

November 20, 2023

CALL MEETING TO ORDER: Acting Mayor C. Strom called the meeting to order at 5:32 pm. Mayor R. Rector was absent. City Council members present: P. Shablow, M. Kjelland, T. Carlson. City employees present: S. Lund, R. Russell. Public present: D. Brown, J. Vanderlinde. P. Nerguson.

The Pledge to the American flag was given.

Approval of Minutes: T. Carlson made a motion, M. Kjelland seconded, to approve the Lake Bronson Regular City Council Meeting minutes from October 16, 2023. **M/S/P – Carlson/Kjelland/All.**

Citizen Concerns: Vanderlinde said B. Blomquist wants the burn pile at the city compost site cleaned up. The dirt is mixed with compost and tree stumps. He said J. Erickson will clean up the compost pile and Vanderlinde will clean up the burn pile and dirt with his skid steer. Shablow made a motion, Carlson seconded, to have Erickson and Vanderlinde work at the city compost site. **M/S/P – Shablow/Carlson/All.** Brown said that there is a pickup truck of garbage being stored at J. Martin's property and they are from D. Gladue. Strom will go talk to Gladue about removing them.

New Business:

Numerous complaints on maintenance and driving tractor fast down by the river: Strom told Russell to slow down when driving the tractor. **Complaints on maintenance and hauling tables over tracks fast:** Russell said one wood table was already broke. He said he can nail it back down. The council reviewed the pictures of the picnic tables that were damaged from moving them with the tractor and the pallet forks. Strom will look at them and see what needs fixing and replacing before next summer. **Did maintenance go around with Strom to learn how to winterize hydrants?** Strom said Russell told him he was busy the day Strom called Russell to learn to flush the hydrants. Strom flushed 3 and B. Anderson showed Russell how to drain them and add anti freeze for the winter.

Strom asked Nerguson is she had a question. Nerguson said she felt the minutes need more detail and that past August she was charged a new user charge on her water bill. And she is not a new user. Nerguson said that last month the computer program had an error and her water usages was not calculated right. Shablow made a motion, Carlson seconded to credit the \$50.00 new user fee to Nerguson's account and to have the computer program checked. **M/S/P – Shablow/Carlson/All.**

Employee hours: The clerk was asked how many hours a week she is scheduled to work. Lund said 32 to 40 hours a week. Strom said we are having problems with maintenance not working his 40 hours a week from 8:30 to 4:30 with a half hour dinner break. The council talked about this. The council said they never approved the maintenance person to go drive beets trucks. Shablow said that the mayor took it upon himself to approve that time off and has no authority to approve employee's time off. Shablow made a motion, Carlson seconded, to reduce maintenance hours to 32 hours per week for the winter months, starting now until the beginning of April 2024. Maintenance is to start working Tuesdays through Fridays. **M/S/P – Shablow/Carlson/All.** Shablow made a motion, Carlson seconded that there has to be a request from hourly employees at a council meeting if two or more consecutive days off are requested. **M/S/P – Shablow/Carlson/All.**

Dirt in the burn pile: This was discussed during citizen concerns.

Automatic pre-employment drug test and background check: Shablow said that there should be a policy that drug tests and do a background checks on all employees for pre-employment. Shablow also said that the City needs to make an employee hiring policy with steps on what is to be done before an employee is offered a job with the city. Shablow will work with the clerk on this policy. Drug tests were talked about and at any point the council has the right to do random drug tests on any hourly employees, since the drug policy is in place.

Maintenance water shut off's: Lund, Shablow and Strom all said they had complaints that Russell had told people the amount that one resident was overdue on water bill. Russell was also told to look at a map or ask someone for help finding a house when putting shut off notices on a house. Strom said we can't be putting notices on the wrong houses.

November 20, 2023

Maintenance to 32 hours a week for winter months: This was discussed during employee hours.

Robert Anderson pay: Carlson made a motion, Kjelland seconded, to pay R. Anderson for the times he came to train in the maintenance person and could not find him. **M/S/P – Carlson/Kjelland/All.**

Hiring policy: This was discussed during pre-employment.

LMC Liability Coverage 2024: Shablow made a motion, Carlson seconded, to approve LMC as the city insurance for 2024. **M/S/P – Shablow/Carlson/All.**

Yearly Resolution for Polling Place: Kjelland made a motion, Carlson seconded, to approve the 2024 polling place resolution. The acting mayor signed the document. **M/S/P – Kjelland/Carlson/All.**

Insurance Sign Up - Maintenance Accept or Waive City Health Insurance: Russell was asked if he would be accepting or waiving the City's paid health insurance. Russell said he is waiving City paid health insurance coverage for 2024. He said he has other insurance.

Russell said street signs are missing from 1st and Kittson. Shablow told the clerk was told to order new sign from the county.

Delinquent water bills: The door notices were discussed and the clerk will change the notice to only reflect what is past due on accounts.

L. Kowaliuk water hook up charge: Kowaliuk asked the clerk to talk to the council about the new user water hook up fee the city has in the water and sewer policy. Kowaliuk feels she should not be charged because when the new water lines were installed in 2005 no other homes were charged new user fees. Carlson made a motion, Shablow seconded, that Kowaliuk is responsible for the new user hook up because too much time has passed and her account at 126 E. River Street is a new hook up since it previously had a well to draw water from. She is considered a new user at that address. **M/S/P – Carlson/Shablow/All.**

Covid meeting attendance: Shablow made a motion, Carlson seconded, that council members and mayors may not call in on the telephone for a council meeting for any reason from now on. **M/S/P – Shablow/Carlson/All.**

Safety Meeting November 29 – doughnuts: The clerk requested that she be able to order doughnuts for the next regional safety meeting being held in Lake Bronson at the community center. Carlson made a motion, Shablow seconded, to allow the clerk to order doughnuts for the meeting on November 29th. **M/S/P – Carlson/Shablow/All.**

Water Receiver: The clerk explained that since the city purchased the new water meter receiver in February of 2022 it has not worked properly and the company has tried to repair it, but it still does not work right. The city now has a "loaner" receiver from the company. The council said to keep the loaner receiver for now.

Maintenance Report: Russell said he didn't know what to talk about since we've already talked about all the wrong things he has done. Strom explained what Russell needs to do at the city compost site. Russell said there is a pile of something that stinks at the burn pile. Strom will go look at the site. Russell said he has been making repairs from the mock OSHA review that the regional safety director suggested needed to be done. Shablow told Russell he will need to put the outside door back on the gym over head door. Shablow asked Russell if he is doing the tool inventory. Russell said it will take a while because of all the sockets the city has. The clerk said she has a list of sockets from the a while ago and she knew more had been purchased. Russell said there is many bottles and cans around the city shop from the legion. Shablow told Russell to put the cans in the recycling bins outside the legion and the bottles in the dumpster at the legion. Russell was instructed to put the trash from the Maverick in their dumpster.

Council Roundtable: Strom said we need to start putting up Christmas lights. Russell was told to make sure all the lights were working before putting them up. Kjelland said V. Hill came to her and complained about her water account. Shablow told the clerk to take \$10.00 off the account and to send V. Hill a letter that her meter and base need to be replaces and someone needs to be home when it is changed. This needs to be done by December 15th or her water will be shut off. Hill is to call the clerk to make arrangements for when the meter and base can be changed. Kjelland said someone has requested that the city make an ice rink. It was explained that there have been issues in the past with getting people to volunteer to sit at the warming house. And the city does not currently have a warming house. And it is an added expense to the city. Strom asked Russell what the Range Boots are about on the Hardware Hank bill. Russell said Rector had told him to pick them up. Shablow felt that since the city does not pay for employee's footwear or clothing that Rector should pay for them.

November 20, 2023

City Bills/Claims to be Audited: Shablow made a motion, Carlson seconded, to approve the city claims for November 20, 2023. **M/S/P – Shablow/Carlson/All.**

Fire Department Bills/Claims to be Audited: Shablow made a motion, Carlson seconded, to approve the Fire Department claims for November 20, 2023. **M/S/P – Shablow/Carlson/All.**

Adjournment: Kjelland made a motion, Carlson seconded, to adjourn the meeting at 7:40p.m. **M/S/P – Kjelland/Carlson/All.**

The next regularly scheduled City Council meeting will be on December 18, 2023 at 5:30 pm.

Sandra Lund, City Clerk