

February 16, 2021

**CALL MEETING TO ORDER:** Mayor R. Rector called the meeting to order at 5:27 pm. Council members present were; C. Strom, P. Shablow, D. Shablow. J. Frei was absent. City employees present was S. Lund. Public present were: L. Kowaliuk, D. Brown

**The Pledge to the flag was given.**

**APPROVAL OF MINUTES:** P. Shablow made a motion, C. Strom seconded, to accept the minutes of the January 19, 2021 council meeting. **M/S/P – P.Shablow/C.Strom/D.Shablow.**

**CITIZENS CONCERNS/COMMENTS:** Brown said the snow piles by the Lutheran Church are getting high. C. Strom will talk to B. Goldstrand about this.

**OLD BUSINESS:**

**SOUTH/WEST GARAGE DOOR OPENER AT THE CITY SHOP:** C. Strom and R. Rector will try to get to this on the weekend.

**EMPLOYEE PERFORMANCE POLICY:** P. Shablow thinks we can go with the verbal/written/suspension/discharge that is in the employee manual. P. Shablow asked the clerk if the employees have job descriptions. The clerk said they do. P. Shablow said performance measures for all employees are needed. P. Shablow will contact both Karlstad and Lancaster to get copies of their performance policy and type something up.

**CUSTODIAN:** R. Rector said he had talked to the City attorney about the custodian not reporting to work. R. Rector went to the custodian house on February 15th, 2021 and told the custodian we need her to clean and we have the proper PPE for her to work safely and if she does not want to return to work she should let the city know. The custodian said she would contact the clerk the next day. Kowaliuk then gave R. Rector a letter from the custodian. The custodian said she was advised to contact someone if this matter came up and she is waiting to for them to return her call.

**KOWALIUK'S WATER METER:** C. Strom said he had taken Kowaliuk's water meter reading and the clerk scanned the water meter and both C. Strom and the clerk had the same number. C. Strom will read the meter and the clerk will scan it again at the next billing cycle.

**FREEZE ON EMPLOYEE RAISES:** The clerk said that on Jan 16, 2018 Kowaliuk had made a motion, seconded by Hill to change the clerks wages and lift the 3 year wage freeze.

**NEW BUSINESS:**

**EMPLOYEE MANUAL FROM 2000:** The clerk said the cities employee manual was from 2000 and she thought it needed updating and asked the council to look at it and see what ideas they had. The council will discuss ideas at the next meeting.

**CLERK'S INSURANCE:** The clerk said that she had gone through records as far back as 2000. At that time the city was paying \$300.00 monthly per employee for health insurance. The clerk said she would like the council to think about raising the monthly allotment for health insurance. Current cost is \$626.64. C. Strom made a motion, D. Shablow seconded to change the amount the City pays for employee insurance from \$300.00 to \$350.00 per month. **M/S/P – C.Strom/D.Shablow/P.Shablow.**

**PAINTING (center upper walls, restrooms walls & kitchen walls).** The clerk said the walls could use painting in the center. C. Strom and Rector both said they would be willing to pick it up.

**APPROVAL OF 2020 FINANCIAL STATEMENT TO PUBLISH:** The clerk asked the council to approve the 2020 Financial Statement. And said the City is not required to publish it. The report will be at the clerk's office for review if someone wants to look at it. P. Shablow made a motion, C. Strom seconded, to approve the 2020 Financial Statement. **M/S/P – P.Shablow/C.Strom/D.Shablow.**

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**FLAGS:** C. Strom said we should get new flags for the street poles. P. Shablow asked C. Strom to get price quotes and a count of how many flags are needed and bring the information to the next meeting.

**MAINTENANCE REPORT:** C. Strom said he had to shut off one homeowners water due to frozen pipes. C. Strom is now working on R. Rich's to get his water meter working. R. Rector said the City vehicles need to be serviced before spring. D. Shablow, C. Strom and R. Rector will help with this before spring. C. Strom said we need to set up maintenance logs. P. Shablow will look into finding the needed forms.

**CITY BILLS/CLAIMS TO BE AUDITED:** P. Shablow made a motion, C. Strom seconded, to pay the City claims with the exception of Valley Vision. **M/S/P – P.Shablow/C.Strom/D.Shablow.** The clerk will contact the Cities insurance company and see why the claim was not paid.

**FIRE DEPARTMENT BILLS/CLAIMS TO BE AUDITED:** C. Strom made a motion, D. Shablow seconded, to pay the Fire Department claims. **M/S/P – C.Strom/D.Shablow/P.Shablow.**

**ADJOURNMENT:** P. Shablow made a motion, C. Strom seconded, to adjourn the meeting at 6:15 p.m. **M/S/P – P.Shablow/C.Strom/D.Shablow.**

The next regularly scheduled Council meeting will be on March 15, 2021 at 5:30 pm.

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Sandra Lund, City Clerk