

**Minutes of Regular Council Meeting
Monday, January 11, 2021
City of Hoyt Lakes, Minnesota**

1. The Hoyt Lakes City Council met in regular session via Zoom/phone in due to COVID-19 on Monday, January 11, 2021, at 6:30 pm Those present: Mayor Chris Vreeland; Councilors: David Zins, Daniel Popp, Christine Peterson. Absent: Deborah Kramar. City staff also present: City Attorney Mitchell Brunfelt, Deputy Clerk Snetsinger, Recreation/Golf/Arena Supervisor West, EMS Director Olmstead, Public Works Supervisor Snetsinger, Public Utilities Supervisor Berndt, Fire Chief House, Library Director Sowers.

2. Moved by Councilor Zins, supported by Councilor Popp, approving the following items from the consent agenda. Roll Call: Ayes: Zins, Popp, Peterson, Vreeland; Nays: None. Motion carried.

Item 3 City Council meeting minutes of December 28, 2020

Item 7 Filing of correspondence:
MN Pollution Control Agency – Final NPDES/SDS Permit dated January 1, 2021;
Blight Officer – December 2020 report;
Mesabi Tribune, Hometown Focus – 2021 Official Newspaper proposals;
IRS – Standard mileage rates for 2021.

Item 8D Reminder – January 13, 2021 Special Council Meeting (electronic) with ERJPB at 4:00 pm

Item 10 Receipts, claims and payroll:
Claims: \$430,370.89
Payroll Earnings: \$54,304.55
Payroll Employer Costs: \$7,366.70
Payroll Total: \$61,671.25
Total Claims & Payroll: \$492,042.14

3. Guests and Citizens Forum:

None

4. Department Reports:

Recreation/Golf/Arena Supervisor West shared that the arena has re-opened per Governor's Executive Order. Youth hockey games will resume on January 14, 2021 and there is a High School game scheduled for January 28, 2021. He provided an update on the repairs made to the condenser. Most costs should be covered by insurance.

Library Director Sowers shared that the remote lockers are installed and being utilized. There are 50 people signed up for the Winter Reading program. There will be prizes awarded for both reading and miles along with further fun activities.

Public Works Supervisor Snetsinger provided update on a recent water main brake. He shared that the City Hall Renovation project is nearly complete. Dock repairs are being made. His crew continues to work on snow and bank removal.

Public Utilities Supervisor Berndt shared updates on Wastewater Treatment Facility Improvement project along with equipment repairs and inspections being performed.

EMS Director Olmstead provided information from the 2020 ambulance reports, sharing runs were up 15%. There are two ambulances down in Duluth for repairs. Staff training is ongoing via ZOOM. A recent grant was received for COVID-19 relief and disbursement is being determined.

Fire Chief House reported a slower year for 2020 with only 17 fire calls.

5. City Council Reports:

Councilor Zins stated there will be an interview tomorrow night for an EMT applicant.

Councilor Peterson shared an update from the Hoyt Lakes Chamber meeting.

Mayor Vreeland shared information on ERJP assistance along with United Way and state grants available for COVID-19 relief.

6. COVID-19:

It was decided that City Clerks Office will remain closed until renovations and phone system installation are complete. The Community Building will not reopen at this time. The Planning Commission may meet in person as long as social distancing and mask protocol are followed. City Council meetings will continue via ZOOM/Phone in.

There were no updates available in regard to the request for St. Louis County to host a vaccine clinic in Hoyt Lakes.

7. Mayor Vreeland shared that the lot surveying behind Leeds Road has been completed by Benchmark Engineering, however we are awaiting the final report. Once received, Leeds homeowners will be notified via letter.
8. Modification to the Blight Ordinance is in the draft process with City Attorney Brunfelt and will be presented at the next regular City Council meeting January 25, 2021.
9. Moved by Councilor Peterson, supported by Councilor Zins, to approve the purchase of skid steer Auger 19PD 2" (quote: Quick Attach Attachments LLC, \$4,386.00) and Hotsy Model 555SS pressure washer (quote: HotsyMinnesota.com \$4,084.95) for Public Works (2021 Budget items) Roll Call: Ayes: Zins, Popp, Peterson, Vreeland; Nays: None. Motion carried.
10. Public Works Supervisor Snetsinger explained that new hire Steve Peterson has the required licenses and certifications to qualify for Combination Specialist I. He also inquired about waving the step program. Moved by Councilor Popp, supported by Councilor Zins, to approve Steve Peterson as Combination Specialist I, with starting wage at 90% to be reviewed in 6 months. Roll Call: Ayes: Zins, Popp, Peterson, Vreeland; Nays: None; Abstain: Peterson. Motion carried.
11. City Re-organization:

A motion was made by Councilor Popp, supported by Councilor Zins, to make the following position appointments relative to the 2021 City Reorganization, with the addition of Blight Officer Sandy Schumacher. Roll Call: Ayes: Zins, Popp, Peterson, Vreeland; Nays: None. Motion carried

City Clerk-Treasurer – Rebecca Burich

Library Director – Susan Sowers

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

Public Works Supervisor – Ken Snetsinger

Public Utilities Supervisor – Jake Berndt

Electrical Inspector – State of Minnesota

Animal Control Officer – Jed Olmstead

Zoning Officer – Matthew Royseth

Planning Commission – Acting Secretary, Betsy Karkinen

City Assessor – St. Louis County

City Attorney – Colosimo, Patchin & Kearney Ltd.

East Range Police Department - Chief Tim Soular

Fire Department Officers: Chief – Anthony House, Assistant Chief – Jereme Dahmen, 3-Year Captain – Kevin Eckman, 2-Year Captain – Pete Wolner, 1-Year Captain – Nate Skelton, Secretary-Treasurer – Ann Vreeland

Ambulance Director – Melanie Olmstead; Assistant Ambulance Director – Cody Hanson

Hoyt Lakes Economic Development Authority – Chairman – Chris Vreeland; Commissioners: David Zins, Daniel Popp, Christine Peterson, Deborah Kramar; EDA Clerk – Rebecca Burich.
Motion carried.

A motion was made by Councilor Zins, supported by Councilor Peterson, to approve the following official depositories of City funds: First National Bank of Gilbert-Hoyt Lakes Branch, Raymond James and Associates. Roll Call: Ayes: Zins, Popp, Peterson, Vreeland; Nays: None. Motion carried.

A motion was made by Councilor Peterson, supported by Councilor Popp, to designate the Mesabi Daily News as the 2021 official City newspaper. Roll Call: Ayes: Zins, Popp, Peterson, Vreeland; Nays: None. Motion carried.

A motion was made by Councilor Popp, supported by Councilor Peterson, to approve the Mayor's Council Liaison appointments relative to the 2021 City Reorganization as follows. Roll Call: Ayes: Zins, Popp, Peterson, Vreeland; Nays: None. Motion carried.

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

Councilor Popp: Colby Ridge, East Range Joint Powers Board-alternate, Golf Course, Blight, Youth in Action, Central Iron Range Brownfield Coalition, East Range Public Safety Board-alternate, East Range Community Advisory Panel.

Councilor Peterson: Library, Cemetery, Arena/Recreation, Cable TV, Hoyt Lakes Chamber of Commerce, Hoyt Lakes Midway Renovation Committee, East Range Childcare Coalition.

Councilor Kramar: East Range Joint Recreation Committee, Fisherman's Point Campground, Garden Club, Trails, Hoyt Lakes Chamber of Commerce, Iron Range Tourism Bureau, League of MN Cities, Midway Renovation Committee.

Mayor Vreeland: Public Works/Utilities, City Hall, East Range Public Safety Board, East Range Joint Powers Board, Personnel Committee, Laskin Energy Park Management Team, RAMS-Alternate, Range Mayors' Association, East Range Community Advisory Panel, Coalition of Utility Cities, Coalition of Greater Minnesota Cities, Economic Development, Local Weed Inspector, East Range Snowmobile/ATV Club.

A motion was made by Councilor Zins, supported by Councilor Peterson, 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. Roll Call: Ayes: Zins, Popp, Peterson, Vreeland; Nays: None. Motion carried.

A motion was made by Councilor Zins, supported by Councilor Popp, 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. Roll Call: Ayes: Zins, Popp, Peterson, Vreeland; Nays: None. Motion carried.

A motion was made by Councilor Peterson, supported by Councilor Zins, 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. Roll Call: Ayes: Zins, Popp, Peterson, Vreeland; Nays: None. Motion carried.

12. Moved by Councilor Popp, supported by Councilor Zins, to approve Contractor Application for Payment #7 dated December 9, 2020 in the amount of \$28,500.00 to Mesabi Bituminous for the 2020 Street & Infrastructure Project. Roll Call: Ayes: Zins, Popp, Peterson, Vreeland; Nays: None. Motion carried.
13. Moved by Councilor Peterson, supported by Councilor Zins, to approve Contractor Application for Payment #3 dated December 21, 2020 in the amount of \$10,990.00 to Lenci Enterprises, Inc. for the City Hall Renovation Project. Roll Call: Ayes: Zins, Popp, Peterson, Vreeland; Nays: None. Motion carried.
14. Moved by Councilor Popp, supported by Councilor Peterson, to approve Contractor Application for Payment #5 dated December 28, 2020 in the amount of \$215,670.00 to Gridor Construction, Inc. for the Hoyt Lakes WWTF Improvement Project. Roll Call: Ayes: Zins, Popp, Peterson, Vreeland; Nays: None. Motion carried.

15. There was discussion on a request from Haven Bar & Grill for a full refund of their 2020 liquor license fee. Moved by Councilor Peterson, supported by Councilor Zins, to approve the request dated January 6, 2021 from Haven Bar & Grill for full refund of 2020 liquor license fees (\$1,200). Roll Call: Ayes: Zins, Peterson, Vreeland; Nays: Popp. Motion carried.
16. Moved by Councilor Zins, supported by Councilor Peterson, to authorize Public Works Supervisor Application for VISA Credit Card (\$5,000 Line). Roll Call: Ayes: Zins, Popp, Peterson, Vreeland; Nays: None. Motion carried.
17. Moved by Councilor Zins, supported by Councilor Popp, to approve advertising for part time position of Recycle Center Attendant. Roll Call: Ayes: Zins, Popp, Peterson, Vreeland; Nays: None. Motion carried.
18. The meeting was recessed at 7:26 pm and will stand in recess until Wednesday, January 13 at 6:30 pm to take up Agenda item 9G.
19. Moved by Councilor Zins, supported by Councilor Kramar, to reconvene the regular City Council meeting on Wednesday, January 13, 2021 at 6:30 pm. Roll Call: Ayes: Zins, Popp, Peterson, Kramar, Vreeland. Nays: None. Motion carried. Also present: City Attorney Mitch Brunfelt, City Clerk-Treasurer Burich.
20. The City Council discussed Agenda Item 9G regarding staffing and other employment matters for the City Clerk's Office.
21. Councilor Peterson moved, supported by Councilor Zins, to schedule a Special City Council meeting on Wednesday, January 20, 2021 at 5:00 pm to further review staffing and other employment matters for the City Clerk's Office. Roll Call: Ayes: Zins, Popp, Peterson, Kramar, Vreeland. Nays: None. Motion carried. The City Clerk-Treasurer was directed to provide job descriptions of both City Clerk-Treasurer and City Administrator to the City Council and Mayor prior to the special meeting.
22. Councilor Popp moved, supported by Councilor Peterson, to adjourn at 6:50 pm. Roll Call: Ayes: Zins, Popp, Peterson, Kramar, Vreeland. Nays: None. Motion carried.

Chris J. Vreeland
Mayor

ATTEST: _____
Tammy Snetsinger
Deputy Clerk