

City of Lake Bronson Regular Council Meeting Minutes

March 15, 2021

CALL MEETING TO ORDER: Mayor R. Rector called the meeting to order at 5:27 pm. Council members present were, S. Strom, D. Shablow & J. Frei, P. Shablow. City employee present, S. Lund. Public present were: L. Kowaliuk, A. Noberg, V. Hill.

The Pledge to the USA flag was given.

APPROVAL OF MINUTES: P. Shablow made a motion, S. Strom seconded, to accept the minutes of the February 15, 2021 council meeting. **M/S/P – P.Shablow/C.Strom/All.**

CITIZENS CONCERNS/COMMENTS: Norberg asked if the road between 3rd & 4th street can be fixed. C. Strom said he would fix it after the frost comes out of the ground. Hill said she was charged the \$5.00 late fee on her water bill when the clerk was told to take it off. The clerk said she had taken it off her bill. Hill said that then when the late charges changed to \$3.00 she was still charged the \$5.00 fee. The clerk will print out the files to show Hill what was changed on her bill. The city clerk informed Hill that she had sent a note in her water bill stating the changes that had been made. Hill denied seeing a note. Shablow asked the city clerk if she put a copy of the note in her file, but she stated she had not. The Council agreed that from now on, any correspondence sent out with water bills be photo copied and put on file for future reference.

OLD BUSINESS:

South/West garage door opener at city shop: Still needs to be fixed.

Custodian: C. Strom said in the letter the custodian had sent to the center **from her doctor**, it stated that she wanted someone with her when she was working. C. Strom said that he thinks she should report to work next Monday and the clerk would be working so someone would be in the building. P. Shablow made a motion, C. Strom seconded, that the custodian should come to work on Monday March 22, 2021 at 9am, and use the supplies the city will provide for the necessary cleaning and if she does not, she will not receive monthly wages. Her wages have continued being paid even though she has not been reporting to work. **M/S/P – P.Shablow/C.Strom/All.**

Kowaliuk's water meter: C. Strom said he stopped over at Kowaliuk's several times one day and there was no answer. He will try again next month.

Flags: C. Strom said he contacted Haugen, and he has not gotten back to him yet.

Vehicle maintenance logs: P. Shablow showed the council a type of folder that each vehicle could have for maintenance record. She will look into getting more.

Valley Vision payment: The clerk said she sent the claim to workmen's comp and is waiting to hear from them.

Lagoon Fences: C. Strom said he has been making calls for fencing prices. R. Rector will contact a fencing company and see how much they would charge.

NEW BUSINESS:

Donations to EMT's in Kittson County and Tri-County (\$100.00 each in past years): P. Shablow made a motion, C. Strom seconded, to donate \$100.00 to both Kittson County and Tri-County EMS Services **M/S/P – P.Shablow/C.Strom/All.**

Board of Appeal & Equalization meeting April 26, 2021 10:00-10:30 am:

Mosquito Spray \$2,500.00. C. Strom said he will order more spray.

Office Printer approval: The clerk said there has been problems with the printer for a few years and she wants permission to order a new one if the current printer stops working, so it does not delay work. C. Strom made a motion, D. Shablow seconded, to approve the clerk ordering a new printer if the one in the office quits working. **M/S/P – C.Strom/D.Shablow/All.**

Approve Fire Department Training & Meals(Moorhead - April 17-18): P. Shablow made a motion, C. Strom seconded, to approve hotel costs and food allotment for the Fire Department training. **M/S/P – P.Shablow/C.Strom/All.**

MAINTENANCE REPORT: C. Strom said everything is going good. C. Strom said he thinks we should put R. Anderson back under contract for water and wastewater testing until he returns to work. C. Strom made a motion, D. Shablow seconded, to put R. Anderson under contract for water and wastewater testing **M/S/P – C.Strom/D.Shablow/All.** C. Strom said he feels we should leave the snow plow on the truck this summer since we do not use the vehicle in the summer months. C. Strom will contact Anderson Brothers Construction about fixing the two culverts on the east side of town and the longer culvert on 1st and Kittson. Gravel is needed on some other roads in town also, C. Strom will take care of it. D. Shablow and R. Rector will be servicing the Cub Cadet mower this spring. C. Strom has found a taillight and seat belt for the Dodge Dakota and will pick them up and install them. P. Shablow made a motion, D. Shablow seconded for the city to purchase a new leaf blower and premixed gas/oil for it. **M/S/P – P.Shablow/D.Shablow/All.** The spring news letter was discussed and C. Strom made a motion, J. Frei seconded to only post the spring news letter around town and not mail them.

Employee:

Employee performance policy: Will be discussed this fall.

Employee manual updates: The clerk will enter the discussed changes and bring it to the next meeting.

Employee job descriptions: P. Shablow made a motion, D. Shablow for the clerk to make the discussed changes to the custodian and maintenance job description. **M/S/P – P.Shablow/D.Shablow/All.** The clerk has more changes for her job description and will bring them to the next meeting. P. Shablow asked the clerk to put the pay structure on the September agenda.

During the meeting Mayor Rector called the custodian at 7:12 pm and asked her if she was ready to report to work. She stated that she was, but stated she wanted someone there. Mayor Rector informed her that she was to report to work at 9:00 Monday morning (March 22, 2021), and the city clerk would be there working as well. The custodian then stated that she did not want anyone there, and wanted the doors locked. Mayor Rector stated that the city clerk would post a note on the outside door informing people that the building is closed for cleaning, but the city clerk would still be in her office. The custodian agreed to come to work.

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The clerk said the city received a check from a Janitorial lawsuit in the amount of \$25.51. The clerk said the Gullander's Hardware will is 1/2 of what is on the claims list. The clerk said that the county administrator sent a letter about a property in town that the city, NW MN Multi-Co and Wynne Consulting have interests in may be going for back taxes. The occupants of the home have the month of March to pay the taxes.

P. Shablow made a motion, D. Shablow seconded, to pay C. Strom for the work he has done for the city in R. Anderson's absence. C. Strom will compile the hours and bring to the next meeting for further discussion. **P.Shablow/D.Shablow/All.**

J. Frei asked some questions about the Revolving Loan Fund and how it works. The clerk answered her questions.

CITY BILLS/CLAIMS TO BE AUDITED: P. Shablow made a motion, C. Strom seconded, to pay the city claims. **M/S/P – P.Shablow/C.Strom /All.**

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/All.**

ADJOURNMENT: C. Strom made a motion, D. Shablow seconded, to adjourn the meeting at 7:53 p.m. **M/S/P – C.Strom/D.Shablow/All.**

The next regularly scheduled Council meeting will be on April 19, 2021 at 5:30 pm.

Sandra Lund, City Clerk