

February 19, 2013

CALL TO ORDER: Mayor Schmiedeberg called the meeting to order at 5:30 p.m. Council members present were Cindy Adams, Jim Erickson, and Dan Goldstrand. Absent was Joyce Storeby. Also present was City Clerk Megan Hanson. Darlene Brown and Patricia Nerguson were also present.

ADDITIONS TO THE AGENDA: Schmiedeberg asked to remove L.B. Homes Board as no one would be present. **M/S/P -Goldstrand/Adams** to approve the agenda.

PUBLIC FORUM: Adams mentioned a complaint of Jason Olson, City Maintenance, working on personal vehicles in the City Shop. Clerk stated there was no policy she was aware of. Clerk is to check with the Insurance Agency regarding this issue. Adams also stated that as a citizen she felt that Olson's snow removal job was ridiculous. Brown and Nerguson also complained about snow removal, specifically windrows being left in the middle of the streets and intersections not being cleared. Clerk made copies of the snow removal policy and passed them out for review. After plenty of discussion, the council agreed to review the policy again at the next council meeting. Schmiedeberg stated he would relay the concerns to Olson.

APPROVAL OF MINUTES: Council reviewed the January 22, 2013 minutes. There were no changes or corrections. **M/S/P- Adams/Erickson** to approve the January 22, 2013 Minutes. Nerguson left the meeting.

OLD BUSINESS:

• **Minnesota Wastewater Treatment Facility Operational Award** – City of Lake Bronson was confirmed as the recipient of a Certificate of Commendation for outstanding operation, maintenance and management of their wastewater treatment system.

• **Municipal Clerks & Finance Officers Association Annual Conference** – Clerk has reserved a motel room but has not completed registration for the conference. **M/S/P – Adams/Goldstrand** to send the Clerk to the MCFOA Conference in St. Cloud March 19-22, 2013.

• **School Gym Building** – They will not insure at replacement cost, only actual cash or market value. Since the property is tax-exempt, the county does not put a value on it. Assessor suggested contacting a private appraiser to do an appraisal on the building. Clerk tried contacting the two suggested; neither will do commercial property but did give more names to try. Clerk has not heard from anyone willing to supervise at the gym. A key has been brought to Cenex, not sure if anyone has been using it. Kick'n Up Kountry has reserved the building for Sunday, March 3, 2013 for a variety show.

• **Lighting in City Buildings** – Clerk received email from Ottertail Power, 2013 will be the last year they will be rebating the T12 lighting which is what the city has, they have increased the rebate to 50%. Council was not interested in changing out lights at this time.

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NEW BUSINESS:

- **Kittson County Volunteer Ambulance Service** – Council reviewed letter from them. Clerk mentioned that the City pays annual membership of \$57.50 to Tri-County EMS, but is not billed from KCVAS. **M/S/P – Adams/Erickson** to match what the City pays to Tri-County EMS.
- **Minnesota Beautiful Program** – The council discussed applying for a paint grant through the Northwest Minnesota Foundation for stain and paint for the community center and gym building. Erickson and Schmiedeberg will get measurements of the buildings to determine the amount of paint needed.
- **Upcoming Dates of Events** – Clerk provided a listing of upcoming meetings and training events. Council is interested in sending Clerk to Grant Writing Basics workshop in Thief River Falls on February 27, 2013, the cost is \$25. **M/S/P – Adams/Goldstrand** to send Clerk to the training.
- **Other** – Adams asked about missing checks in reviewing copies of bank statements, checks are not missing but outstanding and have not cleared the bank yet. Erickson asked about Fire Department donation receipts, many times several checks are deposited at once and the total amount is shown on the receipts register with the remitter listed as various. The Clerk has a listing of each person who donated and the amount they donated. Clerk can list each remitter separately in the report. Council would like to review the list of donations at the next meeting. Adams asked about payrolls as there were three in January. Clerk explained that the payroll at the end of the month is for those employees who are paid monthly: the Treasurer, Community Center Custodian, and Wastewater Operator. She and the Maintenance Worker used to be paid on the 15th and the last day of the month which made it nice having only two payrolls each month. In 2011 the council changed the payroll so that she and Olson are now paid every two weeks and there is still a payroll at the end of the month for the employees who are paid monthly. Erickson stated that Olson needs to make sure the Dodge is running well before he leaves for St. Cloud. Also that he needs to be checking the lift station everyday.

BILLS TO BE AUDITED: The council reviewed the claims list for bills. Total claims (not including the match to KCVAS, registration fee for grant workshop, conference fee to MCFOA, or hotel charges) were \$14,195.80 for the month. Fire Department bills totaled \$9,279.90.

M/S/P – Erickson/Goldstrand to approve the claims list and pay bills.

ADJOURNMENT: **M/S/P – Adams/Goldstrand** to adjourn until the next regular scheduled council meeting at 5:30 p.m. on Monday, March 18, 2013. Meeting was adjourned at 7:05 p.m.

Megan Hanson, City Clerk