***CITY OF BERTHA***

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

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

***MONDAY, FEBRUARY 14, 2022***

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

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

***Guest Present:*** Brian Yates, Amanda Hansen, Russ Vandenheuvel, Brenda Roberts, Pete Wallner, Messina Owings, Mike Allen, Justin Hlatky, Barb & Dan Becker and Trinity Gruenberg.

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

***3. Public Hearing-Delinquent Utility Bill Disputes***

 ***Mayor Olson opened the Public Hearing at 6:35 p.m. –No dispute given by the public so the public hearing was closed at 6:37 p.m.***

A motion was made by Member Nelson and seconded by Winkler to approve Resolution No. 2022-14 as presented. The motion carried without a dissenting vote.

 ***Certification of Delinquent Utility Account – Resolution 2022-14 Payable 2023***

 ***Parcel Water Sewer WH Late Fee Admin. Fee Total***

***Foresight Development 29-0031800 236.11 154.10 4.00 60.00 20.00 $474.21***

***320 2nd St NE***

***SCDP Grant***

Grant writer Messina Owings attended the meeting to make the council aware of the policies that need to be approved for the SCDP grant. Council also needs to approve an administrative services contract with Central Minnesota Housing. They will be administering all aspects of this grant. This grant will provide financial assistance for the rehabilitation of residential properties owned and occupied by low to moderate income homeowners. She informed the council once she receives approval of the environmental review from DEED a date will be set for a kickoff meeting possibly the end of March. All residents will receive letters about the kickoff meeting. Applications will be handed out that night and will be awarded on a first come basis.

***4. Communications Reports***

 ***A. Review the enterprise reports for January – no comments***

 ***B. Public Safety Reports – Fire & Ambulance-*** Chief Wallner informed the council the department is still waiting for the part for the old ambulance and stated it will cost around $3,000.00 for the part. The department held their annual township meeting the end of January. Letter of support was sent to the state concerning a grant to help fund radios for ambulance and fire departments.

Ambulance report-12 volunteers are taken the EMT class – 2 in St. Cloud and 10 in Bertha. The next step is recruiting EMR and then get a class scheduled for them. Due to the resignation from Russ Vandenheuvel as ambulance chief the council has to appoint a new director.

***Motion by Nelson, seconded by Member Captain to appoint Amanda Hansen to fill the position as the new ambulance director. Carried.***

 ***C. Law Enforcement Report-*** Todd County Sheriff Department provided the council with the January activity report which summarizes the 19 calls received in their department in January: 1-accident, 1-animal complaint, 2-assist other agencies, 4-traffic stops, 2-welfare check and 9-misc calls.

 **D. Public Works Report –** Mr. Graba provided the council with his January activity report which summarizes work done within his department. His activity report included: getting his contact information set up with MPCA to be able to do his monthly DMR reporting, snow removal, replacing water meters and researching different surveillance systems. Mr. Graba will have quotes for the March meeting.

 ***E. Clerk’s Overview-*** for information purpose only

***5. Unscheduled Public Appearance***

 ***Brenda Roberts –*** 307 1st St. NE, stated she turned in a complaint to the city on January 17th and has not heard a response. Mayor Olson stated that he has not heard anything back from the lawyer. Last report is her lawyer and the city attorney was working on it. Mayor Olson at this time has been advised not to discuss this with anybody.

***6. Consider the Consent Agenda –action required***

 ***Note:*** The Consent Agenda listed those items of business which are consideration 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 Olson asked if there were any additions, deletions, or corrections to be made to the Consent Agenda. Motion by Nelson, seconded by Member Hoffman to accept the consent agenda as presented. Carried. The consent agenda included the following:

1. Approval of January 10, 2022 Regular City Council Minutes
2. Approval of January Disbursements & Authorize Issuance in accordance with the list provided including all electronic payments plus February Check Nos. 90054-90071 in the amount of $16,699.58.
3. Review Bank Correspondence- Bank Statement & Investment Report
4. Independent News Herald for the 2022 Sponsorship Schedule- this includes 24 full page promotions for $280.00
5. Resolution 2022-16 supporting the authority of local elected officials and city staff to make land use decisions in their community. The league has drafted legislation that would advance solutions to local housing challenges without imposing one-size-fits all mandates on cities with diverse housing needs.

***7. Consider Business Items***

 ***A. Broadband Communications –*** Member Hoffman gave a summary of the county-wide broadband meeting with Todd County Development Corporation and the Blandin Accelerator Group which was held on February 7th at the Browerville Community Center. The group is moving forward with the countywide survey to help gather data.

 ***B. Credit Card -*** council at this time decided not to pursue a credit card.

 **C. Small Cities Development Program –**

**Member Nelson introduced the following resolutions & policies and moved for their adoption:**

**Small Cities Development Program Owner-Occupied Rehab. Policies & Procedures**

**Owner-Occupied Housing Rehabilitation Project SCDP Income Reuse Plan**

**Resolution 2022-11**

**A Resolution prohibiting the use of Excessive Force**

**Resolution 2022-12**

**A Resolution Participating with Residential & Relocation Assistance Plan for Grantee for SCDP**

**Resolution 2022-10**

**A resolution providing a “Drug Free Workplace”**

**Small Cities Development Program Fair Housing Plan**

**Grantee Summary Information Sheet**

**Resolution 2022-13**

**A resolution to adopt the section 3 plan for the City of Bertha/Hewitt**

**Consulting Service Agreement**

**An agreement accepting Central MN Housing Partnership, Inc. as**

**Consultant for the Small Cities Development Program Grant**

**will administer the grant on behalf of and in cooperation with the City.**

**The motion for the adoption of the foregoing resolutions was duly seconded by Winkler, and motion passed unanimously.**

*8. Committee Reports*

**A. Resolution 2022-09 Approving an Employee Handbook for the Bertha Ambulance Service-** *Members of the ambulance Service has created the handbook to better govern the ambulance service. Once each volunteer sign the agreement to the document, they are agreeing to the following rules, policies, and regulations found in the document. If they are found to not be incompliance, they will be subject to investigation and any punishments deemed necessary if an offense is proven. They have 10 days to sign the agreement or they will be suspended from the service. Motion by Captain, seconded by Nelson to approved the Bertha Ambulance Employee Handbook pending approval from the labor attorney. Carried. Prior to approving the ambulance employee handbook, the council discussed an increase in pay for the volunteers. Motion by Nelson, seconded by Member Captain approving the proposed ambulance pay rates effective 01/01/2022:*

***Call Time Emt Emr***

 ***On-Call*** 3.00 per hour $2.00 per hour

 ***Holiday*** $4.00 per hour $3.00 per hour

 ***Runs*** $30.00 $20.00

 ***Meetings*** $50.00 $50.00

 ***Bonus for recertifying*** $500.00 $100.00

***OT (over 2 hours) $10.00 per hour-$5.00 per half-hour***

***Motion carried with Members Hoffman and Winkler abstaining.***

Jeremy Wolfenbarger is temporary scheduled to be on-call for the day time shift since Russ announced his retirement. Tri-County was unable to provide service during the daytime because of the shortage of staff. Jeremy was offered $12.00 per hour to be on call. Motion by Nelson, seconded by Member Hoffman to hire Jeremy Wolfenbarger at $12.00 per hour effective January 10, 2022, on a temporary basis from 8:00 a.m. until 5:00 p.m. Monday thru Friday until the new recruits are licensed. Carried. Winkler abstained.

Two other items pertaining to the ambulance were tabled until the March meeting until more information is available.

1. Ambulance Service Run Rates increase get more comparisons
2. Conference expense – tabled to research how much each member is allowed.

 ***B. Maintenance Worker –*** interviewed two applicants for the position of maintenance worker with one withdrawn his name prior to council meeting. This position was advertised as full-time with benefits. The council decided to go with a part-time seasonal worker. This would eliminate the fringe benefits and be able to increase the wages from $15.00 per hour to $17.00. ***Motion by Nelson, seconded by Member Captain to offer the job to Brent Lind as a temporary part-time seasonal worker at $17.00 per hour and repost the position as part-time status. Carried.*** The council wants this item again on the March agenda.

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

 ***A. Investment Report Card-*** The State Auditor provides two educational tools to help relief association trustees monitor investment performance. One tool is the investment report card. A copy of the 2020 Investment Report Card for the Bertha Fire Relief Association was included in the council package. This report card is provided by the state auditor for informational purpose to help assess the association’s short-term and long-term investment performance. For review only.

 **B. 2022 Insurance renewal –** the complete package to approve at the March meeting. The quote for worker’s comp insurance was provided to review and with the premium option selected the same as prior years. A slight increase is caused due to the increase number of claims for Post-Traumatic Stress Disorder.

 **C. DDA Engagement Letter-**As a registered municipal advisor, federal rules requires David Drown & Associates to periodically remind municipals that there are properly registered with the Securities and Exchange Commission and the Municipal Securities Rulemaking Board. This letter confirms the nature of their professional relationship with the city, and reminds the city what is expected of them as our municipal advisor. This letter binds the City to nothing … it is simply for our information. The City Clerk is asked to sign the engagement letter and return it to DDA for their records.

 ***D. Safety Loss & Control Workshops-*** A copy of the brochure was provided with upcoming meeting dates and tracks that will be provided during the training session.

 ***E. Cities have no authority to hold fundraisers –*** Information from the Office of State Auditor Office was provided from the League of Mn Cities – the league stated although cities are allowed to accept donations, cities have no authority to hold fundraisers.

 ***F. Resolution 2022-17 Liquor License Transfer –*** Nelson moved to approve Resolution 2022-17 approving the liquor license transfer from Dan & Barb Becker (Long Pines Bar & Restaurant) to Justin Hlaty, seconded by Winkler. Motion carried. All licenses are approved contingent on a clear background check performed by the county/state, proof of liquor liability insurance, and proof of workers’ comprehensive insurance and successful completion of the State of Minnesota’s review.

Prior to adjournment – Mr. Wallner wanted to know the status of Lawful Gambling – changing the city code to have each organization which conducts lawful gambling within the city to contribute 10% of its net profits to give to a special city fund. Mr. Wallner asked Member Nelson if she had informed the manager of the trail association about this. She stated he informed her that he had discussed this with Mr. Wallner. A public hearing has been scheduled for the March meeting at 6:35 to introduce the ordinance change.

***10 Adjournment***

There was no further business to come before the City Council. Member Winkler moved; Member Nelson seconded the motion to adjourn. With all members in favor, motion was carried. The meeting adjourned at 8:20 pm. Carried