***CITY OF BERTHA***

***TODD COUNTY, MINNESOTA***

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

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

***MONDAY, SEPTEMBER 10, 2018***

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

**Absent:**  Member D. Nelson

**Staff:** Clerk Umland, Police Berndt and Public Works Templin

**Guest:** Marlo Benning, Pete Wallner, 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.***

***3. Public Comments:***

 ***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 in attendance address the council.

***4. Communications Reports***

 ***A. Enterprise Reports- August reports – review only***

 ***B. Fire/Ambulance Reports –***Chief Wallner stated that the three area fire departments are organizing the annual visit to the school during Fire Prevention week. The educational material has been ordered and the cost split between Bertha, Eagle Bend and Hewitt. Mr. Wallner might have three new recruits.

 Ambulance Report – Director Vanhenheuvel presented the third quarter stats. He noted that the number of “no loads” have gone up. This is when they are called to a scene to help a patient, but they choose not to be transported to a hospital. The stats showed of the 48 calls- Eagle Bend had 46% of the calls, Bertha 33%, Hewitt 17% and Clarissa 4%. Ambulance fee increase- the last fee increase was approved April 10, 2017. The increasing costs for staffing and medical supplies have increased the cost of EMS services. The ambulance service operating budget is funded exclusively through user fees. ***Motion by Member Bowman, seconded by Captain, to approve Resolution 2018-32 proposing rate changes for the Ambulance Department effective January, 2019. All voted in favor. Motion declared carried.*** The new rates approved will be: basic run - $825, intercept will increase to $1,075 with mileage rate at $14.00 per mile. In a separate motion, the council approved an increase for meetings/training to $50.00 along with changing the director pay to $500.00 per year. This will be approved on the schedule of fees at the annual meeting.

 ***C. Law Enforcement –*** Mr. Berndt presented the council with his August activity report. The monthly report showed the following violations for Bertha: 12-citizen calls, 5-citations, 1 warning, 0-arrest, 3-assist agencies and 1 alarm. Member Bowman stated that there has been a fifth wheel parked at the Glenn Johnson Memorial Park which has no license plate and was wondering if they have been paying camping fee. Clerk Umland informed the council that they have only paid for two days. They owe approximately $425.00. Clerk Umland will draft a bill for Mr. Berndt to deliver to the owner.

Member Bowman noted that a house down the street from them was supposed to be demolished in spring is still standing. Clerk Umland will contact the owner with a letter inquiring when they plan to have it removed. An itemized statement from the City of Eagle Bend was provided in the council packet listing the final 2017 police costs. A check for $10,252.48 was issued to the city to cover the overpayment.

 ***D. Public Works Report-*** Mr. Templin supplied the council with his August Maintenance Report for the council to review and give comments. Mr. Templin reported that they had stained benches at the park and the walking bridge. Linescape had painted the streets and curbs. He said there have been an unbelievable amount of sewer backups all over town for no apparent reason. Templin stated the manholes are in rough shape and it will cost approximately $5,000.00 apiece to have them fixed. There are six manholes that should be repaired. This would come with a 5 year warranty. He also noted that the fiberglass lining that was installed in the sewer pipe under County Road 24 need to be replaced or patched. The cost just to patch the leaks will cost $1,000 per leak. The repairs would not be done until spring of 2019. He did not have a cost to replace the complete lining. When the lining was installed in 2012 it only had a one year warranty. No decision has been made and looking at what option to go with. The city could use the $56,000 WIF Capital Reserve Fund that is designated to be use for something like this. Every year, the city sets aside .50 per 1,000 gallons of treated water which is a requirement of receiving a grant from USDA. This project has been tabled until more information is available.

Ken Nelson updated the council on the problem of erosion with the easement road going to the ponds.

 ***E. Clerk’s Review –*** review only

***5. Consider Business Items***

 ***A. Nuisance Property –*** The building at 205 First Street NW has been removed. The city will hold a public hearing to adopt the expense report for the costs incurred for demolition. Once the public hearing is held, the city can assess the cost to the property owner’s taxes in the amount of $10,744.00. A letter will be sent to the property owner giving them two options: full payment by October 15th or assessment on the property owner’s taxes.

 **B. Hope Addition One –** Hometown Title is still working on the closing paperwork for the Schmidlin.

 ***C. Approve Resolution 2018-26 Certifying Preliminary Property Tax Levy***

The council reviewed the City’s 2019 draft budget and 2018 tax levy. In addition to the General Fund, the City also considers annual budgets for its Utility Funds (water & sewer), Special Funds (Revolving Loan & Fire) and Ambulance Fund. Utility rates will be increased in 2019 to accommodate to support necessary capital improvements and repairs required to the system. After some discussion, MOTION was made by Olson, and seconded by Bowman, to approve the Resolution 2018-26 establishing a Preliminary Property Tax Levy in the amount of $129,900.00. Carried unanimously. The following sum of money is levied for the current year, collectible in 2019, upon the taxable property in the City of Bertha, for the following purposes:

 General $ 79,500.00

 Fire $ 9,350.00

 Street $ 40,000.00

 Ambulance $ 1,050.00

 Total ***$129,900.00***

The City Clerk is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Todd County, Minnesota by October 1, 2018. The complete resolution is on file at the City’s Clerk Office.

 **D. Resolution 2018-28 revising the water/sewer rates**

Utility rates should be reviewed on an annual basis. The last time the utility rates increased was in January 2016 with no increase in 2017 or 2018.

Councilmember Captain introduced the following resolution and moved for its adoption:

***Resolution 2018-28***

A ***Resolution Revising change in Municipal Rates for Water/Sewer Enterprise Funds***

The Bertha City Council authorizes the increase in water/sewer rates bi-monthly as follows: ***Base Rate for water usage will increase to $15.00***   ***Base Rate for sewer usage will increase to $30.00***  ***For consumption of water usage per thousand gallons no rate increase***

 ***For sewer per thousand gallons of water used will increase to $10.00***

 ***Late Fee will stay at $15.00 if not received before the 15th of the month***

 ***The new rate will go into effect on the first billing of 2019 and continue until repealed.***

Member Olson seconded the foregoing Resolution and the following vote was recorded: Ayes: K.Nelson, Bowman, Olson and Captain. D. Nelson absent. Whereupon the Mayor declared this resolution duly passed and adopted.

***6. Consider Consent Agenda***

 ***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 were any additions, corrections, or deletions to be made to the Consent Agenda. Motion by Member Olson, seconded by Member Bowman to approve the Consent Agenda as presented, with all members present voting in favor. The following agenda items include the following:

1. Approval of the August 13, 2018 Regular Meeting Minutes
2. Approval of the August Disbursements & Authorize Issuance in accordance with the list provided including all electronic payments
3. Review Bank Correspondence – Bank Statement & Investment Report
4. Resolution 2018-31 Participation with the Community Concern for Youth

This program has been something the city has always sponsored for many years. The cost to the City would be $266.00 for 2019.

1. Schedule a Public Hearing - October 8th at 6:40 concerning the following special assessments: Resolution 2018-33 & Resolution 2018-34

***7. Committee Reports – None***

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

A. 2017 TIF Report – The city received notice from the Office of the State Auditor informing the council failed to submit its required annual tax increment financing report. The deadline was August 1st. Jason Murray records indicate the district was certified in 2018 and report would not need to be filed until 2019. The county had reported certifying the district on 7/17/17 so a report needed to be filed in 2018. Once Mr. Murray found that out he submitted all the paperwork to the state and county. On 9/10/2018 we received correspondence indicating that the report was submitted successfully.

 B. Todd County Soil & Water Conservation District – 24th Annual Enviro-fest

Motion by Member Olson, seconded by Member Captain approving a donation of $100.00 to Todd County Soil & Water to support this special event. The donation will go towards the event to help cover the cost of the Science Museum and additional expenses of the event. Carried.

 C. Hilltop Regional Kitchen - Kitchen Board of Directors are asking each city to help sustain the kitchen that they serve by giving a $1.00 donation per resident. The council tabled the request of $472 until the next meeting. Mayor Nelson felt it should be more like a county tax assessment since all taxpayers could benefit from this much needed service. Clerk Umland will check to see if this is an allowable expense and what other cities are during.

 D. Correspondence about funding for replacing or relining the sewer pipe was provided waiting for more estimates.

A brief discussion about doing a re-inspection of the nuisance property. The council was informed two letters were sent out to residents that requested an extension but haven’t followed thru with the cleanup.

***9. Adjournment***

There was no further business to come before the City Council. Member Bowman moved; Member Olson seconded the motion to adjourn. With all members in favor, motion was carried. The meeting adjourned at 7:40 p.m.