***CITY OF BERTHA***

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

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

***January 10, 2022***

***Members Present:*** Mayor Olson, Members Hoffman, Nelson & Winkler

***Members Absent:*** Member Captain

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

***Guest Present:***  Beth Schultz, Brian Yates, Amanda Hansen, Russ Vandenheuvel, Brenda Roberts, Pete Wallner, Charles Harlow, Leona Wiese, Jerry Nelson, Ben Harnack and Brian Yates

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

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

***Resolution 2022-01-****This resolution sets the 2022 Schedule of fees and charges for various services, licenses and permits. Motion by Member Nelson, seconded by Member Winkler to approve Resolution 2022-01. Carried*

***Resolution 2022-02-*** *This resolution approves the official designations and annual appointments for 2022 which was introduced by Member Hoffman, seconded by Member Winkler, and approved on a 4-0 vote.*

***3. Public Hearings – none scheduled***

***4. Communications Reports***

***A. Review the enterprise reports for December – no comments.*** A public hearing will be held for certification of a delinquent utility account to the County for February 14, 2022, at 6:35 p.m. and the city staff will prepare the required notices.

***B. Public Safety Reports-Fire & Ambulance***

Mr. Wallner informed the council of the upcoming meetings for the month. On January 18th, the department will meet with the townships that they serve to provide them with their new two year contract. Mr. Wallner explained the maintenance issues they are having with some of the trucks.

Request to Apply for Grants for turnout gear- Motion by Member Nelson, seconded by Member Winkler to apply for the following match grants:

1. Resolution 2022-03 Small Project Partnership Grant from Sourcewell
2. Resolution 2022-04 OSHA Safety Hazard Abatement Grant

Both grants awards employers a dollar-to-dollar match-up to $10,000.00. Carried.

1. Lawful Gambling Update – A meeting will be scheduled with the Trail Association and members of the councils.

Mr. Vandenheuvel is recruiting volunteers to join the ambulance service. He informed the council that he received 8 applications from people interested in becoming EMTs. He hopes to recruit at least 12 for the upcoming training. The school and newspaper is helping to get the word out about the need for EMTs.

***Bertha Ambulance Employee Handbook –*** Member Hoffman is working on an employee handbook for the ambulance service. The council had some concerns on wording and it was decided to have a special meeting. The committee will meet to review the handbook prior to having the labor attorney review the policy for final approval.

***Saying Thank You-****Mayor Olson presented Director Vandenheuvel with a plaque thanking him for his many years of service to the department.*

***C. Law Enforcement Report –*** Todd County Sheriff Department provided the council with the December activity report which summarizes the 12 calls received in their department in December: 2-gas drive-offs, 1 – landlord tenant dispute, 1- property exchange, 1-suicide threat, 2-traffic complaints, 1-welfare check and 4 miscellaneous. The total call volume for 2021 was 296.

***D. Public Works Report –*** Mr. Graba provided the council with his December activity report which summarizes work done within his department. His activity report included installation of a new water heater, many hours of plowing snow, partial freeze up of sewer on Cherry St. He is recommending some of the residents leave their water drip to avoid a total freeze up. As a condition of the WIF Grant, the city is required to fund a long-term asset replacement reserve. The amount that is to be set aside for 2021 is $9,342.00 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 2021 are as follows: water pumped was 18,506,910 gallons and sewage treated was 18,684,200 gallons down from 2020**. 2020 25,645,698**

**Recycle security system-will bring information to the February meeting.**

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

***5. Unscheduled Public Appearance-No one appeared to address the council***

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

***Note:*** The Consent Agenda listed those items of business which are considered 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 December 10, 2021 Regular City Council Minutes
2. Approval of December Disbursements & Authorize Issuance in accordance with the list provided including all electronic payments plus January Checks Nos. 90002-90007 in the amount of $154,430.74 which includes the annual USDA Development loan payment.
3. Review Bank Correspondence – Bank Statement & Investment Report
4. Consideration of adopting Resolution 2022-06 accepting a donation of $7,000.00 from Bertha Area Sportsmen Club for Personal Protective Equipment for the fire department.
5. Approving the Site Use Agreement between the City of Bertha and Lutheran Social Services for the use of the kitchen facilities at the Bertha Community Center. The Nutrition Program agrees to pay a yearly fee of $100, to help offset the costs of operation.
6. Resolution 2022-07 accepting the resignation of the Public Works Maintenance worker Ezra Shelter effective January 14, 2022.
7. Resolution 2022-08 accepting the resignations of Tyler Klimek and Shaun Nelson, removing them from the fire department active roster effective January 1, 2022.
8. Approved the fire service agreement with the area townships that we serve. The per run fee charged to the property owner within the service area for the cost of having the department answer a service call will remain the same. The service agreement is a two year contract which runs from March 1, 2022 until March 1, 2024.

***7. Consider Business Items***

***A. Engagement Letter for 2021 Audit- Motion*** by Winkler, seconded by Nelson authorizing a three year contract with Carlson SV CPAs & Advisors out of Fergus Falls. Carried. This will be a cash financial statement audit. The first year the cost is $13,750, second year is $14,200 and the third year is $14,700.00

**B. Broadband Communications -** The committee is in the process of finalizing the survey. They are working at putting together a mission statement. The committee is still working at getting more business and school to jump on board but have a lot of support from different groups. Don’t know at this time what route to take will contact local provider or form their own coop.

C. Credit Card – Still in the discussion stage will contact Sourcewell to see if they have available a credit card for businesses.

**8. Committee Reports**

**A. Consider Approval of a Salary increase for the City Staff**

The personnel committee presented the council with their recommendation for city employee’s salaries for 2022. A motion by Winkler, seconded by Member Nelson, Resolution 2022-05 entitled, “A Resolution approving the Salary for 2022” was introduced. Upon a roll call vote, ayes all members present, Nayes-None, the Resolution was declared passed and adopted effective the first pay period of 2022. The following wages were approved as follows:

Public Works Supervisor $46,800 Grade 6

City Clerk $52,000 Grade 6

Maintenance Worker $15.00 per hr Grade 1

A complete copy of the Resolution 2022-05 is filed in the City Clerk’s Office Minute Book.

**B. Bertha Ambulance Employee Handbook –** tabled approval until next meeting so the labor attorney can review it.

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

***A.*** Small Cities Development – On December 23rd received the broad-level tier 1 environmental review for the mayor to sign. As individual sites are selected, this review must be supplemented by individual tier 2 or Site-specific review for each site.

**B. Insurance Renewal –** still finalizing the 2022 Insurance Package which the city received a 60 days extension.

**C. LMCIT Dividend Announcement –** The city received $3,020 dividend from the LMCIT Trust for 2021.

**10, Adjournment**

There was no further business to come before the City Council. Member Nelson moved; Member Hoffman seconded the motion to adjourn. With all members in favor, motion was carried. The meeting adjourned at 8:01. Carried.