**ORR CITY COUNCIL**

**MINUTES OF REGULAR MEETING**

**January 11, 2016**

The regularly scheduled meeting of the Orr City Council was held Monday, January 11, 2016, at the Orr City Hall.

Mayor Joel Astleford called the Meeting to order at 7:00 p.m. Roll call was taken and the Pledge of Allegiance was recited:

Present: Mayor Joel Astleford

Councilor Lloyd Scott

Councilor Tom Kennebeck

Councilor Bruce Black

Councilor Ericka Cote

Motion by Bruce Black, second by Lloyd Scott, to approve the Consent Agenda consisting of Minutes of Regular Council meeting of December 14, 2015; Minutes of Truth-in-Taxation Meeting of December 14, 2015; and expenditures in the amount of $140,406.22. All in favor. MOTION CARRIED.

Motion by Lloyd Scott, second by Tom Kennebeck, to approve Sterle and Co., Ltd., as the 2016 auditing firm and to accept the terms of their service contract. All in favor. MOTION CARRIED.

Two bids were submitted for consideration for appointment of the 2016 legal newspaper. Motion by Tom Kennebeck, second by Ericka Cote, to accept the low bid from the *Cook News-Herald* for $1.00/column inch for legals and $3.50/column inch for display ads. All in favor. MOTION CARRIED.

Motion by Lloyd Scott, second by Tom Kennebeck, to appoint Cope & Peterson, Ltd., as the City’s 2016 legal counsel; and Fryberger, Buchanan, Smith & Frederick, P.A., as the 2016 bond counsel. All in favor. MOTION CARRIED.

Motion by Lloyd Scott, second by Ericka Cote, to appoint Benchmark Engineering as the 2016 engineering firm; and Short, Elliot and Hendrickson, Inc., as the 2016 engineering firm for the Orr Regional Airport. All in favor. MOTION CARRIED.

Motion by Bruce Black, second by Lloyd Scott, to appoint American Bank of the North, RBC Wealth Management, and the League of Minnesota Cities, 4M Fund, as the 2016 financial institutions for the City of Orr. All in favor. MOTION CARRIED.

Motion by Tom Kennebeck, second by Ericka Cote, to approve the 2016 standard mileage reimbursement rate at the IRS allowable rate of 54 cents per mile. All in favor. MOTION CARRIED.

Motion by Bruce Black, second by Tom Kennebeck, to approve 2016 committee appointments:

Airport Joel Astleford / Tom Kennebeck

Ambulance Ericka Cote / Lloyd Scott

Cemetery Bruce Black / Tom Kennebeck

Fire Dept. Lloyd Scott / Ericka Cote

Liquor Store Joel Astleford / Bruce Black

Parks & Rec Tom Kennebeck / Bruce Black

Library Tom Kennebeck

Tourist Info Tom Kennebeck / Ericka Cote

Water & Sewer Joel Astleford / Bruce Black

All in favor. MOTION CARRIED.

Motion by Bruce Black, second by Ericka Cote, to transfer restricted levy funds received from the Cook-Orr Hospital District in the amount of $80,679 from the city’s general checking account into the Money Market interest bearing account with American Bank of the North. All in favor. MOTION CARRIED.

Motion by Tom Kennebeck, second by Bruce Black, to approve payment of invoice 708079 from Barn Yarns in the amount of $645.85. All in favor. MOTION CARRIED. Mayor Astleford reminded department heads to obtain council approval before incurring expenditures in excess of $500.00. The clerk was directed to send a memo to all department heads reminding them of city policy.

A request was received from Robert Deatherage for an adjustment on his water bill. He had an unusually high usage due to an outside, broken water spigot. Motion by Lloyd Scott, second by Ericka Cote, to approve a one-time reduction on the Deatherage’s water bill to their normal monthly usage. All in favor. MOTION CARRIED.

The City’s holiday decorations are in need of repair and maintenance. Roni Carr is willing to repaint and repair the decorations. She does not anticipate the labor and materials to be in excess of $500.00. The Council would like to see the decorations continue to be lit. Motion by Tom Kennebeck, second by Ericka Cote, to approve Roni Carr repairing the holiday decorations at a cost not to exceed $500.00. All in favor. MOTION CARRIED.

Motion by Bruce Black, second by Lloyd Scott, to approve travel and training request for Maintenance Supervisor Paul Koch to attend Continuing Ed/MRWA School in St. Cloud, Minnesota. All in favor. MOTION CARRIED.

Motion by Tom Kennebeck, second by Ericka Cote, to approve Resolution No. 2016-1 Authorizing the City of Orr to Make Application to America-in-Bloom Grant Program “CN EcoConnections from the Ground Up.” This is a 50/50 grant of up to $25,000, and in-kind services can be used as the City’s match. The Orr Chamber of Commerce has also indicated they would be willing to be a partner if the grant is approved. All in favor. MOTION CARRIED.

REPORTS FROM DEPARTMENT HEADS:

Liquor Store: Liquor Store Manager Charles “Chet” Nieman informed the council year-end sales for the liquor store were $26,000 more than the previous year. The audit went very smooth. Chet requested council approval to purchase from EBay one 3-stall sink (approximate cost $475.00) and a hand washing sink (approximate cost $70.00) in order to be in compliance with the Minnesota Department of Health requirements for installation of the deep fryer. Motion by Tom Kennebeck, second by Ericka Cote, to approve purchase of the sinks and for the clerk to set up an EBay PayPal account and deposit up to $1,000 in it if necessary. All in favor. MOTION CARRIED.

Chet also requested council permission to purchase a new cash register system for the on-sale in the amount of $3,500 from Total Register Systems. This is an expenditure specified in the 2016 approved budget. Motion by Bruce Black, second by Lloyd Scott, to approve purchase of a new on-sale till in an amount not to exceed $3,500.00. All in favor. MOTION CARRIED.

Ambulance: Donna Hoffer reported ambulance personnel will be attending trainings and EMS refresher courses in February and March. They are looking for a place where out-of-town ambulance personnel can stay in order to timely respond to calls.

Fire Department: No report.

Water and Sewer: Maintenance Supervisor Paul Koch reported the parts have been ordered to repair the hydrant on Johnson Parkway. The circulating pump for the water tower is working. The skating rink is ready and has received a lot of use. There have been issues with the key not being returned in a timely manner. Paul will remind the check-out locations that the key cannot be kept overnight and must be checked out by someone over the age of 18. Paul thanked Corey Strong and Bois Forte Public Works for their assistance in putting up the Christmas lights.

Airport: Airport Manager Timothy Lilya reported an inventory of 1,100 gallons of 100LL and 546 gallons of Jet A fuel.

Library: Tom Kennebeck reported the committee met on January 9, 2016. Sherrie Lammi is willing to help out again in the spring. The Library Committee has been bringing books to Care Free Living for the convenience of residents during the winter months. Summer plans include craft programs for children and a book club.

Tourist Information Center: Clerk Cheri Carter reported it has been quiet.

Comments from Council/Visitors: None

Comments from Mayor: Mayor Astleford commented the new LED lights outside the City Hall/Tourist Information Center are big improvement. Olin Halverson’s Eagle Scout Presentation Ceremony for Olin Halverson was very impressive and was well attended. Mayor Astleford expressed the City’s appreciation to Olin for a job well done.

Motion by Bruce Black, second by Ericka Cote, to adjourn. All in favor. MOTION CARRIED.

Meeting adjourned at 7:50 p.m.

Respectfully submitted,

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Joel R. Astleford Cheri J. Carter

Mayor Clerk/Treasurer