

**CITY OF BERTHA  
REGULAR MEETING OF CITY OF BERTHA  
HELD AT THE BERTHA COMMUNITY CENTER  
MONDAY, JANUARY 12, 2015**

**Present:** Mayor Zimmerman, Members Hoemberg, Olson, Bowman & Nelson  
**Staff:** Clerk Umland, Police Berndt & Public Works Templin  
**Guest:** Trinity Gruenberg, Pete Wallner, Marv Stokes, Gerald Berndt, Barb Mares, Randy Chock, Dean Klebs and Steve Peterson.

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

***3. Welcome – Newly elected mayor gave a brief welcome statement to the new council.***

***Swearing in of New Mayor and Council was done prior to the Meeting***

***Public Hearing on Delinquent Utility Bill – 6:40 p.m.***

Mayor Zimmerman opened the public hearing at 6:40 p.m. for an unpaid utility billing. No one was present to contest the unpaid utility billing; the Mayor closed the Public Hearing at 6:41 p.m. Both parties involved with this bill were sent a letter informing them of the public hearing.

***Resolution 2015-03 certifying delinquent account for collections: A motion to send this unpaid utility bill to the County for inclusion on the property tax roll was made by Hoemberg and seconded by Olson. Motion carried unanimously. Umland will send a letter and resolution to the Todd County Auditor. A copy of the complete resolution is filed in the minute book.***

***4. Public Comment***

No one present to address the council.

***5. Communications Reports***

***A.*** Reviewed the enterprise reports – no questions

***B. Fire/Ambulance reports***

No report from the ambulance department

Mr. Wallner informed the council that the rescue van is in need of repairs.

***C. Law Enforcement*** – Mr. Berndt presented the council with his December monthly activity report and a 2014 year end activity report. The monthly report showed violations as follows: 1- accident, 11-citizens calls, 5-citations, 5 -warnings, 6 assisted agencies and 1-alarm check. Mr. Berndt indicated that the DARE program will begin in February. He is seeking donations to help with the cost of the program. The school did not budget any funds for the program this year. He will be picking up the educational workbooks in Willmar that was donated by Cub Foods.

***D. Public Works Report-*** council reviewed Mr. Templin January 2015, monthly maintenance activity report;

\* Thul fixed several man holes that were cracked that are under warranty

\* Sat in with Dennis & Ken when they interviewed 3 engineering firms

\* Checked with area cities on what they are doing for street improvements

Mr. Templin informed the council that part-time worker Josh Shesta has found another job.

**E. Clerk's Report** – see overview of January agenda

**6. Consider Business Items**

**A. Street Repair** – Mayor Zimmerman summarized the meeting on December 19<sup>th</sup> when Member Nelson, Public Works Templin and himself interviewed three engineering firms. He stated that all three firms stated a feasibility study would be the first step prior to doing any street repairs. The City of Bertha has chosen to investigate the feasibility of performing some of the remaining improvements to rehabilitate existing streets that were not involved in the Bertha Authority Project. A feasibility study would prioritize the streets according to conditions, next it would summarize the project cost based on recommended improvements, then it would summarize the estimated assessment rates for the proposed project, and funding available. The following are the three firms that were interviewed and the cost estimate of a study:

1. WSN – estimate cost \$2,500.00
2. SHE - \$10,000

3. Moore Engineering – stated in a letter December, 2014, with the future anticipated street work, we would provide the equal amount of services for performing preliminary engineering on the future street work to the reconstructive cost through the intersection. We anticipate that the total preliminary engineering cost for the future street work would be greater than the reconstructive cost of the intersection. Motion by Hoemberg, seconded by Bowman agreeing to table hiring an engineer to do a feasibility study until February meeting to see if we get a response back from Moore Engineering. Carried.

**B. Bertha Authority Project** - The council discussed at length different options for street improvements. The council was in full agreement to first concentrate on completing the 2013/2014 project. In considering this completion, specifically the drainage issue at the intersection of 1<sup>st</sup> Street NW and 1<sup>st</sup> Ave NW. The council was not in favor of their above proposal to “provide the equal amount of services for performing preliminary engineering services on the future street project work. Mayor Zimmerman will compose a letter to Moore Engineering informing them we will not accept their proposal and ask them to provide the council with a suitable plan for correcting the intersection problem. He will instruct them to submit a separate cost proposal to do the feasibility study. If they don't reply with a suitable plan we will turn this over to the city attorney.

***Approval of Pay Request #29 which include the following:***

***Pay Request #1 in the amount of \$8,665.00 to Korblick Bobcat Service, for construction done on a manhole at the pond system was approved.***

Councilmember Hoemberg moved and Member Bowman seconded the motion to approve the above payment request that was already signed by Jeff from the USDA office. With all members present in favor.

**C. Community Center- Mock OSHA Inspection**

A mock OSHA inspection was done in March, 2014 by LMC Loss & Control and they suggested adding a railing on each side of the steps located behind the community center. In addition, snow should be removed in a timely manner. Mr. Wallner suggested he could measure the steps and give the city a quote for the railings to comply with OSHA requirements to have for our February meeting. MEI recommends at the community center to install an emergency eye wash where the bleach is used in the kitchen area. The council reviewed different options but decided to eliminate the use of bleach in the kitchen.

**D. Recording of the council meeting-**

In recent months, the council talked about recording the council meetings. It was decided to hold off until the new council takes office. The council discussed pros and cons in recording the regular council meeting. Motion by Nelson, seconded Member Hoemberg not to have them recorded. Carried. If the

council felt portion of the meeting should be recorded they will have law enforcement tape that part of the meeting.

**E. 2015 Insurance Package** - League of Mn Cities Insurance Agent Steve Peterson was present to discuss the City of Bertha Premium breakdown for 2015. After review and discussion, Bowman motioned to approve the 2015 renewal package with the deletion of the communication tower. Nelson seconded, unanimously carried. Mr. Peterson informed the council that property/liability rates have decreased for the coming year. The overall premium rates for workers' compensation will increase especially for volunteer firefighters. There was some discussion about the museum building limit of \$188,021 and the contents not insured. The LMCIT now offers coverage for lagoons. Mr. Peterson will check out what the coverage covers and how much the premium will be and report back.

## **7. Review and Adopt the Consent Agenda**

**Note:** The Consent Agenda listed those items of business which are considered to be routine and/or which need no discussion. Consent items may be moved to an appropriate section of the regular agenda for discussion.

Mayor Zimmerman asked if there were any additions, corrections or deletions to be made to the Consent Agenda. Olson moved, Hoemberg seconded, to approve the Consent Agenda as presented which included the following items; with all members voting in favor.

- A. Approval of December 8, 2014 regular Council Minutes.
- B. Approval of December disbursements & added two claims for the fire department and Authorized Issuance in accordance with list provided including all electronic payments. Claim 14569 – Harms Mfg. for \$ 503.38 and Claim 14570-MSFCA for \$93.00.
- C. Reviewed bank correspondence – Investments & Bank Statement
- D. Resolution 2014-14 denying the loan to Down Home Repair Sales & Service LCC  
At this point and time, the council has not received any new information from Randy Chock. At the November 10<sup>th</sup> meeting, Mr. Chock was asked to compose a letter summarizing why he felt his business is not retail. At the same meeting, the Economic Development Committee recommended denying the application because it falls under an ineligible activity set forth by DEED.
- E. Resolution 2015-05 adjusting Ambulance Accounts Receivable by \$944.86 since collection efforts have been exhausted and there is no need to keep it on the books at this time per request of Working 4 Professionals. The City Clerk was directed to remove the following delinquent accounts from the active account receivables and submit them to the collection agency:
  - a. Kayla Hairsine \$129.76
  - b. Justine Bollin \$815.10
- F. Resolution 2015-04 Amending the Personnel Policy - deletions
  - Section 7.2 Health Insurance** – by deleting the last sentence that reads – If you opt not to be covered by the City Insurance you will receive \$100.00 per month.
  - Section 9 Uniforms Allowances** – Full-time employees of the Police Department will be provided with a clothing allowance each year. The amount will be set by action of the City Council.
  - Section 5 hours of Work**
    - 5.1 Work Periods**-The work period for police department is established by themselves overlooked by the Police and Personnel Commission. The work period for all full-time police department personnel will be the accumulation of 171 hours in a 28 day period.

### **5.3 Compensatory Time**

**Section C** – Police officer will be eligible for compensatory pay for those authorized hours exceeding 171 hours in the prescribed 28 day work period monitored by the personnel commission.

#### **G & H Annual Meeting**

- a. *Designate Official Newspaper for 2015-Independent News-Resolution 2015-01*
- b. *Designate Official Depository for City Funds –Resolution 2015-01*
- c. *Elect an Acting Mayor to serve in absence of Mayor*
- d. *Committee Appointments for Council/Fire/Ambulance– Resolution 2015-01*
- e. **Set Annual Fees for City Services for 2015-Resolution 2015-02**

**Both resolutions are filed in the Bertha City Minute Book in their entirety.**

#### **I. Unused budget items to committed funds**

Stipulations of receiving some of the grants for the Bertha Authority Project the city were mandated to budget the following line items in the water/sewer funds for future maintenance.

#### **Reserves - Short-lived Asset Depreciation Reserve**

**Sewer – Lift Station -\$2,500.00, Air Release Valves-\$500.00, Control Structure Valves -\$750.00 and Misc. Controls - \$250.00 a total of \$4,000.00 annually.**

**Water- Well Pumps - \$2,500.00, Clean Mains-\$1,000.00, Paint Tower - \$4,000.00 a total of \$7,500 annually.**

**As a condition of the WIF Grant, the city is required to fund a long-term asset replacement reserve in the amount of approximate of \$.50 per 1,000 gallons of wastewater treated per year - \$9,000.00 was budgeted to be set aside for 2014.**

**Unused misc. capital outlay for 2014 to be designated to the following line item expenditures to a committed fund: vehicle capital outlay – fire department-\$9,100.00, general fund-city truck-\$1,500.00, ambulance rig - \$8,600.00 and \$17,200 for street improvements.**

### **8. Committee Reports**

Personnel Committee –setting the 2015 Employee Compensation 2015 wages take effect on the pay period of January 4-17.

City Clerk wages increased to \$18.40 which includes the deletion of \$100 (.58 per hour) she was paid for not taking health insurance benefits.

Public Works Supervisor wage increase to \$16.00 per hour plus a clothing allotment of up to \$520 annually-purchases must be documented. Receipts must be presented to the city office prior to reimbursement.

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

- A. Reviewed the guidelines and application form for the Economic Development Revolving Loan
- B. Review Resolution 2014-27 that was passed at the December 2014 meeting
- C. Federal/State Disaster Grant approved by FEMA to reconstruct road going to the pond system. The cost of returning the site to pre-disaster condition is \$6,987.20. The city will be reimbursed 7,491.20 which include \$504.00 contract costs. Clerk Umland was instructed to contact FEMA and see when the work must be completed.

- D. Todd County Development – reviewed correspondence from Rick Utech
- E. Charles Harlow – reviewed building plans for a house to be constructed in 2018
- F. Reviewed information on stipend that volunteers will receive for the next three years from Department of Public Safety
- G. Reviewed the upcoming training for employees

**10. Adjournment**

There was no further business to come before the City Council, Council Member Hoemberg moved, Member Nelson seconded the motion to adjourn. With all members in favor motion was carried. The meeting adjourned at 8:15