

City of Lake Bronson Regular Council Meeting Minutes

December 20, 2021

CALL MEETING TO ORDER: Mayor R. Rector called the meeting to order at 5:30 pm. City Council members present: J. Frei, D. Shablow, P. Shablow, C. Strom,. City employees present: S. Lund, Ross. Anderson. Public present: No public was present.

The Pledge to the American flag was given.

Interviews for Custodian position: The City Council interviewed applicants for the custodian position. C. Strom made a motion, D. Shablow seconded, to hire Cheryl Gunnarson to fill the custodian position. **M/S/P – Strom/D. Shablow/All.**

Approve Minutes: P. Shablow made a motion, C. Strom seconded, to approve the November 15, 2021 Council meeting minutes. **M/S/P – P. Shablow/C. Strom/All.** J. Frei made a motion, D. Shablow seconded, to approve the November 24, 2021 Special City Council meeting minutes. **M/S/P – J. Frei/D. Shablow/All.**

CITIZENS CONCERNS/COMMENTS:

OLD BUSINESS:

2021 Employee Policy Book final review: The clerk pointed out some changes to the employee policy book. P. Shablow made a motion, C. Strom seconded, to approve changes and finalize the new employee policy book. **M/S/P – P. Shablow/C. Strom/All.**

Unused City Machinery: Tabled until spring.

NEW BUSINESS: City Council meeting dates for 2022: C. Strom made a motion, D. Shablow seconded, to approve the 2022 City Council meeting dates. **M/S/P – C. Strom/D. Shablow/All.**

Fire Department secretaries wages for 2021: J. Frei made a motion, D. Shablow seconded, to pay the fire department secretary for 2021. **M/S/P – J. Frei/D. Shablow/All.**

2022 Wastewater contract with Robert Anderson: P. Shablow made a motion, C. Strom seconded, to renew the contract with Robert Anderson as the Cities wastewater operator. **M/S/P – P. Shablow/C. Strom/All.**

2022 Water contract with Bob Anderson: D. Shablow made a motion, P. Shablow seconded, to renew the contract with Robert Anderson as the Cities water operator. **M/S/P – D. Shablow/P. Shablow/All.**

USDA Water Bond Payment: C. Strom made a motion, J. Frei seconded, to pay the USDA Water Bond in the amount of \$37,518.75 for 2021. **M/S/P – C. Strom/J. Frei/All.**

Performance Policy - Employee Reviews: Tabled until January.

City employee raises, effective Jan 1 2022: D. Shablow made a motion, P. Shablow seconded, to give the clerk a raise of .62 cents per hour effective January 1st. **M/S/P – D. Shablow/P. Shablow/All.**

Employees Christmas & New Years days off: Christmas & New Year's holidays were discussed and the clerk will be taking December 23 for Christmas holiday and 30th for New Year's holiday. Maintenance has the option to work or not.

Building Permit - Cenex: C. Strom made a motion, J. Frei seconded, to approve Cenex's building permit for a new sign.

M/S/P – C. Strom/J. Frei/All.

North Kittson Rural Water Rate Increase: The City Council discussed the water rate increase from North Kittson Rural Water and decided not to raise the City of Lake Bronson water rates this year.

Clerk's Additions: The clerk added that the city received a thank you from the Kittson County Historical Society's Cindy Adam's thanking the city for the donation, saying it was appreciated. LMC has sent the city a dividend check from the insurance. The community center west door closure is not currently working and the clerk has to open the outside door as each person who wants to enter the center.

P. Shablow made a motion, C. Strom seconded, for the clerk to call an electrician to remove the outside door closer and maintenance will put the old door closer up and in the spring the door and electronic opener will be looked at. **M/S/P – P. Shablow/C. Strom/All.**

The cities insurance has asked for information on the school gym. The City Council discussed this and the clerk will contact the insurance company with the information.

Tabled:

2021 Yard cleanups - Condemning a house: Tabled until Jan of 2022. **Culverts on 4th Ave. Angle box scraper. Replace carpet outside west door of community center.**

MAINTENANCE REPORT: Ross Anderson reported that he has learned how to drive the snow plow and tractor. He has changed the oil on the plow truck and the lawn mower. He is filling out the vehicle maintenance logs as he work is done on all vehicles. Anderson has been working with Robert Anderson learning about the water and wastewater.

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

FIRE DEPARTMENT BILLS/CLAIMS TO BE AUDITED: C. Strom made a motion, J. Frei seconded, to approve the Fire Department claims. **M/S/P – C. Strom/J. Frei/All.**

ADJOURNMENT: P. Shablow made a motion, C. Strom seconded, to adjourn the meeting at 6:28 p.m. **M/S/P – P. Shablow/C. Strom/All.**

The next regularly scheduled City Council meeting will be on January 18, 2022 at 5:30 pm.