

**CITY OF BERTHA  
REGULAR MEETING OF THE CITY OF BERTHA  
HELD AT THE BERTHA COMMUNITY CENTER  
DECEMBER 14, 2020**

**Members Present:** Mayor K. Nelson, Members Bowman, Olson & D. Nelson

**Members Absent:** Member Captain

**Staff Present:** Clerk Umland & Public Works Templin

**Guest Present:** Pete Wallner, Russ Vandenheuvel & Karen Winkler

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

**3. *Unscheduled Public Appearance:***

***An opportunity for members of the public to address the City Council on items not on the current agenda. Items requiring Council action may be deferred to staff or committee for research and future agenda, appropriate.***

No one appeared to address the council.

**4. *Communication Reports:***

**A.** Review the Enterprise Reports for November – no questions

**B. *Public Safety Reports*** – Fire Department – No new business

Ambulance Report - Mr. Vandenheuvel reported that the new ambulance will be ready the end of the week. There was a recall on an electrical component and new part will be installed on Wednesday or Thursday. The Covid vaccine will be available for all crew members the end of next week and Tri-County Healthcare will administer it.

**C. *Law Enforcement*** – Todd County Sheriff Department provided a November activity report which summarizes the calls received in their department during the month of November: 2-alarms, 1-animal cruelty, 1-custody dispute, 1 disturbance, 6-followup, 3-gas drive offs, 1-public assist, 5-traffic stops and 7-misc. calls.

**D. *Public Works Report*** – Mr. Templin provided the council with his November activity report which summarizes work done within his department. His activity report included: removal of snow, fix the snow equipment, installation of Christmas decoration and worked with dog complaints. Mayor K. Nelson stated that complaints need to be documented and a letter sent to the dog owner.

**E. *Clerk's Review***- is an overview of the agenda only for council use.

**5. *Consider Business Items***

**A. *Deed Housing Grant*** – The preliminary application was submitted November 12<sup>th</sup>. The preliminary grant propose to provide SCDP funding to rehabilitate 20 owner/occupied single-family homes in the target area with the maximum assistance per house not to exceed \$25,000. The grant writer requested \$386,000 in funds from the state. If the state approves the preliminary grant then this spring a full application will be submitted to the state

**B. *Insurance Renewal*** – Cities obtaining liability coverage from the LMCIT must decide whether or not to waive the statutory tort liability limits. ***Motion by D. Nelson, second by Bowman, to direct the city clerk to do the following:***

***(1) Sign the LMCIT Waiver Form with a check in the box indicating that the city does not waive the monetary limits on municipal tort liability established by Minnesota Statute 466.04.***

***(2) Send the completed form to the city's insurance representative Klein's Insurance Agency, so they can forward it to the LMCIT underwriter.***

***Motion passed 4-0.***

***C. 2020 Final Tax Levy & 2021 Budget Adoption – Member D. Nelson introduced the following resolution and moved for its adoption:***

***Resolution 2020-27  
Certifying the 2021 Final Budget & 2020 Final Tax Levy for Taxes  
Collectible in 2021***

***BE IT FURTHER RESOLVED*** that the proposed levy for the City of Bertha for 2020 and for collection in 2021 is as follows:

General	\$ 83,000.00
Fire	\$ 9,500.00
Ambulance	\$ 1,500.00
Street Improvements	<u>\$ 40,000.00</u>
<b>Total</b>	<b>\$134,000.00</b>

The final budget for the City of Bertha 2021 was approved with the expenditures to different funds allocated in the following ways:

General	\$369,500.00
Fire	\$ 50,400.00
Revolving Loan	\$ 100.00
Water	\$147,000.00
Sewer	\$153,500.00
Ambulance	<u>\$121,000.00</u>
<b>Total</b>	<b>\$841,500.00</b>

***The City Clerk is hereby instructed to transmit a certified copy of this resolution to the auditor of Todd County, Minnesota. Member Olson seconded the foregoing motion and passed unanimously.***

***D.*** The annual 2020 budget may be amended by the City Council due to omissions, corrections, or unanticipated expenditures or revenues. Due to the pandemics the council did not anticipate the revenue and expenditure for this health issue. There were a number of changes to revenue and appropriations in different funds. Those changes are reflected in Resolution 2020-41.

Member D. Nelson introduced the following resolution and moved for its adoption:

***Resolution 2020-41  
A Resolution Amending the 2020 Budget***

The changes of expenses and revenue were approved and will be amended to the different funds and accounts as stated in Resolution 2020-41.

The motion for the adoption of the foregoing resolution was duly seconded by Member Bowman, and motion passed unanimously.

#### **5. Consider the Consent Agenda – action required.**

**Note:** The Consent Agenda list 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 removed to an appropriate section of the regular agenda for discussion.

Mayor K. Nelson asked if there were any additions, deletions, or corrections to be made to the Consent Agenda. The addition of the engagement letter from Mayer, Porter & Nelson was added to the consent agenda. Motion by Member Olson, seconded by Bowman to accept the consent agenda with the addition of 5G added. Carried.

- A. Approval of the November 9, 2020 Regular Council Minutes & the November 12, 2020 Special Meeting Minutes to canvass the election results from the general elections.
- B. Approval of the November Disbursements & Authorize Issuance in accordance with the list provided including all electronic payments – along with the December Disbursements – Check No # 18243 through 18286 in the amount of \$265,897.38.
- C. Review Bank Correspondence – Bank statement & Investment Reports
- D. Approve the renewal of the ambulance service billing agreement with Optum Holdings, LLC d/b/a Expert T Billing. The current contract expires the end of the year. This contract is essentially the same as the previous contract, but pricing has been increased by \$1.00 per run.
- E. Resolution 2020-42 removal of delinquent ambulance service bills: Invoice 345, 370 and 342 from active receivables of the Bertha Ambulance Service and be written off as uncollectible and be terminated by Expert T Billing.
- F. Resolution 2020-43 approving 2021 City of Bertha Pay Equity Report – The council received copies of documents regarding Pay Equity Report including the Council must approve the report before it can be submitted to the state. The report must be done every 3 years which is required by the State of Minnesota. This goes beyond the familiar idea of equal pay for equal work where men and women with the same jobs must be paid equally. Once the report is reviewed a notice will be sent to the city informing them if they are in compliance.
- G. Engagement letter for 2020 audit – Annually the city is required to undertake an audit of its financial records and practices. For the past several years, the city has utilized the services of Mayer, Porter, & Nelson to perform this service. The council has agreed to continue with their service with a fee of \$9,900 and \$550 for the Annual Financial Reporting Form.

#### **6. Committee Reports – None**

#### **7. Correspondence/Meeting/Conference**

- A. Review the resolutions for the annual meeting for next month.
- B. Western National Mutual has made payment for damages done by Wagner Construction to the sewer line during the 2012 project. Payment was for damages for the defendant's negligence in

boring and installing a water service line through the City's sewer main. The settlement to the city was in the amount of \$21,000.

**C. Status of the hazardous building owned by Allen Schahn-** At this time, he is getting estimates on the cost to replace the roof of the old creamery. He questioned if the city knows of any funding or grants that are available for hazardous improvements.

**D. Property line located on parcel 29-0000600-**A motion by Member D. Nelson, seconded by Member Bowman to accept the new parcel description for Jeannette's Scott property. Carried. The property line description on the west side of her property was incorrectly described by a title attorney. As such, the title to her house wasn't marketable. So the family hired a surveyor, whose report was reviewed by the council. The adjacent property owner (Tom & Jo Fern) signed a quit claim deed with the revised property line description. Prior to getting it recorded the family needed the okay from the city council.

## **8. Adjournment**

**There was no further business to come before the City Council. Member Bowman moved; Member Olson seconded the motion to adjourn. With all members in favor, motion was carried. The meeting adjourned at 6:50 p.m. Carried.**