

City of Scanlon
City Council Minutes
June 12, 2024
5:30 pm

Pursuant to call, and with due notice Mayor, Ron Stigers called to order this meeting of the Scanlon City Council at 5:30 p.m. in the Scanlon City Council Chambers on Wednesday, June 12, 2024.

Roll Call: Mayor Ron Stigers, Scott Boedigheimer, Mike Berthiaume, Cody Grashorn, Annette Bryant, Jill Wartner – City Clerk, and Dave Line – Public Works.

City Attorney: Dennis Korman

Absent: None

Pledge of Allegiance

Citizen Present: Mary Ann Johnson, Marshall Johnson, Lori Stigers, Thalia Foss, Bruce Welman, Chris Rokke, David O'Connor, and Jeff Goetzman.

Agenda Additions: Motion to approve the agenda as is made by Cody Grashorn, second by Mike Berthiaume. All in favor, motion carries.

Consent Agenda: Motion to approve the May 8, 2024 City Council Minutes, May 8, 2024 Planning Commission Minutes, April checks paid 54492-54526, total disbursement of \$76,252.65, May checks paid 54527-54560, total disbursement of \$86,755.53, April and May Finance reports made by Scott Boedigheimer, second by Mike Berthiaume. All in favor, motion carries.

Charitable Gambling:

Reach – Lost Tavern, received April report, \$79.46 check received.

Wood City Riders – Rendezvous, received April report, \$184.89 check received.

Eagles Aeries 1163 – Hank's Sports Bar, received April report, \$369.91 check received.

Irving Community Club – River Inn, received April report, no check received.

Total deposit for the month of May was \$634.26.

Communications

Cloquet Police Department – City Council has a copy of the May 2024 Police report in their packet. Cloquet reported 44 calls in May. Was reported that they are down staff and doing interviews on 6/13/2024. Annette asked who she could contact to get a slower speed limit on Hwy. 45, she was advised to start with the County Engineer.

Wood City Riders Snowmobile Club – Chris was present and reported that there is a BNSF crossing behind the Rendezvous that is no longer in use. MN Power will be potentially no longer maintaining. If they no longer maintain this crossing there would be nowhere else for snowmobiles, ATV's and pedestrians to cross except on Hwy. 45 which the county has made clear they do not want to happen. Because the city has utilities in that area, Wood City Riders is wondering if we would support them with requesting MN Power keep maintaining that crossing or if we could consider partnering with them to maintain it ourselves. The council would like them to get some more information on timelines and next steps and communicate those answers back to us.

Building Inspector – City of Cloquet issued 1 building permit in May, one for roof.

City Engineer – Jeff Goetzman presented.

- LRIP Grant was not successful, recommend more discussion on project elements to bolster application, watch for next application cycle and will reapply.
- Mayor Stigers received an e-mail to submit projects for funding consideration to Senator Smith and Klobuchars. A request for funding was submitted on the City's behalf on April 26.
- WLSSD recently scored Scanlon, Scanlon received a very good score.

- MN Dept. of Health has provided grant funding to the City for MSA to help complete the water service line inventory project. MSA is working with Scanlon in several different ways to help assist in the completion of this project.
- Budgetary costs provided to Dave Line for potential CIPP lining projects. Council would need to determine funding levels and decide if to move forward with feasibility report and preliminary hearing.
- MSA assisting city in closing out the WLSSD Smoke Testing Grant.

Motion to approve for Jeff to get Geotech samples for 28th Street and Dewey Ave. made by Scott Boedigheimer, seconded by Mike Berthiaume. All in favor, motion carries.

City Attorney – Dennis advised that when he came the meeting door was locked and needs to remain unlocked during a meeting.

Public Works – Dave Presented

- New seasonal employee has started as of 06/10/2024
- Leagues have started practicing at Sather Park
- Waiting on fencing quote from Rowdy’s Fencing
- There was a water leak that has now been repaired at High Ropes by D&B Trucking on 5/22
- Sather Park had rocks in the sewer line which has now been repaired by D&B Trucking on 5/28, should the funds come from water/sewer or Park? Jill will look into
- 200 yards of class 5 has been put on Tall Pine by D&B Trucking on 5/20
- 2024 Street Sweeping was completed by Kiminski Paving
- New clerks room and council room electrical has been completed by Benson
- International Plow Truck needs new front plow cutting edge

Received an estimate for a new tractor from John Deere in the amount of \$29,971.61, council advised one additional estimate is needed and will table until additional estimate is received.

Mayors/Council Update: Ron will be out of the office June 13-16.

Citizen Comments: Jill shared an e-mail from a resident at 2508 Sahlman Ave. that has a large pothole on the road in front of her driveway and was hoping it could be filled in. Council advised this is a county road and to forward her e-mail to the county, Jill will do so. MaryAnn advised she does not like the financials that the auditor provided. MaryAnn asked why there was a \$8 fee and a \$12 fee listed as an overdraft fee, Jill advised those are actually fees from residents that wrote a bad check and will correct this. Bruce Welman from AirServe advised he received a letter in regards to the multiple shipping containers on his property. The resolution that was sent to him was a resolution back in 2018 and he was advised from his attorney that resolutions are only good for one year. He also mentioned the Zoning Ordinance it refers to is not clear in regards to the amount of shipping containers a property can have. He advised he’s had 3 on his property for years without any issues being raised. The council advised that until they can clear up this issue with the Zoning Ordinance, he can have the shipping containers on his property, the Planning Commission will hold a meeting on July 10 at 4:30PM to address this.

Committee Reports:

City Property/Building Community Center Committee –

Daycare Update – Daycare has passed fire Marshall inspection, kids have moved in.

City Clerk Office – Jill provided an updated lease agreement for MaryLee Gymnastics. Motion to approve the updated lease agreement for MaryLee Gymnastics contingent on updating the rent amount on line 2. to state the correct amount of \$400/month September-May and \$100/month June-August made by Scott Boedigheimer, second by Annette Bryant. All in favor, motion carries.

Jill presented the representation letter from Schlenner Wenner & Co. and the 2023 Audit Summary. Three internal control findings were reported, which are very common for cities of our size.

- They record various audit adjustments in order to report the financial statements as they are today. The adjustments were primarily done to rectify items between funds.
- Segregation of duties. Ideally multiple people would take care of the various phases of the accounting transaction cycle, in order to primarily segregate these duties. This, of course, isn't feasible in an entity of our size.
- They report a finding being that they prepare the City's financial statements.

There was one finding in the MN legal compliance area. The City must publish a summary of its financial results in a newspaper or in 3 of the most public places in the City. They have provided Jill a template and are working with her to make sure we are compliant going forward.

Motion to approve Resolution 2024-08, 2023 audit made by Annette Bryant, seconded by Cody Grasshorn. All in favor, motion carries.

Ordinance No. 218, Inflow and Infiltration was discussed as there is a discrepancy under Section 6. Under Section 6 it states that all homes at point of sale require a sewer lateral inspection. Then under the exception part it states that if a home is built within the last 10 years the sewer lateral inspection is not required. So, what do we do with homes built in the last 10 years but being sold? Suggestion was made to completely take out the Exceptions part of the ordinance, Jill will prepare and present at the July 10 Planning Commission meeting. Ordinance No. 234 – Chickens within the City of Scanlon was presented for discussion. Annette would like to see ducks and Geese added to the Ordinance. Marshall advised we need to add language stating only for single family dwellings. Jill will modify and present at the July 10 Planning Commission meeting.

CD Interest Rates were presented for Northwoods Credit Union, Frandsen Bank and Trust and Members Cooperative Credit Union. Council decided to table until Dave has the 2nd tractor quote.

Computer quote in the amount of \$5,152.18 was received from Wallin Computing for new computers for Jill and Lori. Motion to approve the computer quote made by Annette Bryant, seconded by Cody Grashorn. All in favor, motion carries.

Cloquet Fire Department: Marshall reported

- Two Paramedics resigned.
- Awards ceremony held May 29 to recognize staff.
- Two donations were received, one from Members Cooperative Credit Union for \$650 and another from the Cloquet Chamber of Commerce Leadership Program. Donations will be used for the Risk Reduction Program.
- Starting to look at the budget for 2025.
- Negotiations are starting for the firefighters for 2025.
- Contract between Cloquet, FDL and the Fire Department being looked at.

Park Department – Mike reviewed the Park board minutes from May 29th. Amanda Smith from the day-care located at the Scanlon Community Center would like to put a fence up at the park located at the Community Center. The fence would just be a partial fence alongside Dewey Ave. to keep the kids from running in the street and she is willing to cover the cost. The council will table the discussion until she can attend a council meeting to answer questions about the fence. Wildflower garden was discussed, the council agreed it would be a 150 square foot native plan garden. Location was not approved, will be discussed at next meeting. Public Works employees will do the initial digging and it will then be maintained by volunteers. Motion to approve a 150 square foot Wildflower Garden was made by Annette Bryant, seconded by Scott Boedigheimer. All in favor, motion carries.

The Park board would like to purchase a mini merry-go-round for Sather Park, Marshall mentioned that our previous insurance carrier dropped us due to having a merry-go-round. Jill will contact Reliable Insurance to see if they will cover the merry-go-round or not.

Personnel Committee – Jill is working on updating the Personnel Policy to mirror the League of MN Cities template.

Planning Commission – Next meeting will be scheduled July 10 @ 4:30pm.

Water and Sewer Department:

Motion to approve the water shut off, adjustment reports and water loss report reports made by Cody Grashorn, second by Mike Berthiaume. All in favor, motion carries.

Jill brought up a recent issue that Cloquet brought to our attention, they replaced a meter vault and it is reading exceptionally high. Council advised that we need to work with Cloquet to possibly get a new meter put in, make sure the other one is calibrated correctly and maybe get a data log.

22nd Street Updates: Pre-construction meeting scheduled at Carlton County on May 9th at 1PM, Mike, Ron and Dave will attend.

Pending Tasks:

1. New homeowner was sent a letter stating they have until 9/1/2024 to complete repair work.
2. **Siren Replacement** – Installation is set to happen June 13, 2024.

Old Business:

1. **Sales Tax** – Sales tax report was updated. Current balance is \$293,701.80.
2. **Cable Commission** – Nothing new to report.
3. **WLSSD** – Monthly reports in the Council packet.

New Business: National Night Out is scheduled for August 5, Council approved a \$1,000 budget. Mike was appointed as the Committee Chair.

Scott asked why our Public Works employees are not doing the work themselves when it comes to digging up broken sewer/water lines. Scott also mentioned our previous employees did the work themselves and that would save us money. Ron will talk with the Public Works employees about doing more of that work themselves.

Committee Reports: Motion to approve all committee reports made by Scott Boedigheimer, second by Mike Berthiaume. All in favor, motion carries.

Adjournment: Motion to adjourn made at 7:40pm made by Scott Boedigheimer, second by Mike Berthiaume. All in favor, motion carries.

Next City Council Meeting
July 10, 2024
5:30 pm

Ron Stigers, Mayor

Jill Wartner, City Clerk/Treasurer

ATTEST