February 14, 2012

Regular Council Meeting

Pledge:

Mayor and all Council Members were present.

Minutes: The minutes of the January 10, 2012 meeting were accepted without change. Motion to accept the minutes made by Alex, seconded by Jim, all in favor motion carried.

Financial Reports: Alice inquired as to what the USA Bluebook purchase was. Aaron stated that it was for one of the purchase orders approved in January. Darlene questioned the Motorola purchase. Barbara stated that it was for the Fire Department for batteries and Steve Peterson informed the council that they had established a new account with Motorola. Alex questioned the Larson Allen expenditure. Barbara said that it was the first installment of the 2011 audit. Juanita stated that the contract is for $8500.00 which is $1000.00 less that we paid last year. Darlene questioned the $100.00 expenditure to Todd County. Barbara stated that was part of the audit. LarsonAllen had received reports from Todd County as part of the audit and that was the amount Todd County charged for those reports. The second Todd County expense was for filing for Barbara with the county for becoming a Notary. Jim made a motion to refer to audit, seconded by Alice, all in favor, motion carried.

Fire Service Agreement Contract: Bartlett Township, Oak Valley Township, and Stowe Prairie Townships all present. Steve Peterson reviewed the contract with the townships and how the percentages are determined from the prior year. All Standby Fees are reduced for 2012 because the net capacity and net expenses are down from 2011. The $5000 to go to the Fire Department Capital Fund was addressed and the status of purchasing the new fire truck. Service areas were discussed. It was clarified that this is a Standby Fee Contract. There are still additional charges when a fire call occurs. The fire fighting fees are $400.00 for first hour and $75.00 for each additional 15 minutes. If additional fire fighting units are required there is a mutual aid agreement in place to assist at no charge for the first 4 hours with all the surrounding fire departments. Then the fee would be at whatever rate their department would charge. The townships will return documentation after they have their annual meetings in March.

The townships questioned what the fire department planned to do with the old truck once the new one was purchased. It was stated that it would most likely be sold and that money would go back into the Fire Department Capital Account. Steve also stated that we currently have enough money in that account for the down payment on the new truck and that the annual $5000.00 for the Capital Fund was enough to make the additional payments for the truck.

A motion was made by Alex to accept and approve the new Fire Service Agreement Contract as presented, seconded by Darlene, all in favor, motion carried.

Presenters: Michael Dagen stated that are accepted to apply for the grant at $3500. The application was submitted with the city at $2000. A government body needs to be created: Dusty Krause and Karen Kramer have already agreed to be on the new board. It was suggested that contacting Deanna Hall to be on the board would also be completed since she is already on the existing Parks Committee. Michael requested that a couple of the council members also be part of the new board. The board will be involved in the planning of the park and any decisions that need to be made involving the park. Once there is funding coming in for the project they would also be responsible to the management of those funds.

The Initiative Foundation could be involved in different areas: transfer of the property that could benefit the land owner for tax purposes, possibly creating a trust fund that a portion of the interest could go toward the maintenance of the park.

Darlene stated that the funds would have to go to the city like it had for the Historical Society. Alex agreed as it needs to be under a unit of government or a nonprofit organization would have to be developed for this project. Juanita stressed the importance of insuring the bidding process is handled correctly for this project. Alex stated that at this point it is only for the planner so it is not at that level yet as the amount of money has not reached that level yet.

Alex discussed the meeting they attended for the Legacy Grant. Only 14% will be allocated to parks & trails. It was discussed how we may be able to obtain a shared interest with other areas (e.g. Arts, Ducks Unlimited, Pheasants Forever, etc.) to be able to obtain additional funds.

Alex stressed that this is a two phase endeavor and that we are still in phase 1 which is receiving the land. The Initiative Foundation can set this all up.

Michael mentioned that Tri County Hospital and Lakewood also have programs for projects like this one.

Michael stated that from others attending the meeting that had already had projects requiring an archeological study that their projects done by the state and it had cost $2000. That is a portion that usually needs to be covered by the city. A separate grant could be searched for to cover this cost.

The goal is to get the grant submitted to Legacy by September or October of this year. The city will have to come up with 25% of the amount being requested at that point in time however, so it may have to be delayed until next year.

We do not currently know how or if the land will be gifted to the city. It is possible to get a grant to purchase the land, but Michael stated that he feels that getting a grant to make the park is all he feels we should do at this time.

Juanita and Alice will be the two council members to be on the board as they are already on the Parks Committee. Michael prefers not to be a board member, but will if it is necessary to complete the board. He feels he would be better used as a consultant. Aaron declined being on the board. Alex recommends that we establish a board of 5 to 7 people.

Alex made a motion to create a Resolution to form a Parks and Trails Board for this project, seconded by Alice, all in favor, motion carried.

Maintenance Report: Aaron stated that his Waste Water license is up for renewal this year. The fee for that is $23.00 and due by the 30th of April.

Aaron has been researching the dialer alarms. Research is not complete at this time.

Aaron has been reviewing the hookup feeds for water and sewer from the main to the property. The labor is billed to the land owner, the materials are provided by the city.

Aaron has a meeting February 23rd put on by the Minnesota Department of Agriculture.

The pump went out in the water tower again and the system has been running on the backup pump since Thursday. The problem appears to be with the pump itself. The switch has been ruled out as causing the problems. Aaron called Traut Wells and it will cost between $3000 and $7000 for the repair or replacement of the pump. Barbara addressed the issue of the need of having 2 to 3 written bids (estimates) to present to the council for approval to avoid be written up in the audit for 2012. Aaron stated he didn’t know who else to call for a bid. Juanita addressed if the transferred money could be used to pay for this. Barbara stated that yes it could. Alex addressed the problem of not having the time to wait to process the estimates, that an emergency situation should be allowed. Juanita felt that Traut was who we use and thought we had a service agreement. Aaron stated that no we don’t, it has been a gentleman’s agreement. Concern was raised that we would be charged for obtaining the bids. Jim wondered if you called and told them the size of the pump etc. if we couldn’t get them to do a bid from that information. Aaron stated that he isn’t sure what size of a pump is in the well, he spoke with the person from Traut that originally installed the pump but they didn’t know what size it was. It was a pump that the city already had and it was not recorded anywhere as to what size it was. He did find some information for a request for a quote for a 30 Horse, 3 Phase, 230 volt pump from 2001, which is 3 years before the well was drilled. Darlene stated that she felt we should be able to call and give them the information and get a faxed bid for the repairs. Alex addressed that a pump company should be able to give a quote by what the pump needs to do to provide the amount of water we use. Alice suggested making a contract with Traut. Darlene stated that we could have problems if we decided not to use them as we would then have a contract.

Alex made a motion to declare the main well pump is inoperable and is considered an emergency and to have the repair completed as soon as possible, Alice seconded, all in favor, motion carried.

There are Well Head Implementation grants available. It would need to be in by the end of February. This would cover the signage etc. needed for outskirts of the wellhead project. Juanita asked if Aaron could have it completed by the end of the month and that he needs to ask if he needs help to get it completed.

Clerk’s Report: Several bills needed to be paid prior to the council meeting this month due to the lateness of the meeting: BP, Minnesota Power (Christmas lighting), Minnesota Energy, Arvig, Rick’s Repair, Minnesota Power, and Verizon.

Water and Sewer collection: The two that were in default on their contracts are now back in good standing. Of four scheduled to be red tagged, one has paid in full the other three are still scheduled to be red tagged on Thursday if not paid. Darlene feels that the water collection is getting under control due to the consistency of collection.

Audit: Katie was in office on the 24th and 25th and has completed all the work in office that will need to be done. Work has continued via email and telephone but the audit will soon be completed. Katie has asked how many copies we want of the audit. It was determined that we should request 12, as long as there isn’t any additional charge for the copies.

Safety Deposit Box: There are only 2 sizes of safety deposit boxes and we already have the larger size so someone with signature authority will need to go to the bank and get a second box. Darlene said she could do it on Friday unless Juanita goes to the bank for some reason before that.

Liquor Licenses: Licenses were delivered to the bars. A note was included for Denim and Diamonds regarding the $30.00 NSF fee still owed.

Resolution 12-001 Assigning Official 2012 Designations was completed.

Resolution 12-002 2012 Fee Schedule was completed.

Committee Member List for 2012 completed – included in Council Meeting Packet.

3 Year Comparison of Disbursements was completed for Council review.

A review of payroll is currently in progress to review how we are charging to various funds, the calculation of vacation and sick time etc. Do we want to have in this review discussed in conjunction with the next Council Meeting of should we schedule a closed meeting for this since it is discussing payroll? It was determined that a closed meeting is necessary and Barbara will let the council know when she has the study completed to determine when to schedule the closed meeting for this review.

Dog Licenses: A review has been completed of the dog licensing for 2009 – 2011. New licenses will need to be ordered for 2012 licensing. This study shows that most dogs in the city will be coming up for their Rabies vaccine in 2012 since they attended the 2009 city sponsored vaccinating clinic. It was decided that another vaccinating clinic should be held for the residents, possibly on May 19th if we can get a vet to come and participate at that time. Barbara will check into this.

Mayor’s Report: February 29th at 6:30 is the Pickle Fest Meeting. Hopefully all will be able to attend.

New Business: The International League of Cities – Annual Membership & Directory was deemed to be a scam not to be paid.

Browerville Post Prom Request for Donation was declined. It was deemed that we would should be prudent and support only our local school.

Bertha-Hewitt Post Prom Request for donation: Jim made a motion to donate $500.00 to this event, seconded by Alice, Darlene abstained, all others in favor, motion carried.

First Innovation, a sign company that stopped in was reviewed. There is no need for this service at this time.

Debt Service Fund Change: Alex made a motion to move $19,500.00 with the percentage split will be 60% to water ($11,700.00) and 40% to sewer ($7,800.00), leaving $189.57 extra in the Debt Service Fund, seconded by Darlene, all in favor, motion carried.

Fire Proof Storage: Barbara addressed the need for fire proof storage for the clerk’s office. Alex asked how much one would cost. Barbara has not researched this yet. The need is due to one drawer is used for storage of the turn of the century Council Meetings books. Record storage retention needs to be researched. Additional research needs to be completed on this prior to making a purchase. Karin Nauber mentioned that the Todd County Courthouse has just gone through records retention of old documents and they may be helpful to us in this.

Building Permit Terry R. Melzer – Juanita questioned building this addition for the $3000.00 stated. The value will be more than $3000.00 but that is how much he will have to spend now for this addition. Alice said he will be doing a lot of the work himself and has most of the materials for the addition already. He will be using the Amish for the balance of the construction. Alex questioned how close the addition would be to road, and Alice indicated that is faces the trail and that there will still be room to park his truck between the building and the trail so it is far enough away to meet code. The exterior will be steel that matches the building now. A motion was made by Jim to approve the permit, seconded by Alex, Alice abstained, all others in favor, motion carried.

Unfinished Business: League of MN Cities - Claim # PC000931 – Bond: This is still unresolved.

Kathy Sletto Housing Update: Hewitt has construction jobs completed, 1 in progress, 2 households are on the waiting list – no change.

Property at 308 E 3rd Ave.: No new information on status.

Requests & Complaints: None

Additions to Agenda: Alex added information on Managing Aging Water Infrastructures. He requested that everyone review the information and we will discuss it at the next council meeting.

Information was given by Todd County regarding the Fiberband study in case anyone was interested in participating.

Initiative Foundation has requested a $200.00 donation again the year. It was decided that we will give this again this year.

Council Member Presenter: Alice Schweninger thanked the council for sending her to the conference. She learned that we need to stick to our agenda and go home, we should have working meetings/retreats that take up the discussion time and that official meeting should be for the voting and motions. The problem of being together without it being an open meeting was discussed.

Some basic wisdom passed along from the conference: “It ain’t what you don’t know that gets you in trouble; it’s what you know for sure that just ain’t so.” “We always need the ability to laugh at ourselves.” And finally “Men listen with half of their brain and women listen with all of their brain.”

The conference stated that by 2015 most small cities will be broke. We need to get a strategy in place working from the future back to now.

We need to work with all other government agencies available to us. We also should be working with the local community and churches. We should be working with the schools beginning with students in the 6th and 7th grade, possibly even holding a Council Meeting at the school to enable the students to take part.

We as a council are one body, one voice and all part of a living body. We need to work as a team and talk to the voters and find out what they want and work from there. Always try to keep everyone involved.

Alice had several handouts available for copies. Barbara will make copies as requested.

A motion was made by Darlene to adjourn the meeting, seconded by Alex, all in favor, motion carried.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mayor, Juanita Mitchell

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City Clerk/Treasurer, Barbara Holmes