

AGENDA ADDITIONS
February 6, 2024 at 5:30pm
Regular Meeting Ely City Council – City Hall, Council Chambers

1. CALL TO ORDER

2. ROLL CALL: Council members A.Forsman, Kess, Debeltz, Callen, Campbell, Bisbee, and Mayor Omerza

3. APPROVAL OF MINUTES:
(4-12) Approve minutes from the January 16, 2024 Regular Council Meeting and January 16, 2024 Public Hearing.

4. ADDITIONS OR OMISSIONS TO AGENDA:
 - A. Additions 7.B. Cindy Smyka – Update on Ely Area Tourism Bureau 2023 Recap
 - B. Additions 13.A. Resolution 2024-009 Resolution Appointing Election Judges for the 2024 Presidential Nomination Primary Elections
 - C. Additions 13.B. Water/Wastewater Operator I, II, III, IV Job Description

5. MAYOR’S REPORT:

6. CONSENT AGENDA:
 - A. Motion to waive readings in entirety of all ordinances and resolutions on tonight’s agenda.

7. REQUESTS TO APPEAR:
 - A. (13-15) Grant Spickelmier, Executive Director & Krista Woerheide, Interpretive Center Director– International Wolf Center
 - B. Cindy Smyka – Update on Ely Area Tourism Bureau 2023 Recap

8. COMMITTEE REPORTS:
 - A. Standing/Special
 - a. (16-18) Ely Utilities Commission (EUC)
 - i. Recommendation from EUC to purchase new lab equipment as recommended by the MN Dept of Health at a maximum cost of \$17,472.81.
 - ii. Recommendation from EUC to move forward with posting the Water/Wastewater Operator II Position internally for 7 days.
 - iii. Recommendation from EUC to increase Mick Shusta’s contract by \$350 per month due to additional duties at the Water and Wastewater facilities.
 - iv. Recommendation from EUC to approve the consulting agreement with Frontier Energy.
 - v. Recommendation from EUC to forward with the Solar Interconnection Agreement with Steve Piragis at 105 N Central Avenue.
 - vi. Recommendation from EUC to approve \$860,815.66 payment of the EUC December Bills.

- vii. Recommendation from EUC to approve payment of \$822.62 for the Minnesota DNR Water Payment.
- viii. Recommendation from EUC to approve Invoice #92287 for \$7995.29 for the WWTF Improvements Project, Invoice #92175 for \$2536.00 for the WTP Improvements, and Invoice #92176 for \$2664.50 for General Consulting Services to AE2S.
- ix. Recommendation from EUC to approve \$500 payment to Mick Shusta for A Operator Services for December.
- x. Recommendation from EUC to approve \$400 payment to Minnesota Rural Water Association membership renewal.
- xi. Recommendation from EUC to approve \$7290.00 payment to MMUA for 2024 Electric Utility Membership dues.

b. (19-20) Employee Relations

- i. Recommendation from Employee Relations to post the Water/Wastewater II position internally for seven days as required by contract.
- ii. Recommendation from Employee Relations to provide 50% of the health care savings to the employees as a one-time payment into their designated choice of MSRS retirement account, HSA or as a payroll check.
- iii. Recommendation from Employee Relations to approve an MOU concerning the new Earned sick and safe time (ESST) with all employee groups.

c. (21-23) Housing & Redevelopment Authority (HRA)

d. (24-26) Ambulance Joint Powers Board

- i. Make the February 26, 2024 Ambulance Joint Powers Board Meeting at 4pm at the Winton Community Center a Special Council meeting so all Council members can attend if they choose.

e. Other Committee Meetings

9. DEPARTMENTAL REPORTS:

A. Clerk-Treasurer

B. Fire Chief

- i. (27-30) Fire Department Minutes, Quarter 4 Summary and 2023 Annual Summary

C. Library Director

D. Police Chief

- i. Conditional job offer for open Patrol Officer Position to Christian Debrey pending passing background investigation, psychological and medical examination.

E. City Attorney

- i. Closed meeting per MN Statute 13D for Strategy for Ely Supervisors of Other than Essential Employees

F. City Engineer

10. COMMUNICATIONS:

- A. (31-33) Arrowhead Library System 2024 Annual Budget Summary
- B. (34-39) Habitat for Humanity – Habitat Highlights – January 2024
- C. (40-41) Updating the agreement with Highland Bank for servicing the City of Ely’s Loan Accounts
- D. (42) St Louis County Community Development Block Grant(CDBG) Citizen Advisory Committee – Open Positions

11. CLAIMS FOR PAYMENT:

- A. (43-49) City and EUC Claims for February 6, 2024 for \$390,899.85
- B. (50-51) Invoice #459749 to SEH for \$5,502.50 for the Prospector ATV Trail

12. OLD BUSINESS:

- A. (52-64) Amended and Restated Joint Powers Agreement – Ely Lodging Tax Board
- B. (65-67) Legal Newspaper Bid
- C. (68-69) Committee Seat Applications
Ely Utilities Commission (EUC)
(1 Seat Open – Term Expiring 1/31/2027)
New Applicants: Resident or Non-Resident
Larry Polyner - Resident

13. NEW BUSINESS:

- A. (Additions 1A-2A) Resolution 2024-009 Resolution Appointing Election Judges for the 2024 Presidential Nomination Primary Elections.
- B. (Additions 3A-4A) Water/Wastewater Operator I, II, III, IV Job Description

14. OPEN FORUM:

15. ADJOURN:

CITY OF ELY
A RESOLUTION APPOINTING ELECTION JUDGES FOR THE
2024 PRESIDENTIAL NOMINATION PRIMARY ELECTIONS

WHEREAS, as per MN Statute 204B.21 subdivision 2, it is the responsibility of the City of Ely to appoint election judges as follows:

By February 9, 2024 appointment for the March 5, 2024 Presidential Nomination Primary Election;

WHEREAS, election judges will attend the required two hours of training with the head judge receiving three hours; and

WHEREAS, the city is required to maintain a minimum of four election judges on site; and

WHEREAS, the Absentee Ballot Board Members will be selected from the list of election judges, and

WHEREAS, the rate of pay of the judges of election be set at \$15.00 per hour (except city staff), which is greater than the applicable Federal minimum hourly wage, and

NOW THEREFORE BE IT RESOLVED, the Ely City Council hereby appoints the following to serve as election judges for the above referenced elections:

Election Administrator: Harold R Langowski

Co-Head Judges: Casey Velcheff
 Katie Richards

Judges:

Jody Barker	Doreen Packila
Charlotte Colarich	Jeanette Palcher
Ronnie DuFresne	Bernard Palcher
Janet Dunnom	Michael Pope
Gisele Morgan	Darlene Siebert
Theresa Jamnick	Gray "Zeke" Smith
Kathy Kerns	William Tefft
Devon Luthens	Linda Trapkus
Andy McKibben	Kris Winkelman
Michele Lekatz	

BE IT FURTHER RESOLVED, the Ely City Council does hereby allow the Elections Administrator to make substitution to the above slate of judges as necessary to maintain the required minimum and to fill vacancies if needed.

Upon vote taken thereon, the following voted:

For:

Against:

Whereupon said Resolution No. 2024-009 was declared duly passed and adopted this 6th day of February 2024.

Heidi Omerza, Mayor

Harold R Langowski, Clerk/Treasurer

JA

TITLE: Water/Wastewater Operator

DEPARTMENT: Utilities

IMMEDIATE SUPERVISOR'S TITLE: Water/Wastewater Plant Chief Operator

PURPOSE

Performs work in the operation and maintenance of water and wastewater treatment plants and collection and distribution system.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Water/Wastewater Plant Chief Operator

Coordinates/works with: Infrastructure Department

ESSENTIAL FUNCTIONS

- Monitors chemical feed systems, bio solids level depths, and adjusts control devices such as clarifiers and metering pumps
- Performs daily, weekly, and monthly sampling, laboratory testing, and bio solids analysis
- Prepares liquid bio solids for application sites
- Inspects and maintains equipment; changes oil and wear parts; greases pumps, motors and bearings Cleans and repairs equipment such as pumps, clarifiers, filter, and valves
- Prepares, and assists in the preparation of, required reports. Inputs daily monitoring reports for MPCA reporting.

OTHER DUTIES AND RESPONSIBILITIES

- Provides facility tours and general information to various groups
- Provides janitorial duties in all areas of Pump House, Water Tower, Water Treatment Plant and Waste Water Treatment Facility
- Operates plow truck, skid steer, lawn maintenance equipment
- Performs other duties as assigned

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of methods, practices, tools and equipment, and materials used in the operation of water and wastewater treatment plants.
- Skill in testing water and bio solids samples with laboratory equipment
- Ability to comprehend and apply pertinent federal and state laws and departmental regulations Ability to comprehend and follow applicable OSHA standards and plant safety practices and procedures
- Ability to use a variety of hand and power tools, equipment, and vehicles such as cutting torch and welder, laboratory instruments.
- Ability to use a computer, phone, and other office equipment

MINIMUM QUALIFICATIONS

- Associate of Applied Science Arts degree in water treatment or related area and ~~four years~~ of practical experience in the operation of water or wastewater treatment plants and or an equivalent combination of education and experience may be substituted. The necessary experience is dependent on the level of license required for the position.

- Ability to acquire and maintain Type IV Land Application certificate within 6 months of hire.
- Valid Class D Driver’s License
- Ability to obtain a CDL driver’s license within twelve months
- Water/Wastewater Operator I – License Class D, water and wastewater- One year of experience – As required in the MPCA and MNDOH Licensing Requirements
- Water/Wastewater Operator II – License Class C, water and wastewater- Three years of experience- As required in the MPCA and MNDOH Licensing Requirements
- Water/Wastewater Operator III – License Class B, water and wastewater- Six years of experience- As required in the MPCA and MNDOH Licensing Requirements
- Water/Wastewater Operator IV – License Class A, water and wastewater- Eight years of experience- As required in the MPCA and MNDOH Licensing Requirements

JOB SPECIFICATION

Education	Associate of <u>Arts Applied Science</u> degree in water treatment or related area
Experience	Four years of <u>Position requires</u> practical experience in the operation of a water or wastewater treatment plant. <u>The necessary experience is dependent on the level of license required for the position</u>
Initiative	Initiative and judgement is necessary in monitoring and making adjustments to treatment processes.
Responsibility	Considerable care is required in ensuring that water and wastewater is properly treated. Errors could pose serious health risk to public. During shift has ultimate responsibility to take necessary actions such as shutting down operation in emergency situation.
Contacts	Daily contact with the public works department, and infrastructure department. Frequent contact with representatives of Minnesota Department of Health and Minnesota Pollution Control Agency.
Supervision	Works under general supervision
Mental Effort	Work involves evening shifts, holidays, weekends, and rotating on-call responsibility. Emergency callouts around the clock.
Physical Effort	Moderate to considerable physical effort is required; infrequent to occasional lifting 75 pounds, frequent lifting of 50 pounds or more.
Working Conditions	Works both indoors and outdoors. Plant conditions may occasionally be adverse and requires the use of protective clothing.
Hazards	Daily exposed to chemical hazards, fumes, infectious diseases, and noise.

Council Approved December 7, 2021