***CITY OF BERTHA***

***REGULAR MEETING OF THE CITY OF BERTHA***

***HELD AT THE BERTHA COMMUNITY CENTER***

***August 9, 2021***

***Members Present:*** Mayor Olson, Members Captain, Winkler, Nelson, and Hoffman

***Staff Present:*** Clerk Umland & Chase Graba

***Guest Present:*** Pete Wallner, Brenda Roberts, Ben Harnack, Leona Bowman, Dennis Zimmerman, Ken Nelson, Kaitlyn Dyhoff, Trinity and Chris Bremer(Mayer, Porter & Nelson, Ltd).

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

***3. Public Hearing-Certifying Delinquent Unpaid Utility Bill-320 2nd St NE – Apt A***

 ***Open the hearing at 6:33 p.m. being no one to speak, Mayor Olson closed the Public hearing at 6:35 p.m.*** Motion by Nelson, seconded by Member Winkler to close the hearing. Carried.

 ***Utility Bill Certification to County Auditor –*** Member Nelson introduced the following resolution for consideration:

***Resolution 2021-31***

***Resolution to certify unpaid utility Bill to the County Auditor***

***for inclusion on the tax roll***

***Parcel 29-0031800-Foresight Development LLP***

***Water-$56.33, Sewer-111.40, Welllhead-4.00, Late Fee - $30.00, Adm. Fee-$20.00=$221.73***

***Member Winkler seconded the motion and carried unanimously.*** Despite efforts to collect by sending several notices to the renter and owner the account remains past due.

***4. Communications Reports***

 ***A. Review the enterprise reports for July – No Comments***

 ***B. Public Safety Reports –*** Chief Wallner informed the council they had one call for the month. The department sponsored National Night Out and food was provided by the Relief Association. Next month meeting they will open the sealed bids for the grass rig.

 No ambulance report due to Russ being on vacation.

 ***C. Law Enforcement Report –*** Todd County Sheriff Department provided the council with a July activity report which summarizes the 19 calls received in their department during the month of July: 2-animal complaint, 1-fraud, 1-gas drive-off, 1-juvenile issue, 1-public assist, 1-ofp/hro violation, 3-traffic stops and 9 miscellaneous.

 ***D. Public Works Report –*** Mr. Graba provided the council with his July activity report which summarizes work done within his department.

 \* Completed all requirements on well house/water tower for Mn Dept. Health

 \* Registering to take his test for water and sewer.

 \* Working with the state to be have the city covered with a certified licensed operator to replace the current operator that resigned.

 \*Concrete work will be done within the month of August on two different projects.

Maintenance report included topics for discussion – Hiring another employee, snow season and the tree located at 211 Second Ave SE. Mr. Graba had no update on the snow plow except that it wouldn’t pass inspection with the fuel leak. He presented different options for the council to consider for snow removal . Mr. Graba stated he discussed contracting with Braaten Aggregrate and they didn’t seem interested. The council had a brief discussion on hiring another person to help Mr. Graba out especially for snow removal. Motion by Member Nelson, seconded by Member Hoffman to advertised for a full-time Public Works Maintenance Worker in the official newspaper and Mn Rural Water website. Carried. Will check with Sourcewell and Mn Rural Water Association if they have any internship programs to help with the cost.

***E. Clerk Overview –*** for council information only.

5. ***Unscheduled Public Appearance***

Brenda Roberts – 307 1st St. NE – inquired about when the cement/tarring would be done at the end of her block. She questioned if the weeds could be trimmed down.

***6. 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 for discussion.

Mayor Olson asked if there were any additions, deletions, or corrections to be made to the Consent Agenda. Mayor Olson requested an amendment to the Consent Agenda by removing Item F until the September meeting and hold Check No. 18683. It was moved by Member Nelson, and seconded by Member Captain to approve the amended Consent Agenda. All voted in favor of the motion. The consent agenda included the following items:

1. Approval of the July 12, 2021 Regular City Council Minutes
2. Approval of the July Disbursements & Authorize Issuance in accordance with the list provided including all electronic payments plus August Checks Nos. 18684-18699 in the amount of $15,924.16 and put a hold on Check No. 18683 until more information is available.
3. Review Bank Correspondence –Bank Statement & Investment Report
4. **Resolution 2021-27** to continue participation with Community Concern for Youth Program to be conducted by Todd/Wadena Community Corrections and agree to contribute $283.00 during the period of 2022.
5. Zoning Permits - 2021-01 – 12X16 storage shed on skids-Ryan Switters

 2021-02-10X10X20 canvas garage- Rustin Redner

1. Resolution 2021-30 accepting donation – tabled until September –need more information
2. Fire Relief Association – Approve/Certify Annual Reports

 2021 Schedule For Lump –Sum Pension Plans – This report is designed to help determine the relief association projected assets and liabilities for 2021.

 2020 Financial and Investment Reporting Entry – the purpose of this report is to show the revenues and expenditures the association received or incurred in 2020 for both the Special and General Fund.

***7. Consider Business***

 ***A. Nuisance Properties –*** A list of five properties owners were turn over to the committee that were given more time to come in compliance. These properties will be inspected to see if they are in compliance otherwise they will be turn over to the county.

 ***B. Broadband Communications -***Member Hoffman gave a brief presentation informing the council the status of broadband program. Interested parties are discussing forming a coalition . Blandin Foundation are requesting at least one person from each entity attend a 16 week training program. They would help do a community survey, mapping, consider financing and partnership opportunities, create and adopt a plan for all involved. He discussed different funding alternatives. What you need – fiber to the premise, wireless service, fixed wireless, cellular services or satellite which would be the best options.

 **C. Rental of Lion’s Building –** Mayor Olson briefed the council on plans to use the front of the Lion’s Building to hold horseshoe tournaments during the winter. The league possibly could get funding thru the National Horseshoe League to help with expenses. He will have more information for the September meeting.

 **D. 2022 Legal Service Contract**-The City Attorney is requesting an increase of their hourly rate for legal services from $125.00 per hour to $150.00 per hour for 2022. For 2023, the rate will increase to $175.00 per hour . ***Motion*** by Nelson to approve the increase in hourly pay for the City Attorney services to $150.00 in 2022 and $175.00 in 2023. Member Winkler seconded. All members voted in favor. Motion carried.

 ***E. City Code – Storage Containers -*** The council reviewed an ordinance from another area town dealing with storage containers. The clerk will discuss with the city attorney on incorporating it into our current city code and have it apply to residential.

 ***F. Final 2020 Audit Report-***Chris Bremer with Mayer, Porter & Nelson Ltd. attended meeting to give the Council the final audit report for 2020. Bremer started with the management and auditor’s responsibilities for financial reporting. The summarized audit results are the city has a clean audit opinion following all Minnesota legal compliance findings with no material weaknesses or significant deficiencies. Reviewed multiple financial statements for each the government funding and enterprise funding. The cash and investments in the city are healthy. The components of the fund balance are at a level at what the state auditor office recommends. A motion was made by Captain and seconded by Nelson to approve the audit. All voted in favor. None voted against. The motion was carried.

***8. Committee Reports –None***

***9.Correspondence/Meeting/Conference***

 ***A. Small Cities Development – Owner Occupied Housing –*** The city has not heard if they have been awarded grant money for housing. The announcement was to be made by 1st of August.

 ***B. Small Cities Assistance Program –*** The Small Assistance Program was created in 2015 to provide funding for maintenance of roadways in cities with population of less than 5,000. The funding is for construction and maintenance of roads located within the city and can include land acquisition, design, engineering, construction, and maintenance. There is no specified timeline when the city needs to use these funds, however, they prefer within two years. The first half of payment of $7,909 was received in July. The other half will be distributed with LGA in the end of December. This is again a one-time funding.

 **C. Minnesota Department of Health** awarded the city the, “ 2020 Community Water Fluoridation 50 Year Award”. This award is given jointly to recognize public water systems that have consistently adjusted the fluoride concentration in drinking water for the past 50 years.

 ***D. ARP Funds –*** Put off making a decision on how to use funds until a later date. The funds must be designated by December 31, 2024. One option that was discussed is to help with the cost of broadband improvements.

A brief discussion on if the city needs to inform local residents to conserve water.

***10. Adjournment***

There was no further business to come before the City Council. Member Nelson moved; Member Captain seconded the motion to adjourn. With all members in favor, motion was carried. The meeting adjourned at 8:31 p.m. Carried.