

**MINUTES OF
REGULAR COUNCIL MEETING
TUESDAY FEBRUARY 21, 2017**

The Cass Lake City Council held its regular monthly meeting on Tuesday February 21, 2017 at 6:00pm at the Cass Lake Municipal Center after a working session at 5:00pm.

Attendance: Mayor Jerry Smith, Council Members George Donnell, Barb Sproul

Absent: Council Members Wayne Bohn, Scott Reimer

Also in Attendance: Sue Uhrinak, City Clerk-Treasurer, Sheriff Tom Burch, Sgt Brad Rittgers, Chief Deputy Eric Hoglund, Allan Olson, Cass Lake Times.

Open Regular City Council Meeting at: 6:07pm

A **Motion** by Donnell, seconded by Sproul to Amend the Agenda to Add New Business Items 10-e, 10-f, 10-g, 10-h and 10-i. **Motion Passed Unanimously**

1) **Draft Minutes:** None

2) **Consent Agenda**

a. Minutes:

1-17-17 Minutes of Regular City Council Meeting

b. Claims & Payroll:

Claims #11456- 11502 for \$47,584.63

Payroll # 2 for \$5,375.70

Payroll # 3 for \$5,121.06

Payroll # 4 for \$5,221.49

c. Water & Sewer Adjustment: NONE

d. Journal Entry Adjustment: NONE

3) **Scheduled Groups or Individuals**

Sheriff Tom Burch, presented the Cass County Sheriff's Department Annual Report for 2016.

Curt Meyer, WSN discussed the proposed street project estimates for 2017 for 3rd Street and extensions for Balsam Avenue and Basswood Avenues. Also discussed the estimates for 7th Street. Decided to hold off on 7th Street due to future expansion projects to be done in the area by Leech Lake.

4) **Council Committee Meetings:**

None

5) **Special Committee Meetings:**

Fire Association: Donnell reported that the Budget has been set for 2018 and the City will have a slight increase if fees for service.

6) **Department Head Reports:**

Sue Uhrinak, Clerk-Treasurer:

Working on annual reports for Auditor, he will be here on 2-22, Attended Emergency Management Meeting in Backus, met with Tyler Ray, USDA and Fire Assn on fire hall expansion, working on Funding documents for fire hall, sent out RFP to 10 contractors for building demolition, reviewed applications for Public Works, regular daily work.

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Tate Frazer, Public Works:

2016 Wastewater Treatment Facility Operator Award, for second year in a row.

Discussion was had regarding hiring for the Public Works I position and what the starting wages should be. Also will include a background check, DMV check and must have a High School Diploma or GED to be considered for the position. Interviews will take place on Thursday March 9, 2017 at 9am. Tate went through the applications and has selected 4 of the 7 to interview.

7) Attorney Reports:

Sara Peterson: Will be at town March 21, 2017 for a Closed Session with the council at 2:00pm and then will attend the regular council meeting.

8) Notices & Communications:

- a. Letter from State Representative Matt Bliss
- b. Notification from US Dept. of State on draft SEIS for Enbridge Energy
- c. Engagement letter from City Auditor Gordon Dale

9) Old Business:

a. Library Board. City Clerk update, was in contact with Betty Hink and requested a list of board members and also the date for the next meeting. Have not heard anything to date.

10) New Business:

A **Motion** by Donnell, seconded by Sproul to approve use of Rest Area for Annual Multi-Agency Winter Ice Rescue Training March 4, 2017: **Motion Passed Unanimously**

A **Motion** by Donnell, seconded by Sproul to approve request from Federal Dam Fire Department for old Fire Truck, now in storage: **Motion Passed Unanimously**

A **Motion** by Donnell, seconded by Sproul to approve decertifying assessments for unpaid utility bills and approving the sale of Tax Forfeit parcels 85-337-1035 & 85-337-1310 at public auction June 24, 2017: **Motion Passed Unanimously**

A **Motion** by Donnell, seconded by Sproul to approve Cemetery Software upgrade with mapping and training from Ramaker & Associates with funds coming from the Clerk's motor vehicle revenue account. **Motion Passed Unanimously**

A **Motion** by Donnell, seconded by Smith to approve **Resolution 03-2017** a Resolution Governing Professional Contact Policy. **Motion Passed Unanimously**

A **Motion** by Smith, seconded by Donnell to approve Application Assistance with Widseth Smith & Nolting for Stage II completion of the USDA Community Facilities Application. **Motion Passed Unanimously**

A **Motion** by Donnell, seconded by Sproul to approve 2017 Street Utility estimates for 3rd Street, Balsam and Basswood Avenues and authorize letting project out for bids. **Motion Passed Unanimously**

A **Motion** by Donnell, seconded by Sproul to approve a MOU for starting wage for Public Works I from \$10.00 per hour to \$11.50 per hour and then to \$12.50 per hour after satisfactory completion of probationary period. **Motion Passed Unanimously**

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Discussed updating all job descriptions for city positions. Clerk will get copies to the Personnel Committee to start reviewing process.

11) Announcements and Information:

- a. Revenue & Expenditure Guideline as of February 15, 2017,
- b. Cass County Clippings January 2017.
- c. MDH Waterline spring 2017 edition.

12) Items Removed from Consent Agenda

13) Groups or Individuals not on the Agenda

A **Motion** by Sproul, second by Donnell to Adjourn Regular City council meeting at 6:23pm: **Motion Passed Unanimously**

ATTEST:

Jerry Smith, Mayor

Sue Uhrinak, City Clerk-Treasurer