

City of Lake Bronson Annual Regular Council Meeting Minutes

Jan 19, 2021

CALL MEETING TO ORDER: Mayor R. Rector called the meeting to order at 1:30 pm. Council members present were, C. Strom, P. Shablow, D. Shablow. Council member J. Frei was absent. City employee present was S. Lund. Public present was: D. Brown, and L. Kowaliuk.

The Pledge to the flag was given.

APPROVAL OF MINUTES: P. Shablow made a motion, C. Strom seconded, to accept the minutes of the December 21, 2020 council meeting. **M/S/P – P. Shablow/C. Strom/All.**

ADDITIONS TO THE AGENDA: The clerk added employee bond approval and COVID-19 vaccines. P. Shablow made a motion, C. Strom seconded, to approve the City Bonds for the mayor, treasurer and clerk. **M/S/P – P. Shablow/C. Strom/All.** R. Rector added to look into paying C. Strom for all the work he is doing for the City in Anderson's absence. P. Shablow made a motion, D. Shablow seconded for R. Rector to contact the City attorney about this. **M/S/P – P. Shablow/D. Shablow/All**

CITIZENS CONCERNS/COMMENTS: Kowaliuk said that she thinks her water meter is reading 200 gallons off. C. Strom will go to Kowaliuk's house and manually read her meter, then use the scanner to read it to see if the readings match.

OLD BUSINESS: School Gym door: P. Shablow said to move the school gym door a spring agenda. **Picnic Tables:** The clerk said the order was dropped because in December the company could not get a hold of the clerk on a day the clerk was off work. So she called and reordered them and it cost \$500.00 more for shipping. Brown asked what the city was doing with the old tables. The council said the city will be keeping them. **South/West garage door opener at city shop:** R. Rector and C. Strom will look at getting this done.

NEW BUSINESS: Employees performance policy: The clerk said it is up to the city council to write a performance policy. P. Shablow will look into this and bring it to the next meeting.

City employee raises, effective Jan 1 2021: Kowaliuk said there is a 5 year freeze on all raises and yet everyone gets raises. P. Shablow made a motion, D. Shablow seconded, to lift the wage freeze and give the clerk a retroactive 5% raise. **M/S/P – P. Shablow/D. Shablow/All.**

NKRW rate increase 3%: P. Shablow made a motion, D. Shablow seconded, to increase the residential and business monthly water bills by 3% for 2021. **M/S/P – P. Shablow/D. Shablow/All.**

Sewer Rate Increase: The mayor said the last time the sewer prices were raised was in 2015. The clerk said that with increasing prices, more money is needed in the sewer account yearly to cover the costs. D. Shablow made a motion, C. Strom seconded, to increase the sewer rates to \$12.50 per month. **M/S/P – D. Shablow/C. Strom/All.**

Appointments, Fees & Rates were set for 2021.

2021 Mayor's appointments are as follows:

Acting Mayor to act if Mayor absent - Clarence C. Strom
Attorney - Brink Lawyers PA
Fire Chief - Bobby Schmiedeberg
Kittson Co. Affordable Housing - Clerk
Treasurer - Shelly Westerberg
Wastewater Superintendent - Robert Anderson
The Mayor is the Weed Control Inspector, & D. Shablow

2021 Council appointments are as follows:

Official Newspaper - Kittson County Enterprise
Official Depositories - Prime Security & United Valley Bank
Employee & Equipment - C. Strom and D. Shablow
Parks & Recreation/Community Projects - P. Shablow and J. Frei
Safety Committee - P. Shablow and J. Frei
Streets & Roads - C. Strom and D. Shablow
Water & Sewer - C. Strom and D. Shablow

Motion was made by C. Strom, seconded by D. Shablow, to approve the Appointments, Fees and Rates for 2021.

M/S/P – C. Strom/D. Shablow/All.

Fire Chief: \$1,000.00 annual salary

Assistant Fire Chiefs: Rod Sele and Josh Blomquist, no annual salary

Fire Dept. Clerk: Brandi Veer \$500.00 per year as an independent contractor-uses own computer and sets own hours.

Council Per Diems: Mayor – \$100 per mtg. Council – \$100 per mtg. Mileage – current IRS mileage rate.

Fire Service Charges: \$500.00 for auto accidents and \$1,000.00 structural fires. Refer to current DNR rate schedule for equipment and labor costs to respond to state and federal calls for service.

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2021 Appointments, Fees and Rates: C. Strom made a motion, D. Shablow seconded, to approve the appointments, fees and rates for 2021. **M/S/P – C. Strom/D. Shablow/All.**

Interim Financial Report were in Councils packets.

Electronic Funds Transfers: The clerk explained that the Office of the State Auditor recommends that the council assign one person to make electronic money transfers on an annual basis. P. Shablow made a motion, C. Strom seconded, to approve the clerk as designated electronic money transferor. **M/S/P – P. Shablow/C. Strom/All.**

Clerks vacation: The clerk said that in February 2020 she did not raise her vacation time per the employee manual and has lost 2.75 days of vacation due to the oversight. Shablow made a motion, D. Shablow seconded, for the clerk to add the 2.75 days to her vacation time. **M/S/P – P. Shablow/D. Shablow/All.**

Trees - J. Johnson's, River Street, L. Chaddon's: The clerk said she noticed some trees in town that needed trimming. R. Rector said trees at Hill's and Matthew's yards need to be trimmed also. P. Shablow said in the spring she will trim the bushes at the village square. C. Strom will trim the trees there also.

Custodian: Mayor R. Rector said V. Lundberg, the community center custodian, is not responding to the clerks calls or letters. R. Rector has contacted the city attorney about what the cities options are since the custodian has not worked since last March and is still being paid.

Water shut offs: The clerk reported that there were 6 door notices put around town. 5 of the 6 paid their bills and the last one will be paid soon.

Financial Disclosure: The clerks asked council members to sign the yearly Financial Disclosure.

Center closed 1/27 & 1/28: The clerk said she need to clean out old files, that may have confidential information in them and would like to close the center to be able to sort in the dining room without interruption. C. Strom made a motion, D. Shablow seconded, to allow the clerk to close the center as long as she posts it prior to closing. **M/S/P –C. Strom/D. Shablow/All.**

MAINTENANCE REPORT: C. Strom said everything is going smooth. The clerk said she talked to Anderson and he will be back to work as soon as he can.

CITY BILLS/CLAIMS TO BE AUDITED: The clerk added three more claims. C. Strom made a motion, P. Shablow seconded, to pay the City claims. **M/S/P – C. Strom/P. Shablow/All.**

FIRE DEPARTMENT BILLS/CLAIMS TO BE AUDITED: The clerk added one more claim. P. Shablow made a motion, C. Strom seconded, to pay the Fire Department claims. **M/S/P – P. Shablow/C. Strom/All.**

ADJOURNMENT: C. Strom made a motion, D. Shablow seconded, to adjourn the meeting at 2:18 p.m. **M/S/P – C. Strom/D. Shablow/All.**

The next regularly scheduled Council meeting will be on **February 16** at 5:30 pm.

Sandra Lund, City Clerk