

CITY OF BERTHA  
REGULAR MEETING OF THE CITY OF BERTHA  
HELD AT THE BERTHA COMMUNITY CENTER  
MONDAY, JULY 9, 2012

**Members Present:** Mayor Klebs, Council Members Shamp, Zimmerman, Hoemberg & Valley  
**Staff Present:** Clerk Umland, Police Berndt, Public Works Templin & Nelson  
**Guest Present:** Pete Wallner, Marv Stokes, Gerald Berndt, Joeb Oyster,Carolynn Bisel,  
Joann Collins, Mary Liemandt, Ken Nelson, Julie Nelson and Jamie Banister.

**Declaring a quorum present Mayor Klebs called the meeting to order at 7:00 p.m. and the citizens recited the *Pledge of Allegiance* to the flag.**

***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 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 Klebs asked for approval of the consent agenda as presented. On motion by Zimmerman, seconded by Council Member Shamp to approve consent agenda which included the following items: With all members present voting in favor, the motion carried.

- A. Approval of June 11, 2012 Regular Council Minutes
- B. Approval of June Disbursements & Issuance accordance with list provided.
- C. Reviewed bank correspondence – Investments & Bank Statement
- D. Resolution 2012-28 adjusting Ambulance Account Receivable by \$611.95 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.
- E. Accepted a \$500 donation from the Bertha Senior Citizens to the Ambulance Fund.
- F. Approved the 2013 agreement for prosecution service by the Todd County Attorney for an annual fee of \$500.00.

***4. Public Comment***

There was no one under unscheduled business to address the council.

***5. Consider Business Items***

- A. No report was presented this month from Kathy Sletto on the Bertha-Hewitt Rehabilitation Project. Mayor Klebs informed the council that Mary Bofenkamp was granted an extension on her housing rehab project due to the Bertha Authority Improvement Project.
- B. Joeb Oyster, Moore Engineering, briefed the council on the progress of the Bertha Authority Project and presented the council with the partial payments estimates for the month.

***Approval of Pay Request #4 for the following payments:***

***Partial Payment Estimate #2 in the amount of \$77,235.00 to Blombeck Construction, Inc. for labor and materials was approved.***

***Partial Payment Estimate #3 in the amount of \$376,128.81 to Wagner Construction, Inc. for labor and material was approved.***

***Partial Payment Estimate #3 in the amount of \$7,170.00 to Braun Intertec for soil observation and testing was approved.***

**Partial Payment Estimate #4 in the amount of \$59,705.02 to Moore Engineering, Inc. for engineering and basic services was approved. Council Member Zimmerman moved and Member Hoernberg seconded the motion to approve Pay Request #4 contingent upon USDA signing. Carried.**

Clerk Umland informed the council that she received a bill from Sandy French wanting reimbursement for her hot water heater that she claims burnt out due to when the water tank was emptied. Public Works Templin will contact, "The Utter End Heating," who installed the new water heater to find out more information on the old unit. The council tabled making a decision until the August meeting when Mr. Templin will report back with information from the plumber.

Pete Wallner inquired about if he will get a new curb stop in front of the building he owns at 216 2<sup>nd</sup> Ave NW. The council informed him that the old existing one is so close to the building they are afraid that something would happen to the foundation. A possible solution would be to install the new curb stop further away. Then he questioned who would be responsible for if there was ever a leak between the abandon and the new curb stop. Joeb Oyster, Moore Engineering, will inspect the situation and report at the next meeting.

Clerk Umland was instructed to send a certified letter/with a return receipt to Matt Peterson informing him that his temporary storage must be removed by July 30<sup>th</sup> if not painted.

#### **C. Tax Forfeited Property Sale – Todd County Land Commission**

The City has received a request from the Todd County Auditor/Treasurer's Office seeking the City's review of tax forfeited land. The City receives such request regularly on an annual basis.

Specifically, the City is being asked to provide an approval or disapproval of the sale of such property which consists of two parcels:

**Parcel 29-0007900** – This parcel does not appear to provide any strategic long term value to the City.

**Parcel 29-0021500** – Westergren Addition and located near Bear Creek also does not appear to provide any value to the City.

Minnesota Statute 282.01, subd. 1 requires that cities and organized townships shall first approve the sale of tax-forfeited land located in their respective boundaries before any land can be offered by sale by the county. If the city desires to acquire the land by procedures identified in this same section of the law, it must file a written application with the County Board to withhold the parcel from public sale. After a brief discussion, a **Motion** was made by Zimmerman with a second being made by Council Member Valley to approve the Tax Forfeit land sale of the following above two parcels. Adopted and approved unanimously by a roll call vote.

**D. 2011 Annual Audit:** Mayor Klebs turned the meeting over to Julie Nelson with Mayer, Porter & Nelson to review the 2011 audit. Julie reviewed the General Fund balance sheet and stated that 2010 is shown for comparative purposes. There is also a column that show actual expense compared to budget. Ms. Nelson continued to review the audit fund by fund. Ms. Nelson reviewed the internal controls and compliance report with the council. The city is in compliance on all points. Key financial highlights include the following:

At the end of the fiscal year, the City had no debt obligation.

The assets of the City exceeded its liabilities at the close of the most recent fiscal year by \$2,206,865.

At the end of the current fiscal year, unassigned fund balance for the general funds was \$62,420, or 28% of budgeted 2011 expenditures. She would like to see it be at least 35%.

The city implemented GASB Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions during the current year. This statement required the city council to establish various funds balance policies as they pertain to the city. The city council approved the city's funds balance policy on

December 12, 2011. The annual financial report was submitted to the state auditor at the end of June, 2012. Motion by Zimmerman, second by Shamp to approve the 2011 Financial Audit as presented by Julie Nelson. Carried.

## **6. Communications Reports**

**A.** Reviewed the enterprise reports

**B. Fire/Ambulance Report** – Chief Wallner questioned if the safe room would be available for a garage. At the present time, it is used to store legal documents from the city office. He also questioned if the city would be able to help defray cost associated with the summer festival. There was no report from the ambulance department.

**C. Law Enforcement** – Chief Berndt presented the police activity report for June as follows: 1-accident, 25-citizen calls, 10-citations, 11-warnings, 0 – arrests, 5-public assists, 2-investigations 4-assist other agencies, 3-medical and 2 alarms. Mr. Berndt discussed control measures for the upcoming summer festival. Council Member Hoemberg informed the council that the police committee from Eagle Bend and Bertha will meet with Hewitt about possibly law enforcement agreement with them.

**D. Public Works Report** – the council reviewed the June report submitted by Mr. Templin. Mr. Templin informed that they will sweep the streets in Hewitt. The council agreed to charge them \$50.00 per hour for machine use and Hewitt would provide the labor and fuel cost.

**E. Clerk's report** – Reviewed the monthly report and reminded the council of the upcoming primary elections. The city office filings open on July 31<sup>st</sup> and closes August 14<sup>th</sup>. Clerk Umland reminded the council that she would be attending a Healthy Community Partnership Meeting on Tuesday at Eagle Bend Senior Center.

Mary Liemandt presented the council with advertising packages that businesses could subscribe to on the website to help the city with financial support.

There was no further business to come before the City Council. Council Member Valley moved Member Shamp seconded the motion to adjourn. With all members in favor the motion was carried. The meeting adjourned at 9:00 p.m.