

**Minutes of Regular Council Meeting  
Monday, September 28, 2020  
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, September 28, 2020, at 6:30 p.m. Those present: Mayor Chris Vreeland; Councilors: David Zins, Daniel Popp, Christine Peterson. Absent: Councilor Brian Ceglar. City staff also present: City Attorney Mitchell Brunfelt, City Clerk-Treasurer Burich, Recreation/Golf/Arena Supervisor West, Ambulance Director Olmstead, Campground Manager Patti Rhode.
2. Moved by Councilor Zins, supported by Councilor Peterson, approving the following items from the consent agenda. Roll Call: Ayes: Zins, Popp, Peterson, Vreeland; Nays: None. Motion carried.
  - Item 3 Regular City Council meeting minutes of September 14, 2020;  
City Council Budget meeting minutes of September 15, 2020.
  - Item 7 Filing of correspondence:  
Planning Commission – September 15, 2020 meeting minutes;  
East Range Public Safety Board – August 10, 2020 meeting minutes;  
East Mesabi Sanitation – Letter dated September 1, 2020 – change in ownership;  
Bolton & Menk – WWTF Improvements Update dated September 18, 2020.
  - Item 10 Receipts, claims and payroll:  
Claims: \$ 795,315.07  
Payroll Earnings: \$54,238.28  
Payroll Employer Costs: \$7,050.79  
Payroll Total: \$ 61,289.07  
Total Claims & Payroll: \$856,604.14  
Motion Carried.
3. Guests and Citizens Forum:  
None
4. Department Reports:

Recreation/Golf/Arena Supervisor West shared that the golf season is winding down. The Hoyt Lakes Golf Course will host the IRC Cross Country Track meet Tuesday, October 6, 2020 and the course will be closed to the public. The course is set to close approximately October 20, 2020, weather dependent. Things are going well at the Arena with 4 X 4 Hockey and the youth hockey season will be starting soon.

City Clerk-Treasurer Burich shared that AEOA currently has a shortage of Hoyt Lakes drivers for the Meals-On-Wheels Program. It takes only a few hours a day. If anyone is interested in volunteering, they should contact Jill at AEOA 218-735-6899. This information will be posted on our website and the arena sign.
5. City Council Reports:

Councilor Zins attending a Planning/Zoning meeting on September 15, 2020 to review a variance request. The request is from a new owner of recently purchased lot on Leeds Road. It was the consensus of the Commission that there will be future requests for oversized accessory buildings due to the larger lot sizes and some owning more than one lot. There will be outreach to Attorney Brunfelt on amending ordinances and the recommendations will be brought to a future council meeting. Councilor Zins also attended a RAMS meeting where members were advised that RAMS has never endorsed a political candidate, remains neutral and that no member should use RAMS in any of there personal endorsements.
6. Councilor Popp has been working with Public Works Supervisor Snetsinger and East Mesabi Sanitation to arrange an additional fall curb-side clean-up for October 20 and 21, 2020. Further information and items allowed for pick-up will be advertised in the East Range Shopper, on the city website and on the arena board. Mayor Vreeland will contact members of the volunteer committee to be ready to assist residents that may need additional help those days.

7. Moved by Councilor Popp, supported by Councilor Peterson, to approve the 2021 Capital Budget. Roll Call: Ayes: Zins, Popp, Peterson, Vreeland; Nays: None. Motion carried.
8. Moved by Councilor Peterson, supported by Councilor Zins, to adopt City of Hoyt Lakes Resolution 2020-024, "A Resolution Amending Service Charges and Fees for the City of Hoyt Lakes effective January 1, 2021". Roll Call: Ayes: Zins, Popp, Peterson, Vreeland; Nays: None. Resolution adopted.
9. Moved by Councilor Popp, supported by Councilor Peterson, to adopt City of Hoyt Lakes Resolution 2020-025, "A Resolution Amending the Part-Time, Temporary and Seasonal Employee Wage Schedules effective January 1, 2021". Roll Call: Ayes: Zins, Popp, Peterson, Vreeland; Nays: None. Resolution adopted.
10. Moved by Councilor Zins, supported by Councilor Popp, to adopt City of Hoyt Lakes Resolution 2020-031, "A Resolution Adopting a Proposed 2021 City Budget". Roll Call: Ayes: Zins, Popp, Peterson, Vreeland; Nays: None. Resolution adopted.
11. Brian Guldan, Bolton & Menk, was present to explain PFA funding for the Wastewater Treatment Plant Rehabilitation Project. PFA has committed to supporting this project through the following funding sources: Clean Water Revolving Fund (loan) \$1,846,371; Water Infrastructure Fund (grant) \$3,345,826; Point Source Implementation (grant) \$7,000,000. These funding sources are subject to financial commitments from the City which include raising the monthly sewer rate for residential users in three annual updates to the sewer fee schedule: 2021: \$51; 2022: \$54.64; 2023: \$58.47. Moved by Councilor Zins, supported by Councilor Popp, to adopt City of Hoyt Lakes Resolution 2020-032, "A Resolution Committing to Certain Financial Obligations in Conjunction with Federal and State Funding for the 2020 Wastewater Treatment Plant Project". Roll Call: Ayes: Zins, Popp, Peterson, Vreeland; Nays: None. Resolution adopted.
12. Moved by Councilor Peterson, supported by Councilor Zins, to approve Application for Payment No. 2 to Gridor Construction in the amount of \$283,263. Roll Call: Ayes: Zins, Popp, Peterson, Vreeland; Nays: None. Motion carried.
13. Mayor Vreeland received several calls of interest from owners of the recently purchased lots on Leeds Road stating interest in purchasing the land behind their property on Malvern Road (currently in the process of being surveyed). Moved by Councilor Peterson, supported by Councilor Popp, to offer for sale the back lots on Malvern Road, once survey is complete, to the current owners of the following properties for \$1,000 per lot, with clarification that the City will not provide road access to these lots: Lots 1-11 Block 3, Lots 1-11 Block 4, and Lots 1-4, Block 5 Leeds Road. Roll Call: Ayes: Zins, Popp, Peterson, Vreeland; Nays: None. Motion carried.
14. Emily Major, SEH, was present to discuss items on the change order and tentative completion times for the 2020 Street and Infrastructure Improvement Project. Councilor Popp requested clarification on additional curb and gutter work. Emily stated it was requested by the City of Hoyt Lakes for drainage problems on the road behind the Arena leading to Suffolk Drive.  
  
Moved by Councilor Zins, supported by Councilor Popp, to approve Change Order 2C in the amount of \$28,971.40 for drainage problems on the road behind the Arena leading to Suffolk Drive. Roll Call: Ayes: Zins, Popp, Peterson, Vreeland; Nays: None. Motion carried.  
  
Moved by Councilor Peterson, supported by Councilor Zins, to approve Application for Payment No. 4 to Mesabi Bituminous in the amount of \$214,038.59. Roll Call: Ayes: Zins, Popp, Peterson, Vreeland; Nays: None. Motion carried.
15. The Personnel Committee recently met with EMS Director Olmstead for her six-month employee evaluation. Moved by Councilor Zins, supported by Councilor Popp, to increase EMS Director Olmstead's hourly wage to \$27.45/hour (100% wage per the current Supervisory Agreement) effective October 1, 2020. Roll Call: Ayes: Zins, Popp, Peterson, Vreeland; Nays: None. Motion carried.
16. The Planning Commission met Tuesday September 15, 2020 to discuss a variance request for Steve Smith and Tracy Lesnau for an oversized accessory building on Leeds Road. There was no public comment. It was recommended by the Commission to approve the request. Moved by Councilor Zins, supported by Councilor

- Peterson, to approve recommendation of the Planning Commission: Case #438, Application for a Variance to section 152.034 Accessory Buildings and Structures (F) for construction of oversized accessory building. Roll Call: Ayes: Zins, Popp, Peterson, Vreeland; Nays: None. Motion carried.
17. Moved by Councilor Popp, supported by Councilor Peterson, to table the Fisherman's Point Manager Contract 2022-2024. Roll Call: Ayes: Zins, Popp, Peterson, Vreeland; Nays: None. Motion carried. A special meeting date will be determined to further review the contract.
  18. Moved by Mayor Vreeland, supported by Councilor Popp, to approve the Hach Service Partnership Quotation in the amount of \$7,609 for instrumentation service at the Water Treatment Plant. Roll Call: Ayes: Zins, Popp, Peterson, Vreeland; Nays: None. Motion carried.
  19. Attorney Brunfelt reviewed the draft Tuition Assistance Agreement for tuition assistance in the form of eligible expenses for courses related to an employee obtaining EMT certification for the one-semester EMT program only, and shared his prepared advised agreement. He recommends council approval subject to final City Attorney approval. Moved by Councilor Zins, supported by Councilor Peterson, to approve the City of Hoyt Lakes Tuition Assistance Agreement for EMT Certification subject to City Attorney approval. Roll Call: Ayes: Zins, Popp, Peterson, Vreeland; Nays: None. Motion carried.
  20. EMT Katherine Carlson started her EMT training prior to being hired by the City of Hoyt Lakes and paid for the course herself. During the training she was hired by the City of Hoyt Lakes as an EMT and completed her training. Moved by Councilor Popp, supported by Councilor Peterson, to reimburse Katherine Carlson for her EMT training in the amount of \$1,731.30. Roll Call: Ayes: Zins, Popp, Peterson, Vreeland; Nays: None. Motion carried.
  21. Ambulance Director Olmstead reviewed the Ambulance agreement between the City of Hoyt Lakes and Biwabik. The City of Hoyt Lakes will cover all calls in Biwabik's PSA 6:00 a.m. to 4:00 p.m. Wednesday through Friday effective October 1, 2020 for a period of 12 months. Attorney Brunfelt also reviewed and it met his approval. Moved by Councilor Peterson, supported by Councilor Popp, to approve the Ambulance agreement between the City of Hoyt Lakes and Biwabik effective October 1, 2020. Roll Call: Ayes: Zins, Popp, Peterson, Vreeland; Nays: None. Motion carried.
  22. Ambulance Director Olmstead would like to sell the city owned chase vehicle due to lack of use and numerous repairs needed. Moved by Councilor Zins, supported by Councilor Peterson, to authorize selling the vehicle, with the process and fee to be determined at the next council meeting. Roll Call: Ayes: Zins, Popp, Peterson, Vreeland; Nays: None. Motion carried.
  23. Ambulance Director Olmstead expressed concern that the City does not charge Mesabi East School for the stand-by Ambulance service at football games. It is difficult to staff and costs the city additional wages. Moved by Councilor Peterson, supported by Mayor Vreeland, to charge Mesabi East School the standard \$150 per hour rate for stand-by service at Mesabi East football games. Roll Call: Ayes: Zins, Popp, Peterson, Vreeland; Nays: None. Motion carried.
  24. Moved by Councilor Popp, supported by Councilor Zins, to accept with regret, the letter of resignation from Jeremy Hutchinson, effective September 24, 2020. Roll Call: Ayes: Zins, Popp, Peterson, Vreeland; Nays: None. Motion carried.
  25. Moved by Councilor Zins, supported by Councilor Peterson, to approve the hiring of Shannon Helander as EMT pending successful completion of required city testing. Roll Call: Ayes: Zins, Popp, Peterson, Vreeland; Nays: None. Motion carried.
  26. Councilor Popp shared information from the 2021 Seasonal Campsite draw for Fisherman's Point that was held Friday, September 25, 2020 at the campground. Clarification was made on how alternates are determined. Moved by Councilor Popp, supported by Councilor Zins, to approve the 2021 Fisherman's Point Seasonal sites from the drawing held Friday, September 25, 2020. Roll Call: Ayes: Zins, Popp, Peterson, Vreeland; Nays: None. Motion carried.

27. Councilor Peterson discussed the request of Mesabi East Youth Hockey to be reimbursed for the annual food and beverage license renewal in the amount of \$315. Arena Supervisor West shared past practices on how the license payment was determined. Moved by Councilor Popp, supported by Councilor Zins, to table the request for reimbursement to Mesabi East Youth Hockey for food and beverage license. Roll Call: Ayes: Zins, Popp, Peterson, Vreeland; Nays: None. Motion carried.
28. Moved by Councilor Peterson, supported by Councilor Zins, to proclaim that October 15, 2020 be recognized as Pregnancy and Infant Loss Remembrance Day in the City of Hoyt Lakes. Roll Call: Ayes: Zins, Popp, Peterson, Vreeland; Nays: None. Motion carried.
29. Moved by Councilor Peterson, supported by Councilor Popp , to adjourn at 7:36 PM. Roll Call: Ayes: Zins, Popp, Peterson, Vreeland; Nays: None. Motion carried.

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Chris J. Vreeland  
Mayor

ATTEST: \_\_\_\_\_  
Rebecca Burich  
City Clerk-Treasurer