

**Minutes of Regular Council Meeting
Monday, January 8, 2018
City of Hoyt Lakes, Minnesota**

1. The Hoyt Lakes City Council met in regular session on Monday, January 8, 2018 at 6:30 p.m. Those present: Mayor Mark Skelton, Councilors: David Zins, Chris Vreeland, Roald Chip Holter. Absent: Councilor Brian Ceglar. City staff also present: Michael Patchin, Floyd Nelson, Jim Theodore.
2. Moved by Councilor Zins, supported by Councilor Holter, approving the following items from the consent agenda:
 - Item 3 City Council meeting minutes of December 27, 2017
 - Item 7 Filing of correspondence:
 - RAMS – Board meeting minutes of November 30, 2017;
 - Image Trend – Ambulance Run Data Report – 1/1/17-12/31/17;
 - Minnesota Department of Natural Resources – Deer Harvest Report dated 1/2/18; 35 total;
 - League of Minnesota Cities – Property/Casualty Dividend in the amount of \$13,265.00;
 - Minnesota Pollution Control Agency – Technical Assistance Letter dated December 22, 2017;
 - Minnesota Department of Transportation – News release-MnDOT creates Interactive map to connect contractors with small businesses;
 - Minnesota Department of Health – 2016 Water Fluoridation Quality Award;
 - Mesabi Daily News, Hometown Focus – City Legal Newspaper;
 - Saint Louis County – Safe Routes to School (SRTS) program language amendments;
 - David Drown Associates, Inc. – Confirming Engagement Letter dated December 27, 2017.
 - Item 9B To approve the following training/travel request:
 - Jim Theodore, East Range Blandin Community Leadership Program, February 12-16, 2018 Grand Rapids (mileage).
 - Item 9C To approve purchase of a computer for EMS Director Jim Theodore from Roger’s Online in the amount of \$1,297.70 (will be split Fire/Ambulance).
 - Item 9E To approve the request dated January 3, 2018 of JWay LLC d.b.a. Haven Bar and Grill to transfer their liquor license to the Hoyt Lakes Community Building for a private event on January 29 through February 2, 2018.
 - Item 10 Receipts, claims and payroll:
 - Receipts: \$1,143,622.95
 - Claims: \$124,555.35
 - Payroll Earnings: \$63,410.48
 - Payroll Employer Costs: \$7,650.63
 - Payroll Total: \$71,061.11
 - Total Claims & Payroll: \$195,616.46Motion Carried.
3. Guests and Citizens Forum:

Shannon Sweeney, David Drown & Associates, was present to discuss temporary financing for additional rehabilitation and state mandated wastewater treatment facility projects in the amount of \$554,000 over a three-year term; debt service interest payments will be capitalized so no payments will be due until it is refinanced with eligibility for state funding through the PFA (Public Facilities Authority) in September of 2018 (2019 fiscal year).

Moved by Councilor Vreeland, supported by Councilor Zins, to adopt City of Hoyt Lakes Resolution No. 2018-001, “A Resolution Authorizing the Issuance, Sale and Delivery of a \$554,000 Temporary General Obligation Utility Revenue Note, Series 2018A” wastewater treatment plant renovation project financing and to authorize the Mayor and City Clerk to execute loan agreement (full Resolution on file with the City Clerk-Treasurer). Resolution adopted unanimously.
4. Department Reports:

Public Works Director Nelson: Progress report on Wastewater Treatment Plant Project. Engineer will be submitting plans to the MPCA for phase II in two weeks. EMS Director Theodore: Update on the

Ambulance Department which included EMS runs, Minnesota Public Safety Group meeting to discuss the ALS upgrade and estimated completion date, and Toughbook computers for the ambulances.

Moved by Mayor Skelton, supported by Councilor Zins, approving the quote of Mid State Emergency Vehicle Systems, LLC for two refurbished Panasonic Toughbook Computers in the amount of \$2,069.98 (other quotes included: Proton Computers for one refurbished computer \$948.93; Proton Computers for one new computer \$2,999.99). Motion carried.

5. Council Reports:

Councilor Vreeland: Expressed the need to begin a hiring process as a date of retirement has been received for a full-time employee in the Public Utilities Department with April 1, 2018 being the estimated last day worked.

Moved by Councilor Vreeland, supported by Councilor Zins, to approve internal posting of the soon to be vacant full-time Public Utilities Department position and directing Public Works Director Nelson to review the job description and follow up with application packets. Motion carried.

Councilor Zins: Fire/Ambulance Department had 51 ambulance runs and two fire calls for the month of December with a total of 754 runs in 2017, a substantial increase from 2016. Mayor Skelton: Approval of travel and lodging to the Duluth and St. Louis County Days at the Capitol in March.

Moved by Councilor Vreeland, supported by Councilor Holter, approving Mayor Skelton to attend the Duluth and St. Louis County Days in St. Paul in March 2018 (travel, lodging). Motion carried.

Mayor Skelton: Reported on the upcoming East Range Joint Powers Board meeting to discuss direction of the Economic Development Coordinator position with the upcoming retirement of Curt Anttila.

6. Moved by Mayor Skelton, supported by Councilor Zins, to approve the hiring of the following pending completion of the required City physical examination, drug testing and background check: Eugene Maki – EMT; Mark Goerd – Firefighter/EMT. Motion carried.

7. The City Council discussed a personal leave of absence request from Kristi Ceglar dated January 5, 2018 from her duties as an EMT/Firefighter retroactive to August 1, 2017 and ending no later than July 31, 2018.

Moved by Councilor Holter, supported by Councilor Zins, to accept and approve the personal leave of absence request of Kristi Ceglar dated January 5, 2018 from her duties as an EMT/Firefighter retroactive to August 1, 2017 and ending no later than July 31, 2018. Motion carried.

8. Moved by Councilor Zins, supported by Councilor Holter, to make the following position appointments relative to the 2018 City reorganization:

City Clerk/Treasurer – Rebecca Burich

Public Works Director – Floyd Nelson

Library Supervisor – Susan Sowers

Golf/Recreation/Arena Supervisor/Assistant Weed Inspector – Wayde West

Electrical Inspector – State of Minnesota

Animal Control Officer – Jed Olmstead

Zoning Officer – Matthew Royseth

City Assessor – St. Louis County

City Attorney – Colosimo, Patchin & Kearney Ltd.

Police – East Range Police Department

Fire Department Officers: Chief – Anthony House, Assistant Chief – Jereme Dahmen, 3-Year Captain – Pete Wolner, 2-Year Captain – (Vacant-will be voted on in February); 1-Year Captain – Josh Berndt;

Secretary-Treasurer – Ann Vreeland.

EMS Director – James Theodore

Hoyt Lakes Economic Development Authority – Chairman – Mark Skelton; Commissioners: David Zins, Chris Vreeland, Brian Ceglar, Chip Holter; EDA Clerk – Rebecca Burich.

Motion carried.

9. Moved by Councilor Vreeland, Supported by Councilor Zins, to approve the following official depositories of City funds: Wells Fargo, League of Minnesota Cities 4M Fund, and Raymond James and Associates. Motion carried.
10. Moved by Councilor Zins, supported by Councilor Holter, to designate the Mesabi Daily News as the 2018 official City newspaper. Motion carried.
11. Moved by Councilor Holter, supported by Councilor Zins, to approve the Mayor's Council Liaison appointments relative to the 2018 City Reorganization as follows:

Councilor Zins: Vice Mayor, Planning & Zoning, Fire/Ambulance, Personnel Committee, East Range Public Safety Board, Colby Ridge, RAMS.

Councilor Vreeland: Public Works/Utilities, Blight, Golf Course, East Range Community Advisory Panel, East Range Joint Powers Board, Colby Ridge, Central Iron Range Brownfield Coalition.

Councilor Ceglar: Fisherman's Point Campground, Arena/Recreation, East Range Joint Recreation Committee, Trails, Hoyt Lakes Chamber of Commerce, League of MN Cities.

Councilor Holter: Library, Cemetery, Cable TV, Youth in Action, Garden Club, Hoyt Lakes Chamber of Commerce, Personnel Committee; Iron Range Tourism Bureau, Hoyt Lakes Midway Renovation Committee.

Mayor Skelton: East Range Public Safety Board, East Range Joint Powers Board, Laskin Energy Park Management Team, RAMS, Range Mayors' Association, East Range Community Advisory Panel, Coalition of Utility Cities, Coalition of Greater Minnesota Cities, Economic Development, Local Weed Inspector.

Motion carried.

12. Moved by Councilor Zins, supported by Councilor Vreeland, to approve the regular City Council meeting dates as the 2nd and 4th Monday of each month at 6:30 p.m. with the exception of June, July and August during which the meetings will be held on the 4th Monday only at 6:30 p.m. Motion carried.
13. Moved by Councilor Holter, supported by Councilor Vreeland, to approve meetings of the Economic Development Authority following the regular City Council meetings on the 2nd Monday of each month with the exception of June, July and August during which it would be the 4th Monday, when needed. Motion carried.
14. Moved by Councilor Zins, supported by Councilor Holter, to approve the transfers of funds from the General Fund to other funds as appropriate to cover deficits, interest allocation, cooperative ambulance share, and approved budget items. Motion carried.
15. Moved by Councilor Zins, supported by Councilor Vreeland, to accept with regret the retirement letter of Randy Houdek effective January 9, 2018 from the Hoyt Lakes Fire Department (will remain active as EMT only). Motion carried.
16. Moved by Councilor Holter, supported by Councilor Zins, to accept with regret the retirement letter of Henry Ruotsalainen from the Public Utilities Department effective June 9, 2018. Motion carried.
17. Moved by Mayor Skelton, supported by Councilor Zins, to adjourn at 7:10 p.m. Motion carried.

Mark Skelton
Mayor

ATTEST: _____
Tammy Snetsinger
Deputy Clerk