***City of Bertha***

***Regular Meeting of the City of Bertha***

***Held at the Bertha Community Center***

***January 13, 2020***

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

***Members Absent:*** Mayor K. Nelson

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

***Guest Present:*** Pete Wallner, Russ Vandenheuvel, Marv Stokes, Amy Botzet, Karen Winkler, Sarah Avery and Steve Peterson

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

 ***Mayor Olson called the annual meeting to order at 6:35 and advised all that the regular business of the City Council will be presented immediately following this Annual Meeting.***

 **Resolution #2019-01**  Adopting the 2020 Schedule of fees and charges for various services, licenses and permits was introduced by Council Member Bowman, seconded by Captain and approved on a vote of 4-0.

 **Resolution # 2019-02 approving the official’s designations and annual appointments** was introduced by Council Member Bowman, seconded by Member Captain, and approved on a 4-0 vote.

 There was no further business to conduct for the annual meeting so the regular business meeting was opened.

***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, if appropriate.

 Pete Wallner-stated for the record mistakes made by Independent News Herald from the December minutes that were published in the newspaper. It stated that the 2020 wages were approved for the city workers which that item was tabled until the January meeting. Also, they incorrectly stated that last year a new motor and transmission was purchased for a fire truck and the department is still having issues.

***4. Communications Reports***

 ***A. Review the enterprise report for December –*** no questions

 **B. Fire/Ambulance Reports - held** election of officers at January meeting – stayed the same. Still having electrical problems with one of the trucks but should have it solved by the end of the week.

 Director Vandenheuvel stated the ambulance department has encountered some mechanical issues with the rig this past week.

 ***C. Law Enforcement –*** Todd County Sheriff Department provided a December activity report that summarizes the calls received in their department during the month. The monthly report showed the following violations for Bertha: 1-animal complaint, 4-ambulance, 4-follow-ups, 1 gas drive-off, 1-violation, 2 public assists, 1 traffic stop and 4-misc. stops. Deputy Nice provided the council with 2 nuisance properties that are not in compliance and ask the council to review and advise what to do. Motion by Member D. Nelson, seconded by Member Bowman to take action and make the parties come into compliance. Carried.

 ***D. Public Works Report:*** Mr. Templin provided the council with his December activity report which summarizes work done within his department. He stated that the sampler upgrades would cost around $5,600.00 and will research this at his annual conference. Mr. Templin questioned the council at possibly purchasing some new Christmas decorations. This was tabled until spring when they go on sale.

Mr. Templin is requesting that the council look at upgrading the present snow removal equipment. His activity report included a comparison of annual water pumped and sewage treated for 2019. 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 2019 will be $17,372.00 which will be added to the current CD in July following the annual audit. The amount is based on $.50 per 1,000 gallons sewage treated. Totals for 2019 are as follows: water pumped is 15,228,308 and sewage treated was 34,744,202 up from 2018. Requested items that were tabled until more information is available are: exit signs for Lion’s Building and sewer plant, pay loader snow bucket and possibly upgrading the large plow truck. It was suggested to contact Champion to see if they can build a snow bucket.

 ***E. Clerk’s Review –***for review of the monthly report.

***5. Consider Business Items***

 ***A. 2020 Property, Casualty, Liability and Workers Comp. Insurance Renewal***

The City has had satisfactory insurance coverage with the League of Minnesota Cities Insurance Trust for several years and has decided to continue to carry their package. Steve Peterson (agent for LMCIT) was in attendance to answer all questions the council might have. Motion by D. Nelson, seconded by Member Bowman to accept the Quotation Premium with the League of Minnesota Cities Insurance Trust coverage from January 8, 2020 to January 8, 2021, and to authorize submittal of the premium in the amount of $13,984.00 Property, Casualty and Liability coverage, plus $12,493.00 for Worker’s Compensation coverage along with authorizing the city clerk to sign any documents referenced above on behalf of the City of Bertha. Carried. Buildings not covered are the old warming house, Thiel Park Shelter and the tractor pull concession stand. Mr. Peterson will check why the Park shelter/restroom is valued at $174,000. Mr. Peterson noted the increase in renewal premium is mainly due to changes in property values due to a recent property appraisal as well as changes in locations 3, 9, 12 and 16 per your email above. He stated physical damage to ***Vehicle #7-204 Int’l Fire truck*** is currently on limited replacement cost basis since it is over 10 years old. Vehicles that do qualify for the replacement cost coverage will need to determine the ACV of the vehicle. If a vehicle is in the 10-12 year range and replacement cost is still desired, the party will need documentation from a mechanic familiar with the vehicle that the vehicle has been maintained and is still in new like condition. Mr. Peterson was asked to research how much cheaper the insurance would be if the city would go to a higher deductible.

 ***B. Bids & Specs for the future new vehicle –*** Mr. Vandenheuvel reviewed the price quotation provided by Premier Specialty Vehicles for a 2020 Horton Emergency vehicle-Type I ambulance custom unit. Total price of unit with options and delivered to Bertha would be approximately $235,038.00. The old ambulance would then be purchased by the fire department for possibly $35,000.00. Delivery of this vehicle would be approximately 180 days or less. PSV would purchase this vehicle through the Savvik Buying Group Agreement. The North Central EMS Corporation, DBA Savvik Buying Group is a Minnesota non-profit corporation based in St. Cloud which uses to bid and write contracts. The city attorney is researching to see if this organization qualifies so the city can eliminate the competitive bid process. Also, this has been put on hold a couple weeks to submit a grant to USDA to apply for grant funds.

 ***C. Sanitary Sewer Main in front of Salon Renew - Since*** Wagner Construction was the prime contractor for the project; the City of Bertha is requesting that they participate in the correction of the deficiency. They have not responded to any correspondence that was sent to them. The City Attorney has been provided with all the contracts to review prior to putting a claim against their insurance.

***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.***

Acting Mayor Olson asked if there were any additions, deletions, or corrections 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:

1. Approved the December 9, 2019 Regular Council Minutes
2. Approval of the December Disbursements & Authorize Issuance in accordance with the list provided including all electronic payments –along with checks 17659-17662 dated January 9, 2020 in the amount $2,976.52.
3. Review Bank Correspondence – Bank Statement & Investment Report
4. Consider Approval of a Minnesota Lawful Gambling LG220 Application for Exempt Permit with no waiting period submitted by New Life Church of God-Melinda Fox. Fox stated that the New Life Church of God has requested approval of a gambling permit to conduct a raffle on the church grounds. 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.
5. ***Approving Letter of Engagement with Mayer, Porter & Nelson LTD –***Keith Porter has been hired to perform the audit for 2019. City received letter from Mr. Porter outlining their procedures and the billing amount for the December 31, 2019 audit. It states that the fee for the audit will be $9,850 and the fee for preparing the Annual Financial Reporting Form will be an extra $500.00. Upon acceptance, the mayor and city clerk must sign the agreement and return it back to the accounting firm.
6. Todd-Wadena Electric Operation Round-Up Grant Application- the city is in the process of applying for a grant in the amount of $1,500 to be used towards the purchase of a new ambulance.
7. USDA Preliminary Grant Application- the city is in the process of submitting a preliminary grant application in the amount of $50,000 to help purchase a new ambulance and authorizing the mayor or clerk to execute such agreements as are necessary to implement the project on behalf of the applicant.

***7. Committee Report***

 ***A. Resolution 2020-04 Approving the salary for 2020-***council considered approving 2020 cost of living adjustments and step increases for city employees per recommendation of the personnel committee. Motion was made by Bowman, seconded by Captain to approve 2020 wage and health insurance benefits proposal as presented by the personnel committee. Carried.

 Public Works Supervisor $41,229/$19.82 per hour

 City Clerk $46,474/$22.34 per hour

 Part-Time Maintenance Worker $15.00 per hour

The council agreed to cover up to $380.00 per month of the premium cost for all full-time employees electing to be covered under PEIP and the remaining cost being paid by the employee. Any full-time employees choosing not to enroll in the city group plan will be reimbursed $200.00 for month to help pay for their plan.

 ***Resolution 2020-05 Updating of the City’s Personnel Policy –*** The city had to amend the benefit section of the personnel policy. The City will contribute $380.00 a month for all full-time employees electing to be cover with PEIP plan. All employees electing to be enrolled in a different group health insurance will be given $200.00 per month. In such a case, employee shall provide information that provides proof of other coverage.

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

 ***A. Annual Conference –*** 2020 MCFOA Conference will be held March 17-19 at the River’s Edge Convention Center in St. Cloud. The cost of the conference is $275.00 plus hotel and mileage.

 MRWA 36th Annual Water & Wastewater Conference will be held March 3 & 4th at River’s Edge Convention Center in St. Cloud.

 B. 2019 Voting Equipment Grant Opportunity Update – The Office of the Minnesota Secretary of State has announced an additional grant opportunity totaling $2,000,000 to help assist in the purchases of the last phase of the equipment updates in Todd County for the Automark. The ballpark estimate of the AutoMark machine replacement is between $3,000 -$3,500 per unit.

 C. MN DEED Housing Grant – Ms. Sletto responded that there are still grants available. She will no longer write any grants prior to her retirement. The council asked to seek more information and contact Sourcewell.

 D. Minnesota Power & Light rate increase – In December, 2019, the Minnesota Public Utilities Commission accepted Minnesota Power’s application for a general rate increase for electric service provided to customers in the State of Minnesota of approximately 10.59%. The commission will decide the amount of the final rate increase by early 2021, and final rates will be applied after. If the final rate is lower than the interim rate, customers will receive a refund.

 E. ***Resolution 2020-03 authorizing the auction of tax-forfeited property not needed for public use –*** Property ID 29-0012500 and 29-0016000 are parcels forfeited to the State of Minnesota for non-payment of property taxes. The county auditor is requesting that the city approve the parcel for public auction, auction to adjacent landowners, and request conveyance to the city for public use or purchase the property at the appraised value. Motion by Member D. Nelson, seconded by Bowman approving Resolution 2020-03 authorizing Todd County Board to put both parcels up for public sale. Carried.

 F. Todd County Health and Human Services – informed the council that the new minimum age law that prohibits the sale of tobacco products to anyone under the age of 21. A copy of the letter was provided to each business that sale tobacco products within the city limit.

**9. Adjournment**

 There was no further business to come before the City Council. Member Bowman moved; Member D. Nelson seconded the motion to adjourn. With all members present in favor, motion was carried. The meeting adjourned at 7:55 p.m. Carried.