**CITY OF BERTHA**

**TODD COUNTY, MINNESOTA**

**REGULAR MEETING OF CITY OF BERTHA**

**HELD AT THE BERTHA COMMUNITY CENTER**

**MONDAY, JANUARY 11, 2016**

**Members Present:** Zimmerman, Hoemberg, Olson & Bowman

**Member Absent:** Member Nelson

**Staff Present:** Clerk Umland, Public Works Templin & Police Berndt

**Guest Present:** Marv Stokes, Pete Wallner, Joann Collins, Barb Mares, Trinity Gruenberg,

 Grant Yungbauer and Gerald Berndt.

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

***Annual Meeting***

***The Council reviewed the 2016 Fee Schedule & Annual Designations and Appointments.***

1. Bowman moved to set the 2016 Fees as set forth in Resolution 2016-01, second by Olson and carried.

Set annual fees and charges for City Services for 2016

1. Olson moved to approve the Official Designations and Annual Appointments as set forth in Resolution 2016-02, second by Hoemberg and carried.

Designate Acting Mayor-Darrell Hoemberg

Designate Official Newspaper – Benning Printing

Designate Official Depository for City Funds

Appoint Committee Appointments

***Regular Meeting***

***Open Forum:***

An opportunity for members of the public to address the City Council on items not on the current agenda. Items requiring Council action maybe deferred to staff or committees for research and future Council Agendas if appropriate. There was no one under unscheduled business to address the Council.

***4. Communications Reports***

 ***A. Enterprise Reports –*** Reviewed the reports for December

 ***B. Fire/Ambulance Reports –*** Mr. Wallner informed the council that the siren should be operable by the end of the week. New batteries will be installed this week. Mr. Hoemberg suggested that the 1984 pumper be added back on the general liability insurance.

 ***C. Law Enforcement –*** Mr. Berndt presented his December activity report. The monthly report showed the following violations for Bertha: 14-citizen calls, 4-city citations, 5-warnings, 7-public assists, 3-investigations, 5-assist other agencies and 2-accidents. Mr. Berndt informed the council that the new squad will be up and going by this week-end. He will then put the old squad car and ATV on minnibid to sell.

 ***D. Public Works Report –*** council reviewed the December Public Works activity report submitted by Mr. Templin. Some highlights for the month included: Mn Power & Light will be in town in January to do tree trimming, work with WSN on future projects, took down decorations and burned the pile at the dump. His report included a comparison of annual water pumped and sewage treated for 2015 & 2016. The amount of sewage treated was substantially down from 2015. As a condition of the WIF Grant, the city is required to fund a long-term asset replacement reserve. The amount that will be set aside for 2015 will be $8,732.00. Totals for 2015 are as follows: water pumped 12,539,025 and sewage treated was 17,464,000.

 E. Clerk’s Overview - reviewed prior to the meeting and didn’t have any questions

***5. Consider Business Items***

 ***A. 2016 LMC Insurance Renewal Package-*** The council reviewed the premium breakdown for insurance with the League of Minnesota Cities Insurance Trust in the amount of $23,830. The worker’s compensation portion is $12,367 with the remaining amount for general liability. It was discussed that if the LMCIT has any funds remaining in the pool of money at the end of the year, it is given back to the cities as a dividend. City Clerk Umland mentioned the City received a dividend from the LMC in the amount of $4,216.00 in December. It was noted this was about 33% of the 2015 gross premium. These funds then are delegated back according to the premiums paid. A motion was made by Councilmember Bowman, seconded by Member Olson, to approve the 2016 City of Bertha Insurance coverage renewal through the LMCIT for a total cost of $23,830.00. Motion carried 4-0.

 ***B. Nuisance Property – No information from the city attorney***

 ***C. WSN – No report on the survey that was taken in December***

***6. Review and Adopt the Consent Agenda***

 ***Note:*** The Consent Agenda listed those items of business which are considered to be routine 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 Zimmerman asked if there were any additions, deletions, corrections to be made to the Consent Agenda. Hoemberg moved, Bowman seconded, to approve the Consent Agenda as presented, with all members voting in favor. The following agenda items include the following:

1. Approval of the December 14, 2015 Regular Council Minutes
2. Approval of December Disbursements & Authorize Issuance in accordance with the list provided including all electronic payments.
3. Review bank correspondence – Investments & Bank Statement
4. Approved the application for foster care to Meagan Looker allowing her to have up to five dogs at her residence including her personal dogs. Two of the dogs are fully trained and certified as seizure alert and response dogs. She is also a certified veterinary Technician and often have rescue, rehabilitate and foster animals in her home. Under our current city code, current licensed individuals are allowed to provide temporary foster care.
5. Approved the transfer of the On Sale Intoxicating Liquor License Application effective February 1, 2016, from Long Pines Bar & Restaurant at 113 2nd Street NW to Mark Fay, (Traditional Bar & Grill) same address. The liquor license transfer is contingent on the new owner getting a certificate of liquor license from the state, worker’s comp.& liability insurance have been met, food service license and all fees being paid.
6. Approved Issuance of LG240B Application to Conduct Excluded Bingo, by the State Gambling Control Board, to the Bertha Firemen Relief Association by Russ Vandenheuvel, for use on March 12, 2016 at the Bertha Community Center. The City Clerk is authorized and directed to be able to complete and sign the application on behalf of the City of Bertha prior to submitting it for approval from the state.
7. Approved support to 2016 Promotion Schedule with Independent News Herald for $160.00. The Independent News Herald will offer full page recognition of 23 events by promoting the city with a small ad.

*7. Committee Reports*

 *A.*  Annual review of employee wages; after some discussion from the council. The committee did a comparison on wages with the nearby cities. The council listened to the recommendation from the personnel committee which suggested that both full-time employees receive an increase of 2% and part-time employee would get an increase of $2.00 per hour.

***Moved by***: Bowman **Second by:** Hoemberg

To approve Resolution 2016-03 setting the 2016 salary for city employees effective January 3, 2016.

 City Clerk $39,020.80/$18.76 per hour

 Public Works $33,945.00/$16.32 per hour

 Part-Time Maintenance $12.00 per hour

 **Yes: Hoemberg, Bowman, Olson Absent: Nelson**

**Mayor Zimmerman declared the resolution approved and passed.**

B. Review Job Description – will meet with employees and go over the revised description.

***8. Meeting/Conference/Correspondence***

 ***A. Schedule of the 2016 Police Dept. Budget –*** The City of Eagle Bend provided the council with a proposed budget for the police department which the city is responsible for 50%. The city will make quarterly payment of $13,746.25 to the City of Eagle Bend for law enforcement services.

 ***B. 2015 Property/Casualty Dividend-*** for more information see section 5A – Mayor Zimmerman stated that the city has received $94,802 in dividends since 1987.

 ***C. Closing 1st St SE - The*** city received a request from Medley Shamp requesting to close 1st Street SE from the corner of their house to the alley on the North side of their residence. They want to install a canopy tent since their yard is too small to accommodate for it. Motion by Hoemberg, seconded by Bowman allowing the Shamp’s to close part of 1st St. SE to the alley for an event in the end of May. Carried. It was recommended that the city provide 4 barricades at both ends. I contacted Medley the next day after the meeting to get the date and time. The party will be held on the 28th of May and they would like it closed from 11:30 a.m. until 6:30 p.m.

 D. Community Corrections – received a letter after the agenda packages were passed out. The letter stated they had just learned that grant funding for 2016/2017 CCY program was not approved by the state.

***9. Adjournment***

 There was no further business to come before the City Council, Member Olson moved; Member Bowman seconded the motion to adjourn. With all members in favor motion was carried. The meeting adjourned at 7:05 p.m.