

January 16, 2024

CALL MEETING TO ORDER: Acting Mayor C. Strom called the meeting to order at 5:34pm. City Council members present: P. Shablow, T. Carlson, M. Kjelland. City employee present: S. Lund. Public present: Bobby Schmiedeberg, L. Braget.

The Pledge to the American flag was given.

Approval of Minutes: Shablow made a motion, Kjelland seconded, to approve the Lake Bronson Regular City Council Meeting minutes from December 18, 2023. **M/S/P – Shablow/Kjelland/Carlson.**

Citizen Concerns: Braget asked if the maintenance man was now plowing yards. Strom said he had talked the maintenance man and told him he could not do that. Braget asked when was the last time we had a maintenance man who could do the entire job. Shablow said after 3 months the maintenance person can take the waster test and after one year working under someone they can take the wastewater test.

Old Business: Appoint a mayor: Shablow asked if we could wait until council round table for this.

Schmiedeberg said the fire department is looking at buying a ranger from the Stephen fire department for \$7,000.00. The Lake Bronson fire department will then be returning a tract vehicle to the DNR. Schmiedeberg said there was house fire this morning and the fire department broke hoses and fitting that will need to be replaced. In February the 4 new air packs should be delivered here. Shablow made a motion, Carlson seconded for the Lake Bronson fire department to purchase the ranger from the Stephen Fire Department. **M/S/P – Shablow/Carlson/Kjelland.**

New Business:

2024 Appointments, Fees and Rates: Shablow made a motion, Kjelland seconded, to approve the following 2024 Appointments, Fees and rates schedule as follows; **M/S/P – Shablow/Kjelland/Carlson.**

Mayor's appointments are as follows:

Acting Mayor to act if Mayor absent – Clarence Strom,
Fire Chief – Bobby Schmiedeberg
Weed inspector – Mayor and Carlson

City Council appointments are as follows:

Employee Managers & Equipment - Carlson
Parks & Recreation/Community Projects – Shablow and Kjelland
Safety Committee - Shablow and Kjelland
Streets & Roads - Strom and Carlson
Water & Sewer - Strom and Shablow
Tree inspector - Kjelland and Shablow
Treasurer – Jill Frei
Wastewater Superintendent – Robert Anderson
Kittson Co. Affordable Housing – city clerk
Official Newspaper – Kittson County Enterprise
Official Depositories – Prime Security Bank
Mayor – \$100 per meeting
Council – \$100 per meeting

Mileage – current IRS mileage rate

Fire Chief's: Annual salary \$1,300.00, plus \$25.00 for attending council meetings or county meetings.

Assistant Fire Chief's: C. Stromgren and S. Billings, with no annual salary.

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

Fire Service Charges: \$500.00 per accident, \$1,000.00 for structural \$1,000.00 (maximum fee). Refer to current DNR rate schedule for equipment and labor costs to respond to state and federal calls for service.

Rentals: Community Center with kitchen use is \$50.00 with a \$50.00 deposit. Community Center without kitchen use is \$25.00 with a \$50.00 deposit.

Officials previously designated to sign checks and Certificates of Deposits: Mayor, Acting Mayor, City clerk, and Treasurer. With a minimum of three signatures per check.

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Bond approval for Mayor - \$100.00, City Clerk - \$100.00, Water Bill Collector - \$100.00 and Treasurer - \$125.00. Designated Business Administrator with the authority to make Electronic Funds Transfers (EFT) city clerk, as per the city policy.

Official Insurance Agent: Karlstad Insurance. The city does NOT waive the monetary limits on municipal tort liability established by MN Statute § 466.04.

The City of Lake Bronson Adopts the MN Historical Society and State Archive records retention guidelines.

Fee's for permit and demolition permits \$25.00.

Full time hourly employees health insurance: Monthly paid full coverage for the city full time clerk maintenance person's. As passed by the city council September 19, 2022.

Photo copies 10 cents per page, not to exceed 20 pages. \$30.00 per hour as per the city policy.

Insufficient Funds Check charges are \$30.00 per check when returned from the bank. This is added to the customer's water/sewer account, as per the city policy.

Interim Financial Report: Shablow made a motion, Carlson seconded, to approve the 4th quarter interim financial report from 2023. **M/S/P – Shablow/Carlson/Kjelland**

Disclosure of Financial Interests by a Public Official: Council member signed the yearly form and returned them to the clerk.

Hourly employee policy for sick & vacation time: This will be discussed at the next meeting.

Delinquent Water Bills: Lund explained to the council how it is difficult to get money from people and she feels the current policy does not work well. The council will look at the policy next month and see if changed are needed.

Part time employees: This will remain the same. In case we need them in the near future.

Brownstone Grant: Lund said she found some information on this but has not had time to research it further.

Kittson Marshall Water rate increase of 5%: Carlson made a motion, Kjelland seconded, to raise the water rates by 5% to cover what Kittson Marshall Water rate increase is. **M/S/P – Carlson/Kjelland/Shablow.**

Maintenance Report: No employee was present to give a report. Deputy T. Bayne joined the meeting.

Council Roundtable: Shablow asked what we are going to do for a maintenance man and mayor. Shablow asked Schmiedeberg if would like the mayor's job. He said he will think about it and let the clerk know on Wednesday. Strom then would revert to a council member to fill all council positions. The council had discussion on the City maintenance person. Due to job performance issues, chronic absences with many no call/no shows, and tardiness, lack of willingness to learn necessary skills required for the job, the council felt it was in the city's best interest to terminate him from the maintenance position. Shablow made a motion, Kjelland seconded to terminate the maintenance person because of his tardiness, absences and no call ins. **M/S/P – Shablow/Kjelland/Carlson.** Strom called the person and informed him he is no longer employed with the City and that he has to return in the City keys. Deputy T. Bayne was asked to go with Strom to collect the city keys from the maintenance man after the meeting. Strom said there was damage to the tractor. The council asked the clerk to contact the insurance company and see if they would cover the repairs.

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

Fire Department Bills/Claims to be Audited: Shablow made a motion, Carlson, to approve the Fire Department claims. **M/S/P – Shablow/Carlson/Kjelland.**

Adjournment: Carlson made a motion, Kjelland seconded, to adjourn the meeting at 6:50p.m. **M/S/P – Carlson/Kjelland/Shablow.**

The next regularly scheduled City Council meeting will be on Tuesday February 20, 2024 at 5:30 pm.

Sandra Lund, City Clerk