***CITY OF BERTHA***

***RGULAR MEETING OF THE CITY OF BERTHA***

***HELD AT THE BERTHA COMMUNITY CENTER***

***MONDAY, APRIL 10. 2023***

***Members Present***: Mayor Nelson, Members Winkler, Bowman, Gaudette

***Member Absent:*** Member Moller

***Staff Present***: Clerk Umland, & Public Works Lind, Amb./Gen - Brian Yates

***Guest Present:***  Pete Wallner, Amanda Hansen, Matt Cardinal, Brenda Roberts, Mike Hubner,

 Tyler Hoffman, Ken Nelson and Dean Birkeland (Carlson SV).

***Declaring a quorum, Mayor Nelson called the regular meeting to order at 6:30 p.m. and the citizens recited the Pledge of Allegiance.***

***2. Approval of the Agenda:*** Motion by Member Bowman, seconded by Member Gaudette to approve the regular agenda as presented, approved by a unanimous vote.

***3. 6:35 pm 2022 Annual Audit Presentation –***Dean Birkeland, with Carlson SV presented the 2022 Audit review at the April 10, 2023 City Council Meeting. Mr. Birkeland started with the management and auditor’s responsibilities for financial reporting. He summarized that the city had a clean audit opinion following all Minnesota legal compliance findings with no material weaknesses or significant deficiencies. Some findings common with small cities include segregation of duties and preparation of financial statements as they only have one person in the office. Reviewed multiple financial statements for each the government and enterprise funding. The cash and investments in the city are healthy. The components of the fund balance are at a level at what the state auditor office recommends. The city will continue to have a designated council member receive a copy of the bank statement. The City of Bertha will continue to have dual signatures on all checks written and have the council review disbursements monthly.

***4. Unscheduled Public Appearance:***

 Mayor Nelson called for anyone with unscheduled business. No one in attendance addressed the council.

***5. Communications Reports***

 ***A. Review the March Enterprise Reports –*** No comments

 ***B. Public Safety Reports –*** Mr. Cardinal had a brief report and stated the department had 3 calls. The Ham Bingo had good attendance that was held on March 26th. They are planning another bingo event for the 7th of July. Motion by Member Bowman, seconded by Member Winkler approving Jed Stump be added on the Bertha Fire Department roster effective April 3, 2023. Carried.

Director Hansen gave a brief report with happenings for the ambulance. The clothing order has been placed. The crew will do two presentations in the upcoming month. They had 14 calls for the month. She informed the council about the upcoming trainings.

 ***C. Law Enforcement Report –*** Todd County Sheriff Department provided the council with the March activity report that summarizes the 23 calls received in their department for Bertha: 1-hit & run, 3 alarms, 1-assault without weapon, 1-verbal domestic, 1-harassment, 1-juvenile, 2-public assist, 1-scam, 1-animal, 1-theft and 4 traffic stops.

 ***D. Public Works Report-*** Water usage was up the month of March due to a fire. Mr. Hubner gave a brief presentation on the Energy Efficiency Assessment provided by Paul Hoeschen, Energy Efficiency Technical Advisor, from Minnesota Rural Water. MRWA has implemented a program to assist water and wastewater utility systems to evaluate and lower their energy consumption and costs. There were no findings with the well house. MRWA, coordination with facility staff, identified approaches that have led to 20% cost savings. Two pumps move wastewater to the treatment lagoons. Speed adjustment has improved efficiency by 22.4%. or a $1,292.18 annual cost savings. Mr. Hubner suggested having the sanitary sewer smoke tested with an estimate of $600-$900.00. Smoke testing is the fastest, most economical and positive means of locating sources of inflow in sewer collection systems. Elimination of these sources, as required by law, will improve treatment plant operations-and correct problems of overloading which is major contributor to pollution of water resources. He suggested contacting MRWA on make available our wheeled pump for other cities to lease in case of emergencies. There was discussion on different options that the city could go for the Public Works Department. Advanced Utility Solutions has provided the city different options for contract operations for water and sewer. No decision was made on which way to go for public works until the May meeting. The council approved purchasing some safety items for the public works department. The council gave Mr. Hubner permission to donate the old auto sampler to MRWA. Clerk Umland ask for permission to apply for a Community Impact Funds for local government thru Sourcewell. The proposed project must impact within their region including improvements to existing local government facilities, meeting equipment needs or technology upgrades to improve government functions. The project that she selected would fund a used skid steer. The amount of Community Impact funds that is being requested is $42,000.00 with no match.

Member Bowman introduced the following resolution and moved for its adoption

***Resolution 2023-19***

***A Resolution Authorizing the City of Bertha to Apply for and, if Awarded,***

***Accept Community Impact Funds from Sourcewell***

The City of Bertha supports the grant application made to Sourcewell in the amount of $42,000.00 (skid steer) for needed equipment to perform government functions.

The motion of the foregoing resolution was duly seconded by Gaudette and upon taken a vote unanimously carried.

***E. Clerk Review-*** a letter was provided to the council for review

Motion by Member Bowman, seconded by Member Gaudette to increase the wages of the City Clerk to $34.00 per hour not to exceed 30 hours a week. Ayes- Nelson, Gaudette and Bowman Abstain-Winkler

The City Clerk position has been advertised with Indeed and the personnel committee will review the applications next week.

***6. Consent Agenda –Action Required.***

 ***Note: The Consent Agenda listed those items which are considered to be routine and/or which need no discussion. Consent Items are acted upon by one motion. If discussion is desired by council, that item may be moved to an appropriate section of the regular agenda for discussion.***

Mayor Nelson asked if there were any additions, deletions, or corrections to be made to the Consent Agenda. Motion by Member Bowman, seconded by Member Winkler to accept the Consent Agenda as presented. Carried. The Consent Agenda included the following items:

1. Approval of the March 13, 2023 Regular Council Minutes
2. Approval of the March Disbursement & Authorize Issuance in accordance with the list provided including all electronic payments plus April Check Nos. 90945-90955 in the amount of $15,165.46.
3. Review Bank Correspondence –Bank Statement & Investment Report
4. Approve Resolution 2023-17 acknowledging a donations of $3,812.68 to the Bertha Ambulance Service from Germania Township ($2,812.68) and Hewitt United Methodist Church ($1,000.00)
5. Authorizing to Apply for an Todd Wadena Operation Round Up Grant to purchase a AED
6. Resolution 2023-20 Authorizing to sell non-conservation land not needed for public use. Parcel 29-0001002 has been forfeited to the State of Minnesota for non-payment of property taxes. Todd County has sent notice requesting the city approve the parcel for public auction, auction to adjacent property owners or request conveyance to the city for public use.

***7. Consider Business Items***

 ***A. Broadband Coalition –*** Mr. Hoffman gave the council the results of the online survey measuring broadband characteristics of households in Todd County that was taken between January and December of 2022. A total of 579 surveys were submitted to the online survey. Commissioners of Benton County were in attendance and discuss how they went about getting better internet service.

 ***B. Small Cities Development –*** Bertha- twelve total applications receive to date.

Five projects have selected bids and are completing construction contracts & repayment agreements.

One project is actively being bid.

Two projects are selecting contractors to bid.

Two applications denied and two applications on wait list.

CMHP will mail out flyers to raise awareness in Hewitt for possible applying for a grant. Hopefully, they will fill the remaining availability with Hewitt residents this spring if not it will be open up to Bertha residents.

 ***C. Energy and Environment Planning –*** Reviewed the notice for Community Clean-Up Day which will be held on April 29th. Motion by Member Bowman, seconded by Member Winkler to approve the community wide clean-up day for April 29th from 8:30 am until noon. Carried. Letters will be sent out to all residents informing them of acceptable items, unacceptable items, appliances and household hazardous waste. The dump ground is open by appointment only. Mr. Lind stated he would be available to supervise the roll-off area. This will be free to city residents only.

 ***D. Adopt Resolution # 2023-18 Authorizing Bollig Engineering to represent the City of Bertha in meeting Minnesota Department of Health Lead Service Line Inventory requirements.*** The Dept. of Health is requiring all public water systems to inventory all water services and report lead service lines by October 2024. MDH has allocated $43 million for inventory and mitigation of lead service lines in municipalities. To help cities quickly accomplish this task without burdening city staff time or budget, Bollig Engineering has established a team to help the city acquire grant funding inventory water service lines, submit required documentation to MDH by October 2024 deadline, develop replacement plans, and ensure city remains in compliance with state and federal standards.

 ***Motion by Member Winkler, seconded by Member Bowman to approve Resolution 2023-18 authorizing Bollig Engineering to represent the City of Bertha to apply on its behalf for Minnesota Department of Health and other available grants regarding Lead Service Line Inventories. Carried.***

Please note that Line 4 protects the city from any cost without written consent from the council.

 **E. 2022 Annual Audit – Dean Birkeland**

A motion was made by Member Bowman, seconded by Member Winkler, to approve the 2022 Annual Audit of Funds-Bertha Audit Management Letter, Bertha Financial Report for Fiscal Year 2022 and related Compliance Reports provided by Carlson SV Audit Firm Carried.

 F.  ***Public Nuisance –*** A letter was sent to the owner and renter of 412 Main Street East located within the City of Bertha was in violation of our Bertha City Code. They were given until May 5th to remove the nuisance.

***8. Committee Reports – Personnel***

 ***A. Resolution 2023-15 tabled***

 ***B. Resolution 2023-16 tabled***

City Clerk will provide the Personnel Committee with copies of job applications at the end of the week.

***9. Correspondence/Meeting/Conference***

 ***A. 2022 Consumer Confidence Report –*** The United States Environmental Protection Agency requires public water systems to report annually on the quality of the drinking water provided to their customers. The City of Bertha welcomes this opportunity to communicate with and inform you, the customer, about the water product you purchase and use on a daily basis. The council reviewed the 2022 Consumer Confidence Drinking Water Report as prepared by MN Department of Health. The report will not be mailed, but is available upon request.

 ***B. Feasibility Study – No action taken***

League of Minnesota Cities 2023 Annual Conference held June 21-23 in Duluth. This is a three day conference which includes speakers, networking, educational sessions and more. Motion by Member Bowman, seconded by Member Gaudette approving any member of council to attend with the conference fee of $225.00 (first-time attendee) is paid only by the city. Carried.

***10. Adjournment***

There were no further business to come before the City Council. Member Bowman moved; Member Winkler seconded the motion to adjourn. With all members in favor motion carried. The meeting adjourned at 8:15 p.m.