ambulance runs in the month of June 2017. Mayor Skelton encouraged everyone to attend the Rally in Virginia on Tuesday, July 25 for future mining in our region.

6. Councilor Ceglar moved, supported by Councilor Holter, to approve the Arena Concession Agreement between the City of Hoyt Lakes and Mesabi East Youth Hockey for the 2017-2018 hockey season, September 1, 2017 through April 30, 2018 and to authorize the Mayor and City Clerk-Treasurer to execute. MOTION CARRIED UNANIMOUSLY.

7. Councilor Holter moved, supported by Councilor Zins, to approve the Collection Agreement between the City of Hoyt Lakes and the US Department of Agriculture, US Forest Service, Superior National Forest, for the Skibo Vista Recreation Site Reconstruction Project and to authorize the Mayor to execute (City Council approved \$10,000 of funding on August 23, 2016). MOTION CARRIED UNANIMOUSLY.

8. Councilor Vreeland moved, supported by Councilor Ceglar, to adopt City of Hoyt Lakes Resolution 2017-016, "A Resolution Authorizing the City of Hoyt Lakes to Submit a Point Source Implementation Grant Application to the Minnesota Public Facilities Authority (PFA) and to Authorize City Officials to Execute a Grant Agreement on Behalf of the City of Hoyt Lakes for the Mercury Removal Project" (full Resolution on file with the City Clerk-Treasurer). RESOLUTION ADOPTED UNANIMOUSLY.

9. Councilor Ceglar moved, supported by Councilor Zins, to table the request from Christopher Welter, Archivist, Iron Range Research Center, for municipal records for Old Mesaba, for further research by City staff. MOTION CARRIED UNANIMOUSLY.

10. Erik Jankila, Minnesota Public Safety Group (MPSG), was present to discuss the Hoyt Lakes Ambulance Service (Tri-City area) transitioning to Advanced Life Support (ALS), including a request to approve job descriptions for Medical Director, responsible for the overall training, supervision and credentialing of all licensed Emergency Medical Services (EMS) personnel functioning within the system, and also for a full time City of Hoyt Lakes EMS Director, responsible for performing supervisory, administrative and managerial work in managing the daily operations of EMS and to also respond to emergency calls as needed.

Councilor Holter moved, supported by Councilor Zins, to approve the job description for Emergency Medical Services (EMS) Medical Director, reporting to the City of Hoyt Lakes City Council. MOTION CARRIED UNANIMOUSLY.

Councilor Holter moved, supported by Councilor Zins, to approve the job description for City of Hoyt Lakes Emergency Medical Services (EMS) Director, reporting to the City of Hoyt Lakes City Clerk-Treasurer. MOTION CARRIED UNANIMOUSLY.

Jankila also discussed a tentative position posting/hiring schedule for the EMS Director based on City Council approval and also the need for support letters to be sent with the future transition to ALS.

The City Council discussed governance and the responsibility of all entities involved in the current Tri-City Agreement. After much discussion about approval of the job posting, Mayor Skelton moved, supported by Councilor Ceglar, to table position posting/hiring schedule for the EMS Director until a revised governance agreement is in place and approved by all entities involved. Roll Call: Ayes: Skelton, Zins, Ceglar, Holter; Nays: Vreeland. MOTION CARRIED.

Councilor Zins moved, supported by Councilor Ceglar, to approve sending support letters with the future transition of the ambulance service to ALS. MOTION CARRIED UNANIMOUSLY.

11. Councilor Ceglar moved, supported by Mayor Skelton, to approve the request of Shelley Valentini, United Way of Northeastern Minnesota, dated July 18, 2017 to contribute \$500 in advertising and support of Rampage at the Ridge Pre-Party in Biwabik on Friday, August 18, 2017. Roll Call: Ayes: Skelton, Ceglar, Zins; Nays: Vreeland, Holter. MOTION CARRIED.
12. Councilor Vreeland moved, supported by Councilor Ceglar, to approve Change Order Number 3, Shank Constructors, Inc. Phase 1 Facility Rehabilitation, Wastewater Treatment Facility, in the amount of \$2,999 for one additional manway to allow more effective access to the digester interior for sludge removal/cleaning and to authorize the Mayor to execute. MOTION CARRIED UNANIMOUSLY.
13. Councilor Zins moved, supported by Councilor Ceglar, to approve Application for Payment #1, Ulland Brothers, in the amount of \$179,031.32 for the 2017 Intersection Improvements, Dorchester Drive and Brandon Road, and to authorize the Mayor to execute. MOTION CARRIED UNANIMOUSLY.
14. Councilor Zins moved, supported by Councilor Ceglar, to table approval of the quote of Global Industrial in the amount of \$1,619.70 for uniform lockers at the Emergency Services Building. MOTION CARRIED UNANIMOUSLY.
15. Councilor Vreeland moved, supported by Councilor Holter, to approve Contractor's Application for Payment No. 3 dated July 11, 2017 to Shank Constructors, Inc. in the amount of \$348,631.00 for the Phase 1 Facility Rehabilitation Project at the Wastewater Treatment Plant and to authorize the Mayor to execute. MOTION CARRIED UNANIMOUSLY.
16. Mayor Skelton moved, supported by Councilor Ceglar, to table the Agreement for Professional Services between the City of Hoyt Lakes and Short Elliott Hendrickson (SEH-Consultant) for Consultant's work on the project described as Dorchester Drive and Suffolk Drive Intersection in the amount of \$19,700 to the July 31, 2017 Adjourned City Council meeting. MOTION CARRIED UNANIMOUSLY.
17. Councilor Ceglar moved, supported by Councilor Holter, to adjourn at 8:15 p.m. MOTION CARRIED UNANIMOUSLY.

Mark Skelton
Mayor

ATTEST: _____
Rebecca J. Burich
City Clerk-Treasurer