

Minutes
BI-MONTHLY CITY OF BEAVER BAY COUNCIL MEETING
711 MacDonald Avenue, Beaver Bay, MN
February 18, 2025
6:00 p.m.

Council Present: Maxwell, Gmach, Korpi, Olson

Council Absent: Kindstrand

Staff Present: Anderson, Walsh

Public Present: Tom Harris, Tedi Kytola, Dan & Kayla Cahill Mathews, Ellie Korpi, Krystal Lynn, Scott Johnson, Chase Warnake, Ken Nelson, Judy Gmach, Brandin Olson,

Call to Order: 6:02 p.m. Mayor Gmach

Pledge of Allegiance

Approval, changes, additions, and deletions to the agenda

Motion to approve agenda.

Motion: Korpi

Second: Maxwell

Motion passed.

Presentations:

Tim Costley, Attorney with Costley Law.

Mr. Costley spoke to the Council regarding the options the city has for having him work with us. He is an independent contractor that will work with the city either on a retainer or hourly basis. It would be up the city as to how involved we would like him to be where he recommended the city develop a scope of work which we would like him to do, including attend meetings, draft ordinances, advise council and administration, answer questions from people, and drafts what the administrator asks to draft. He doesn't do HR or arbitration. His position would be to keep everybody out of trouble. The City Council would be the ultimate decision makers.

Mr. Costley stated the city could possibly have him attend meetings for 6 months where he would help straighten stuff out, review code, and anything else that needs review. His work would be directed by the administrator.

Mr. Costly said he would provide copies of the contracts he has with Silver Bay and Two Harbors so the council can review to determine what level they would want to retain him for.

Approval of Minutes: February 4, 2025

Motion to approve minutes.

Motion: Korpi

Second: Olson

City Clerk, Council, and Committee Reports:

City Clerk:

Mr. Anderson said he has nothing to report as he is trying to get back into the swing of things.

Citizens Concern:

Mr. Anderson stated the city has received 4 citizen complaints regarding having Ms. Lynn on the employee committee. Mr. Anderson stated he does not need to disclose who had written these complaints. The mayor and councilpersons also received an unanimous letter about the affairs of the city to which Mr. Anderson stated the letter is considered invalid as it was not signed.

Ms. Gmach stated that if the employees feel uncomfortable having Ms. Lynn present at meetings with them, that the HR Committee, on behalf of the employees, would ask Ms. Lynn to not be present, that the HR Committee would have Ms. Lynn help with writing policies and procedures. Mr. Korpi asked Ms. Lynn if she was going to be biased towards the City of Beaver Bay’s employees being on the HR Committee to which she said, “no”.

HR Committee:

City Clerk Position: Ms. Gmach stated the city received 4 applications for the City Clerk position. The HR Committee will schedule Zoom meetings with them next week as some candidates are from out of town. The Committee will then conduct a second interview for a couple of them.

Background Checks: Ms. Gmach stated, per the League of MN Cities, extensive background checks are only required for Peace officers, Firemen, and persons working with children to which the City of Beaver Bay has none, so only simple background checks would be required for applicants. We asked Ms. Lynn to work with Mr. Harris about getting a procedure to which the city would follow, perhaps piggybacking what Silver Bay does. Mr. Harris will check on going with the BCA and the costs involved.

Old Business:

1. Cannabis Ordinance

Resolution in essence states no cannabis in this town, but does not include low level that is currently being sold like at the Green Door.

Motion to adopt Ordinance 2025-001 Cannabis Ordinance.

Motion: Korpi

Second: Olson

Roll Call:

Maxwell: Aye

Gmach: Aye

Korpi: Aye

Olson: Aye

Ordinance passed.

2. PA System

Mr. Harris stated the PA system as previously discussed would be about \$3400. Ms.

Olson stated one is needed for transcription of minutes. Mr. Harris will investigate other options and talk about the recording.

Motion:

Second:

3. Security System

Mr. Anderson reported he contacted Parmar regarding having a security alarm placed on the door to the city offices. Parmar stated it would cost \$850 to install and \$52/month to monitor – very similar to the Green Door.

Discussion moved to personal cameras. The city can get personal cameras for cheap.

There currently is a personal camera in the city office, which is not the final solution, it’s for an employee’s protection and safety while working, which is a concern to some.

Does the city pay a service fee to IRN? Mr. Gmach will talk to IRN about having a camera put in, including the storage of the data. Ms. Olson stated she would talk to Mr.

Thompson about getting a camera put in the city office.

Tabled

Motion

Second:

4. April Rasmussen Unemployment

Mr. Anderson talked to the State of MN and Ms. Rasmussen was denied unemployment for 3 reasons to which the city was not preventing her from receiving. It was her statements to the state. The city told Ms. Rasmussen that they would not contest her application for unemployment to which the city hasn’t.

Motion:

Second:

New Business:

1. Baptism River BBQ Schedule

Dan Cahill Matthews presented to the Council a lease agreement between the City of Beaver Bay and Baptism River Barbecue Co, to rent a lease space at the Green Door. The lease states Baptism River BBQ will pay the City of Beaver Bay \$300/month for a 6-month lease from May 1, 2025 – Oct. 31, 2025 which will help cover the costs of electric, water and garbage. Baptism River BBQ will also pay the City of Beaver Bay \$100 for the annual application fee.

The food truck will be on the Southern portion of the parking lot, where it has been set up in the past.

Mr. Cahill Matthews stated he would like to have an electrical inspection done as there are dead outlets and blowing breakers. Mr. Cahill Matthews stated he has left a message with Holden Electric, but feels the City of Beaver Bay should do this as it their property.

Mr. Cahill Matthews would like this to be done before the Smelt Fry.

Once costs are established, Baptism River BBQ will have a discussion about perhaps helping the city with the costs.

There was discussion on what type of electrical upgrades the city should do, including putting in a meter like what the city has for their rental units, a pedestal, or a panel. The power outage is sufficient.

Ms. Maxwell will contact a couple of electric companies to have us get an idea on what we can do and the costs.

Tabled for review by council.

2. Green Door:

a. Off Premise Day License for St. Uhros

Ms. Walsh would like to have an One Day Off Premise license for the St. Uhros Day parade. The state told her that she needs to get this approved by Liquor License holder. She would have a float where she would give out samples of Hamm’s Beer while wearing the beaver costume.

Motion to allow a One Day Off Premise license for the Green Door to participate in the St. Uhro’s Day parade.

Motion: Gmach

Second: Korpi

Motion carried.

b. Approval for MMBA training April 26-29, 2025

Ms. Walsh would like for herself and assistant manager, Jessica Bockovich, to attend the 2025 MMBA training. The cost is \$769 per person. Ms. Gmach stated the cost could be less as Ms. Walsh and Ms. Bockovich would share a room.

Motion made send the Green Door manager and Assistant Green Door manager to attend the 2025 MMBA training in April, including mileage reimbursement to the event.

Motion: Korpi

Second: Gmach

Motion carried.

c. Chain of Command for items relating to the Green Door

Ms. Walsh requested concerns regarding the Green Door be directed to her via text or email and provided her phone number to those interested.

Motion:

Second:

d. Electrical

Ms. Walsh stated she would like the electrical inside the Green Door to be evaluated. The city will look into this along with the electrical quotes for the Baptism River BBQ.

Motion:

Second:

3. Committees

Mayor Gmach stated the city will need an oversight committee for water/sewer replacement, especially if we get a grant, as this could be a two-year project. Since the city did not formally create a resolution for the HR committee, Mayor Gmach contacted the League of MN Cities to see if there was a one. The LMC specifically did not have one, but provided him with a copy of one the City of Sauk Rapids created. Ms. Gmach provided copies of this resolution for review and further discussion.

Mr. Harris said years ago there was a Finance Committee, which required 2 council persons. Mayor Gmach said he would like to perhaps hire Tedi Kytola to audit or oversee the city’s finances.

Mr. Harris stated there are issues with Paylocity and how employees are being paid. The issues have been addressed, but nothing has been changed. Does the city keep Paylocity? Ms. Walsh says Paylocity has helped her tremendously and resolved many issues as well as free up her time overseeing scheduling and payroll. Ms. Walsh would be open to other options, but does not want to go back to the “pen and paper” method. The city discussed hiring Ms. Kytola to oversee the finances. Mayor Gmach will contact Ms. Kytola to find out if she would be willing to do and for how much.

Tabled.

Public Comments:

Ms. Korpi stated her concern about Ms. Gmach looking for Ms. Rasmussen’s employee file, not finding it, why was she looking, and was the sheriff contacted? Ms. Gmach told her why she was looking for it, and Ms. Gmach and the mayor did not see the need to contact the sheriff. Ms. Korpi said she contacted the sheriff’s office.

Discussion ensued about who has access to the files and where the files are kept and whether they are locked. Yes, they are locked and perhaps moved into Mr. Anderson’s office.

Mr. Anderson stated the clerk should only be the person looking at the employee files.

Mr. Harris asked if there is a sign-out sheet to access the employee files.

Mr. Anderson said Ms. Rasmussen’s file might be there, but not visible as files are put in there backwards and there are two drawers to look.

Note: After the meeting, Mr. Anderson found Ms. Rasmussen’s folder in the filing cabinet. Ms. Gmach asked Mr. Korpi to let Ms. Korpi know.

Ms. Lynn stated the city has a lot of problems to which the citizens are concerned. It’s the job and they all want the jobs to be done. None of this should be personal.

Correspondence:

Claims List:

Approval of Claims

Motion:

Second:

Approval of Payroll

Motion:

Second:

Adjourn: 8:30 p.m.

Motion: Korpi

Second: Olson