

Meeting Minutes

1. Call to Order/Pledge of Allegiance:

Mayor Lynn O'Brien called the Council Meeting to order at 6:00 p.m., followed by the Pledge of Allegiance.

Present: Mayor O'Brien; Council Members Margie Ritter, Mike Nelson, and Vic Moen; Assistant Finance Director of Grand Rapids Laura Pfeifer; City Clerk Lana Hess; City Engineer Jayson Newman; Representatives from ICTV and Scenic Range Newspaper.

Absent: Council Member Tony Donahue

2. Approval of Minutes: Motion to approve the February 5, 2018 and February 12, 2016, Council meeting minutes made by Ritter, seconded by Nelson. **Motion passed 4/0.**

3. Consent Agenda:

Mayor O'Brien reviewed the items on the Consent Agenda

- A. Claims for Approval List
- B. Treasurer's Report
- C. Correspondence: The Ranger, Jeni Venne – IRR, Minnesota Environmental Quality Board, Minnesota Pollution Control Agency, Kootasca Community Action, Employment and Economic Development, Mediacom, Iron Range Cool and Creative Get Together, Greenway Joint Rec Association, RAMS, Century Link, and Economic Development Workshop

O'Brien asked Newman to check if the city's trail would qualify for the Iron Range Resources and Rehabilitation's Grant Program.

O'Brien noted that the Iron Range Cool and Creative Get Together is schedule for Thursday, March 29 at the Minnesota Discovery Center from 9am – 4pm and if anyone in the community is interested in attending, they can contact the city for more information.

O'Brien asked if any Council had interest in attending an Economic Development workshop. Nelson and Moen expressed interest and will follow-up with RAMS Executive Director Steve Giorgi.

Motion to approve the Consent Agenda made by Nelson, seconded by Moen. **Motion passed 4/0.**

4. Public Forum – None.

5. Additions to Agenda - None

6. Reports

a. Maintenance – Moen reviewed the two estimates received for repairs needed for the city maintenance truck, noting a truck replacement was scheduled for 2019. He recommended accepting the bid from Southside Tire and Auto in the amount of \$1,377.30, noting if it is determined the repair of the U-joints is critical, Southside Tire would be authorized to proceed with that repair. Motion by Moen, seconded by Nelson, to proceed with the bid from Southside Tire and Auto. **Motion passed 4/0.**

b. Attorney –

c. Engineer – Newman indicated the radar sign is collecting data and a summary of that data will be provided by the April 2 meeting. A trail meeting was held and a new list of action items is being put together for trails. The public hearing for Fuhrman Avenue overlay project is scheduled for March 19 at 6:00 p.m. Newman requested Council read the feasibility report and contact him with questions in advance of the meeting so he can prepare for them. He will have materials, reports and exhibits for the residents. In response to a question from Moen, Hess indicated notices were sent by certified mail. It was noted Moen and Donahue will be absent on March 19.

d. Mayor – O’Brien thanked Council and Hess for their help while she was away. She also noted that the trail plans are proceeding.

e. Clerk – None.

f. Council – None.

g. Committees:

Personnel – None.

Park/Recreation – Donahue and O’Brien will meet in late March to discuss the youth program and summer parks.

Facilities/Equipment – None.

Zoning – Ritter indicated the next meeting is March 14 at 6 p.m. She will follow up with Attorney Licke on the Rental ordinance to see where that stands.

Technology – Nathan set up new email addresses for those Council who requested one.

Utilities – None.

GreenStep – Moen noted there is a meeting on March 13 at 4 p.m. at the Nelson residence to set goals and ideas for the coming year.

7. **Old Business** – The 2018 Domestic Animal Control Facility Agreement is no longer needed as Itasca County Sheriff will be picking up stray dogs. This will save the city \$175/month. Pet owners will need to pay the fees when the dog is picked up.

8. **New Business**

A. Clerk resignation – The city received notice from Clerk Hess that she would be resigning effective March 5. O'Brien expressed her gratitude for what Hess has done for the city. Motion by Ritter, second by Moen, to accept Hess's resignation. **Motion passed 4/0.**

B. New Clerk-Treasurer – O'Brien indicated an offer was extended to Jean Panchyshyn to serve as Clerk-Treasurer. Motion by Moen, seconded by Ritter, to approve Jean Panchyshyn as City Clerk-Treasurer. **Motion passed 4/0.**

C. Financial Statement and Office of the State Auditor Financial reporting-2017 – Pfeifer noted the General Fund Revenues were approximately \$51,000 over-budgeted mainly due to receiving a special assessment payoff. Property taxes collected were approximately \$255,000 which is about 98% of the levy. Pfeifer indicated this is typical for this area. Pfeifer also noted the County refunded the City for snowplowing that was billed but not received; the City also received small cities assistance of \$10,034; the LGA was adjusted down slightly, but the small cities assistance money is for street projects; the city will not receive this in 2018. General Fund Expenditures were under-budget of \$79,000; this was due to wages and payroll taxes; workers comp and general liability insurance; capital outlay projects not completed; and street overlay projects not completed - these funds are being held for future projects. Overall, the fund balance grew. O'Brien and Moen indicated the city is doing very well; Pfeifer concurred. She noted the city has enough funds set aside for streets, equipment, facilities, park improvements, and reserves to help float in-between receiving the tax levy payments which come twice a year.

D. Termination Letter to Grand Rapids for Interlocal Agreement – Financial Services – O'Brien indicated this letter will terminate the agreement for financial services with Grand Rapids. Council expressed its thanks to Pfeifer for the services she provided. Motion by Ritter, seconded by Nelson, to approve mailing the termination letter to Grand Rapids. **Motion approved 4/0.**

9. **Adjourn**

Motion made by Nelson, seconded by Moen, to adjourn the meeting at 6:31 PM. **Motion passed 4/0.**

Respectfully submitted,

Jean Panchyshyn, City Clerk-Treasurer

Lynn O'Brien, Mayor