

**CITY OF BERTHA  
REGULAR MEETING OF CITY OF BERTHA  
HELD AT THE BERTHA COMMUNITY CENTER  
Monday, January 8, 2018**

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

**Staff:** Clerk Umland, Adam Templin & Bobby Berndt

**Guests:** Pete Wallner, Marv Stokes, Karin Nauber, Russ Vandenheuvel and 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.***

***Annual Meeting***

***Resolution 2018-02 – A Resolution approving the Annual Officials Designation and Appointments***

1. Elect an Acting Mayor to serve in absence of Mayor during 2018
  2. Designate Official Newspaper for 2018
  3. Designate Depositories for City Funds during 2018
  4. Review Committee Appointments to different Boards
- Complete list of designations and appointments can be seen on file at the City Clerk Office.

***Motion to approve Resolution 2018-02, A Resolution relating to the organization meeting for 2018 for the City of Bertha for 2018. Vote for: Olson, K. Nelson, D. Nelson, Captain and Bowman. Vote against: None. Motion carried.***

***3. Public Comment:***

***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, if appropriate.***

No one present to address the council

***4. Communications Reports***

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

***B. Fire/Ambulance Reports-*** The fire department submitted a 2016 FEMA grant for \$38,900.00 to purchase a Compressor/Fill station, along with training. The department was awarded a grant, now the department is 100% NFPA compliant. The new equipment has just arrived. Mr. Wallner stated they will be working with the townships for a one year service contract. A copy of Resolution 2017-46 was provided to each member of the council. This resolution set the annual lump sum benefit to \$1,500.00 which was passed at the December meeting but no resolution was drawn up until after the meeting. Mr. Vandenheuvel stated they have 5 different crews with a rotation of 2 days on and 8 days off. They're hoping to put on 2 new recruits. In the near future, they will be putting together specs for a replacement ambulance rig. The goal is to replace the ambulance rig every 10 years.

***C. Law Enforcement-***Mr. Berndt provided his December activity report. The monthly report showed the following violations for Bertha: 4-citations, 11-parking, 1-public assist, 1-investigations, 3-

assist other agencies, 1- vehicle unlock and 13 citizen calls. Mr. Berndt talked to different home owners about parking during snow removal. The council didn't have any other questions for him.

**D. Public Works Report** – Mr. Templin supplied the council with his December report to review and they didn't have any comments. The monthly report included a lot of snow removal. His report included a comparison of annual water pumped and sewage treated for 2017. 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 2017 will be \$14,644 which will be added to the current CD in August following the annual audit. The amount is based on \$.50 per 1,000 gallons sewage treated. Totals for 2017 are as follows: water pumped is 12,836,278 gallons and sewage treated was 29,289,000 up from 2016. Mr. Templin informed the council about the meeting he attended in Brainerd to meet ADA compliance. Mayor K. Nelson informed the council that the Community Center floor will be waxed the last week-end of January. A brief discussion on how to inform the property owner that they are responsible for removing snow from their sidewalk. A memo will be put on their utility card the next billing period. There are over the road trucker interested in being able to plug their trucks in during the cold winter months at the truck parking lot. The council discussed different ways to monitor and what amount to charge the responsible party. It was discussed to install a sign by the electrical box stating they are responsible to pre pay prior to hooking up to the electrical outlet and if they don't they would be ticketed. A fee was not set at this time and Members Bowman and Captain will do some inquiring on what would be a fair charge. Motion by Member Bowman, seconded by Member Captain any trucker that hooks up to the electrical outlet without prepaying would be fined -the first offense would carry a fine of \$100.00 and second time would carry a fine of \$300.00 Carried.

**E. Clerk's Overview – review only**

**5. Consider Business Items**

**A. Nuisance Property Update** – Mayor K. Nelson stated there is only one nuisance property left to get in compliance. City Attorney is still working on the paperwork to have it demolished.

**B. 2018 Renewal Application and Optional Coverage Renewal Application** – Will be available for the February meeting. The LMCIT have provided the city with the insurance binder to cover until the application is provided.

**6. Consider 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 is any additions, corrections, or deletions to be made to the Consent Agenda. Motion by D. Nelson, seconded by Member Bowman to approve the consent agenda as presented. Carried. The consent agenda included the following items;

- A. Approval of the December 11, 2017 Regular Council Minutes
- B. Approval of the December Disbursements & Authorize Issuance in accordance with the list provided including all electronic payments
- C. Review Bank Correspondence – Bank Statement & Investing Report
- D. Approving and authorizing Mayor and City Clerk to sign the Engagement Letter submitted by **Mayer, Porter, Nelson LTD** for 2017 Audit, and Accounting Services for 2018 with a fee of \$9,600 for the audit and \$500.00 to prepare the Annual Financial Reporting Form.
- E. Approved Resolution 2018-04 to formalize the commitment of different fund balances for specified purposes. Council action is required

F. Approve Resolution 2018-05 amending the 2017 Fire Budget as identified in the resolution

## **7. Committee Report**

### **A. Consider Approval of a Salary Step Increase for the City Clerk & Public Works Dept.**

The personnel committee presented the council with their recommendation for city employee's salaries for 2018. Prior to the January meeting, the committee met with each employee and did an evaluation. The City Clerk was authorized to approve a salary step increase for employees, effective January 1, 2018.

A motion by Captain, seconded by Member D. Nelson, Resolution 2018-03 entitled "Resolution Setting 2018 Employee Compensation" was introduced. Upon a roll vote, Ayes – all members, Nays- None, the Resolution was declared passed and adopted retroactive to January 1, 2018. The following wages were approved as follows:

Public Works Supervisor	Grade 6-Step 2	\$37,269/17.91 per hour
City Clerk	Grade 6-Step 9	\$42,328/20.35 per hour
Part-time Maintenance Worker	Grade 1-Step 1	\$13.50 per hour

A complete copy of Resolution 2018-03 is filed in the City Clerk's Office Minute Book.

Mayor K. Nelson asked the council to allow the clerk to carry over 4 days of her 2017 vacation time to 2018. She asked the personnel committee prior to the end of year and they had no problem. She informed the council she would use them during January and February. Motion by Bowman, seconded by Member D. Nelson authorizing the City Clerk to carryover the four days accrued vacation leave to 2018. Carried.

## **8. Correspondence/Meeting/Conferences**

**A. 2017 Property/Casualty Dividend** – The LMCIT issued the city a dividend check in the amount of \$1,476.00 in December. These funds then are delegated back according to the premiums paid. The city has received \$102,484 back in dividends since 1987.

**B. Mn Energy Resources** – No action just informing the council rate increase to the Public Energy Commission

**C. Horizon Manor, LLC** – The current owner is in the process of selling the housing unit. When they purchased the lot originally from Bertha Housing there was a cloud on the title. An alleyway exists thru the building that was never vacated and now jeopardizes the sale. There should be no issue vacating an alleyway thru the building after 31 years when the entire block is one parcel under the current ownership. He is asking the City to complete the vacation process as quickly as possible so as to not endanger the transfer to the new owner. Clerk Umland has provided the City Attorney with the correct paperwork.

**D. Annual Conferences** – MRW will be held March 6-8 and the MCFOA will be held March 21-23.

## **9. Adjournment**

There was no further business to come before the City Council. Member D. Nelson moved; Member Bowman seconded the motion to adjourn. With all members in favor, motion was carried. The meeting adjourned at 7:20 p.m. Carried.