

**ORR CITY COUNCIL  
MINUTES OF REGULAR MEETING  
SEPTEMBER 11, 2023**

The regularly scheduled meeting of the Orr City Council was held Monday, September 11, 2023, at the Orr City Hall.

Mayor Robert Antikainen called the meeting to order at 5:03 p.m. Present at roll call:

Present:	Mayor	Robert Antikainen
	Councilperson	Bruce Black
	Councilperson	Melissa Wright

Absent:	Councilperson	Hannah Mannick
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Also present: Clerk/Treasurer, Angela Lindgren; Deputy Clerk, Ellen King; Maintenance Supervisor, Paul Koch; Airport Manager Ethan Olson; Alan Johnson, Benchmark Engineering; Dave Colburn, *Timberjay*; and other members of the public.

Additions to the Agenda: Agenda Item L. Performance Evaluations Summary from 8/14/23 meeting; Agenda Item M. Raises for Liquor Store Employees Laura Manai and Marie Cloyd; Agenda Item N. New Top for Icemaker at Municipal Liquor Store; Agenda Item O. Special Election for Vacant Council Seat; Agenda Item P. Council Meeting Times to start at 5:30 pm.

Motion by Bruce Black, second by Melissa Wright, to approve Consent Agenda consisting of Minutes of Regular Meeting of August 14, 2023, and expenditures in the amount of \$319,400.08. All in favor. MOTION CARRIED. One (1) Absent.

Alan Johnson of Benchmark Engineering discussed a deteriorated pipe in Primary clarifier wastewater treatment plant. He advised there is a band over the hole as a temporary patch. It is not failing but should be replaced in the next month or two. Advises Northern Lining from Chisholm hopes to get up to give a quote. Lining was noted to be \$120/ft. but should last 20-30 years. Bruce Black questioned progress on the water tower project. Alan Johnson advised that general construction will begin 9/25/23. Paul Koch advised that Bayview Apartments will be out of water for 2 days, at best.

Building Permit Application for Garage by Peter Novak and Wanda Grzadzieleski was reviewed by Paul Koch. Advised no concerns. Motion by Bruce Black, second by Melissa Wright, to approve building permit at 4734 Pine Drive. All in favor. MOTION CARRIED. One (1) Absent.

Motion by Bruce Black, second by Melissa Wright, to amend Resolution 2023-16 to correct amount of donation to the Ambulance by Dolores Jacobson to \$100.00. All in favor. MOTION CARRIED. One (1) Absent.

Motion by Melissa Wright, second by Bruce Black to clarify August 14, 2023 to financial accounts:

Deputy Clerk/Treasurer Ellen Little added to:

Park State Bank: ATM

Clerk/Treasurer Angela Lindgren added to:

Park State Bank: Checking, ATM, Savings

Park State Bank Credit Card account with authorization to make changes to the account.

League of MN Cities- 4M Fund

RBC Wealth Management- Investments

North Star Credit Union - Savings

Resolution 2023-19, Adoption of Proposed Budget for FY 2024 and Tax Levy for Year 2023 Collectible in Year 2024. A levy increase of 10% is recommended to be proposed due to catch up on bookkeeping by current staff. The final levy can be lowered but not raised at December's Truth-in-Taxation Hearing. Once everything is recorded, actual budget will be current and shared with department heads prior to December to see where reductions can be made to reduce levy amount. Motion by Bruce Black, second by Melissa Wright to accept levy increase to 10%. All in favor. MOTION CARRIED. One (1) Absent.

Motion by Bruce Black, second by Melissa Wright, to schedule Truth-in-Taxation Hearing to Adopt Final Levy for Monday, December 11, 2023, at 5:30 pm, Orr City Hall, with the Regular Council Meeting to follow. All in favor. MOTION CARRIED. One (1) Absent.

Motion by Bruce Black, second by Melissa Wright, to reschedule the October Regular Council Meeting from Monday, October 9, to Tuesday, October 10, 2023, at 5:30 p.m., in observance of Columbus Day. All in favor. MOTION CARRIED. One (1) Absent.

Motion by Bruce Black, second by Melissa Wright to stagger maturing CD investments with RBC to have money available if needed. CDs are \$100,000 for water and \$100,000 sewer. All in favor. MOTION CARRIED. One (1) absent.

Motion by Melissa Wright, second by Bruce Black, to approve Resolution 2023-20 for donation from Cameron Nicholas to fire department in the amount of \$25.00. All in favor. MOTION CARRIED. One (1) Absent.

Airport Manager/Assistant Maintenance Ethan Olson will complete 90-day probation on 9/26/2023. Bruce Black advised that Supervisor Paul Koch stated that Ethan is doing a good job. Motion by Bruce Black, second by Melissa Wright, to continue employment after successful completion of probation. All in favor. MOTION CARRIED. One (1) Absent.

Performance evaluations for full-time employees Laura Manai, Marie Cloyd and Andrew Francke were done by the council in a closed meeting after 8/14/23 council meeting. Mayor Antikainen stated that they are doing a good job.

The Liquor Store committee has recommended raises to Liquor Store employees Marie Cloyd in the amount of \$1.00, and Laura Manai in the amount of \$2.42, effective as of September 1, 2023. Additionally, Laura Manai is eligible to receive an additional \$1.50 for completion of Safe Serve certification and an additional \$1.50 after completion of 3 classes from the Minnesota Licensed Beverage Association, if completed by 12/1/2023. Total raise would be in the amount of \$5.42. Bruce Black expressed dislike for the way raises were requested. Melissa Wright advised that she is in favor of a raise for Laura Manai but is concerned that the budget may not allow for it. City Clerk/Treasurer Angela Lindgren advised that she has discussed with the City Auditor and found that the raises are unfavorable to the budget. Advised that Laura has done a good job in helping train City Staff at new roles while teaching herself to manage the Liquor Store. She questioned if bonus may be given until budget is balanced. Motion by Bruce Black, second by Melissa Wright, to table until budget amounts are current. All in favor. MOTION CARRIED. One (1) Absent.

Request made by Laura Manai to remove top from icemaker and bring to basement. Discussion regarding ability to move to basement and possible situation of no drains in the basement making it not favorable for ice machine to be relocated there. Suggestion by Paul Koch to have a refrigeration specialist to inspect basement space to see if feasible. Council agrees that current location is not acceptable. Motion by Melissa Wright, second by Bruce Black, to table until contractor can advise. All in favor. MOTION CARRIED. One (1) Absent.

Motion by Bruce Black, second by Melissa Wright, to have Special Election to fill vacant council position. 12-month term starting in January. MOTION CARRIED. One (1) Absent.

Motion by Bruce Black, second by Melissa Wright, to adjust City Council Meeting start time to 5:30pm, effective the next council meeting of October 10, 2023. All in favor. MOTION CARRIED. One (1) Absent.

#### REPORTS FROM DEPARTMENT HEADS

Liquor Store: Liquor Store Manager Laura Manai was not present.

Water and Sewer: Maintenance Supervisor Paul Koch restated the water tower will be repaired at the end of the month. Hydrants and sewers have been flushed and repairs were done to three hydrants. Still need to pump and flag for winter.

Advised hauled biosolids and cleaned out digester from wastewater plant. Removed and cleaned air release valve for the DNR lift station. Replaced 3 failed valves for digester decant.

King Rd was blacktopped. Mesabi Bituminous patched 5 areas of blacktop that were failing. Checked the heaving blacktop behind the store. Got a copy of land donated to city from ORR Center to clear up any issues. Unsure if matches resolution. Clerk advised will review.

Airport: Ethan Olson reported a fuel inventory of 1693 usable gallons of 100LL and 2038 usable gallons of Jet A. Paul Koch reported they are in the process of painting and rebuilding 7 runway lights that were broke last winter. He would like to keep bulbs on hand to replace bad bulbs faster before corrosion makes it harder to change. One REIL light out and State electrician is diagnosing problem. One PAPI light is not working and all eight need to be calibrated. Someone from the State will help train. O'Day rep looked at current electrical. He advised will start fuel tank replacement project this fall. Paul advised that Jet fuel will need to be sold to other airports prior to pump replacement or will take loss by selling as heating oil in the Spring. Repair made to fuel pump ground clamp. Repaired clothes dryer for apartment.

Ambulance: Ambulance Director Donna Hoffer was not present.

Fire Dept: Fire Chief Jeremy Wright was not present.

Comments from Mayor/Council: None

Council member Black requests to close meeting for performance evaluation of Maintenance Supervisor Paul Koch.

There being no further business before the Council, motion by Bruce Black, second by Melissa Wright, to adjourn. All in favor. MOTION CARRIED. One (1) Absent.  
Meeting adjourned at 5:42 p.m.

Respectfully submitted,

  
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Mayor Robert Antikainen

Attest:   
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Angela Lindgren, Clerk/Treasurer