

**City of Hill City**  
**Regular Council Meeting**  
**May 12, 2015**

**1. Call to Order/Pledge of Allegiance/Roll Call**

- A. Mayor Baker called the meeting to order at 6:00 p.m.
- B. Everyone joined in the Pledge of Allegiance.
- C. The following persons were present: Mayor Larry Baker, Council Members Nate Rollins, Dave Lange, Tina Haugen and Audrey Baratto.

Staff present: George Casper, Jeff Madsen, Diana McManigle, Mike Boleman and Tom Fasteland.

**2. Consent Agenda**

Motion made by Baratto to approve the Consent Agenda as presented, second by Rollins. Motion carried with all members present voting in favor.

**3. Public Forum**

**A. Cre Larson – First Call Information and Referral**

Cre Larson was unavailable to attend the meeting. First Call is a 24 hour per day information and referral service for Itasca and Aitkin County. This service deals with all crisis's such as suicide, abuse, drugs, child placements, mental health issues, etc. Council member Haugen stated that she knows of people from our community that have used this service in the past. Motion made by Lange to approve donating \$550.00 to this service, second by Baker. Motion carried with all members present voting in favor.

**B. John McManigle – Quadna Resort Campground & Motel Sewer & 3.2 Liquor License**

John McManigle, who is managing the Quadna Campground & Motel, was present in regard to the sewer charges. The current sewer charges for the campground and motel are \$1,065.00 per month. John asked the Council if there was anything that could be done to lower these charges in some way to make them more equitable with what the actual usage is. For example; in April there was one camper in the campground for two nights, and three people in the motel for 4 nights. John McManigle explained that he is managing this property while collecting no salary for himself and running at a percentage with the owner, Curt Cluff, to pay the staff and utilities. John said that he believed that the campground and motel were good for the community as a whole and that he would not be able to keep this open if it was a losing endeavor. The Council agreed to look into these sewer charges to see what may be done. John also requested from the Council a 3.2 off-sale license. Due to the fact that the taxes and back utility bills are not current this may not be possible. The Council will look into this as John is only leasing the campground and motel and does not own it nor is responsible for the back bills.

**C. David Olson and Jennifer Coffman from Knuckleheads – Street Dances**

Dave Olson and Jennifer Coffman were present to request closing off part of Lake Ave. for separate street dances. May 30<sup>th</sup> for a "Kick off Summer" party, June 13<sup>th</sup> for an Abate membership drive ride, July 25<sup>th</sup> for their wedding dance and Aug. 15<sup>th</sup> for the Wounded Warrior run. Police Chief Madsen stated that there have been calls into City Hall and to him in regard to closing off streets for Graduation parties also. According to the city's ordinances any street dances or events on city property need to have insurance limits of \$500,000.00 per individual claim and \$1,500,000.00 per event with the City of Hill City named as additional insured. Knuckleheads has these insurance limits and will name the City of Hill City as additional insured on their insurance for these street dances. The Council told Clerk McManigle to get together an application for requests of any special events or street dances and bring it to the June 9<sup>th</sup> Council meeting for approval. Motion made by Rollins to approve the four street dances for Knuckleheads, second by Haugen. Motion carried with all members present voting in favor.

#### **4. Addition or Corrections to the Agenda**

At this point in the meeting Clerk McManigle requested that the Airport Hangar Lease for Dave Walen be brought up on the agenda so that he did not have to sit through the full Council meeting.

The city currently has a lease with Dave Walen for 4,160 square feet at the airport at eight (8) cents per square foot (\$332.50 per year) for the period of June 7, 2005 ending June 7, 2015. Dave Walen has a hangar on this leased property and was present at the Council meeting and wanting to renew the lease for another 10 years at the same terms. Dave also explained to the Council that he pays property taxes on the hangar itself to the County. Motion made by Lange to renew the lease for another ten (10) years at the same rate of \$.08 per square foot for a total of \$332.50 per year with all of the same terms, second by Rollins. Motion carried with all members present voting in favor of.

#### **5. Reports**

##### **Maintenance/Water/Sewer/Parks/Airport/Streets**

- Head Maint./Public Works, George Casper reported that they have been putting up tin in the Maintenance shop since it has been raining.
- Casper reported that there was a sewer lift station that has been pumping more water than normal and that upon investigation an E1 system on the south end of town appears to be the problem. A certified letter was sent on April 22, 2015 to the homeowner giving them ten days to repair this or the city would have the repairs done and certify the cost to their taxes. The signed receipt nor the original letter has yet been returned to the city.
- Casper is also going to be starting a discharge next month.
- The Hill Lake Park was opened last weekend for the opening of fishing.
- Council member Haugen reported that reservations are being taken for the RV sites in the park and would like to have the motion to reserve all fourteen sites amended to reserve ten of the sites leaving four sites for "walk-ins". Motion made by Rollins to amend the motion from the April 14, 2015 meeting to reflect only reserving ten of the fourteen sites, second by Haugen. Motion carried with all members present voting in favor.
- Casper reported that they would be starting to mow the airport.
- Casper said that he would be getting an ad in the paper for Class 5 for this year.

##### **Fire Department**

- Assistant Fire Chief Boleman reported that they do not yet have quotes for the motor and pumper on Unit 4. There were 2 calls last month. Unit 2 is having some maintenance done on it at the cost of \$2,500.00 to \$3,000.00.
- The Fire Dept. also wanted to add three new members to the department as they had completed all of the requirements. Motion made by Baker to approve adding Cody Fox, Aldo Mercado and Joe James to the Fire Dept. pending them passing background checks, second by Rollins. Motion carried with all members present voting in favor.
- Tom Fastland from the Fire Dept. was present and requested raising the Fire Dept. retirement from \$615.00 per year to \$700.00 per year. This would increase the contribution by \$3,685.00 per year with the city having to pay \$1,048.01 and the remainder being split by the townships that the fire dept. covers. This raise in contribution would be effective Jan. 1, 2016. Motion made by Lange to increase the retirement for the Fire Dept. to \$700.00 effective Jan. 1, 2016, second by Haugen. Motion carried with all members present voting in favor.

##### **Police Department**

- Police Chief Madsen reported that the DARE contract with the school needed to be done for this year yet and would like to get the contract done for next year as well. The school is dropping their contribution to the DARE program from \$3,000.00 to \$2,000.00. Also, this year the DARE trip will be to Duluth instead of to a Twins game. Motion made by Rollins to approve the DARE contracts upon Mayor Baker's approval, second by Baratto. Motion carried with all members present voting in favor.

- Police Chief Madsen also reported that the County had a new computer program that everyone is still learning.
- Council member Lange asked if the Police dept. had a mutual aid agreement with Itasca County or the Grand Rapids Police Dept. Madsen said that there was no formal agreement but there is a state wide agreement for mutual aid.
- Council member Lange also reported that years ago the Hill Lake Township had starting assessing for Public Safety \$10,000.00 per year. Lange felt that something official should be in writing for the city Police Dept. to help cover the township. Police Chief Madsen suggested putting together a committee to work with the township on this.

### **Mayor**

- Mayor Baker said that he had heard there had been complaints about the Hill Lake Park not being open by the weekend before the opening of fishing. He stated that people needed to understand that there is a lot of work that goes into getting the park open and ready for the season.

### **Clerk**

- Clerk McManigle reported that the credit/debit card usage was continuing to grow.
- Clerk McManigle said that Matt Huseby from the DNR had been in and that the DNR wanted permission to replace the concrete pad for their trailer at the airport and to also add a helipad for the helicopter. Motion made by Rollins to approve this as long as they stay within their leased area at the airport, second by Baker. Motion carried with all members present voting in favor.

### **Council**

- Council member Haugen said that she needed clarification on where to go if there was an issue within the city or with a city employee. She was told that if there was an issue with a city employee that there would need to be a special closed meeting with the employee in question at the meeting. If the employee in question wanted the meeting open to the public then it would be an open meeting.
- Council member Haugen also said that there was an issue with a citizen that was upset with receiving a shut-off notice on his water and sewer and receiving a late fee. This citizen felt that since there had been an overcharge on his account and he was refunded money for his water & sewer that the bill had been taken care. The Council agreed that this matter should have been handled differently. Motion made by Baker to reverse the late fee and to have Deputy Clerk Meyer write this citizen an apology letter and to email the apology letter to the council for approval before mailing it, second by Rollins. Motion carried with all members present voting in favor.

### **Committees: Personnel, Facilities/Equipment and Land Use**

- There was discussion on the ordinance the deals with the minimum sizes of a residences, basically pertaining to single wide mobile homes, doublewides, etc. The Council felt that the ordinance should be revisited and will do so when something comes up.

## **6. Old Business**

### **A. Trail Information**

Research is still being done on if a trail for golf carts, etc. can be put alongside of the current walking trail. Also, there needs to be clarification of ATV's on Lake Ave. and on Summit Ave.

### **B. Wifi in Hill Lake Park**

Getting Wifi in Hill Lake Park is still being priced out and researched.

### **C. Non-motorized watercraft**

Council member Haugen reported that the insurance for non-motorized watercraft is \$5.00 at the Hill Lake Park. Haugen proposed that the non-motorized water craft gets tabled until next year so that bids can be gotten for the watercraft, life jackets, research a lockup/storage system, etc. The Council agreed with this.

### **D. Screen Projector**

Police Chief Madsen, (who had to leave the meeting earlier), was requesting to purchase a screen projector for car seat classes, liquor servers classes, etc. This was brought up before and at that time the Council felt that since the projector would only be used a few times a year he could use the Fire Depts. projector or Mayor Baker thought Madsen could use the schools. Council member Rollins stated that

the only way he would approve the purchase of a screen projector is if the projector could be shared with other entities and rented for occasions in the Community Room.

**E. Banyon Fund Accounting and Payroll**

Clerk McManigle reported that she had been working faithfully on getting the Banyon Fund Accounting and Payroll information into the computer for this year but is far from having it completed. These programs were “blank” when they were received from Banyon and the system basically had to be built from scratch. Clerk McManigle had contacted the CPA that does the city’s annual audit and was told that she was alittle familiar with Banyon software as Bovey had used Banyon for a time. The cost of the city’s annual audit would go up approximately \$1,000.00 per year if there were no adjustments and more if there had to be adjustments. Clerk McManigle told the council that these programs were not necessary to start with as the CTAS program that we are currently using is free with no annual support fees and developed by the State Auditor for small cities. The Banyon programs cost \$7,282.52 originally and the annual support fees are \$1,590.00. Over a five year period the city would be spending \$7,950.00 just for support. Clerk McManigle felt that this was a waste of tax payers money as these programs are completely un-necessary. Bovey had used the Banyon for a time and hated every minute of it. Bovey said the programs are too complicated, not user friendly and by far too expensive. They now contract with the City of Grand Rapids for their Fund Accounting and their Payroll. The City of Gilbert hated the software, the individual modules are each independent, are not integrated, different reports of the same information yield different totals, and completely difficult to work with. Council member Haugen had spoken with Teri Osterman (a Clerks trainer who is familiar with nine different accounting programs that cities use) and told Tina that the Banyon Programs are difficult, complicated and not for a city the size of Hill City. Motion made by Rollins to “dump” the Banyon Fund Accounting and Payroll software and to stay with CTAS (the program designed for small cities by the State Auditor), second by Baratto. Motion carried with all members present voting in favor of.

**F. Accepting Bid for Water Project**

Bids had been put out for on a 2015 Water system Improvement. There were three bids that were turned in for the project. Casper Construction for \$79,865.00, Hibbing Excavating for \$79,240.00 and Anderson Brothers Construction for \$50,716.94. The City Engineer had looked over all of the bids and nothing was missing from any of them. Motion made by Rollins to accept the low bid of \$50,716.94 from Anderson Brothers Construction based on the recommendation from the city engineer, second by Haugen. Motion carried with Haugen voting yes, Rollins voting yes, Baker voting yes, Baratto voting yes and Lange abstaining.

The walking trail repairs will be done by July 4, 2015 or sooner.

**7. New Business**

**A. Tree Trimming in Hill Lake Park**

George Casper reported that tree trimming needed to be done at the Hill Lake Park. Placards Tree Care charges \$170.00 per hour and J & CB Tree Trimming charges \$150.00 per hour. Council member Rollins wanted formal quotes from both tree trimmers and put on the agenda for the next meeting.

**B. Zoning Permit Fees**

There had been a complaint on the fee charges for a deck based on size. The fee goes from \$25.00 for up to 120 sq. ft. to \$100.00 for 121 to 1,000 sq. ft. The decision was to leave the fees as they are.

**C. LED Snowmen – Bear Park**

The office staff brought to the Council a picture of three LED snowmen that they would like to purchase for Bear Park for this coming winter. These are lighted Mom, Dad and Baby snowmen which are on sale for a total of \$2,059.00. There is money on the Lodging Tax account which can be used for this. Motion made by Rollins to approve purchasing the snowmen, second by Haugen. Motion carried with all members present voting in favor.

Motion made by Baker to adjourn the meeting at 8:50 p.m., second by Rollins.

Respectfully Submitted:

---

Diana McManigle, Clerk/Treasurer

---

Larry Baker, Mayor