March 13, 2012

Regular Council Meeting

Pledge:

Mayor and all Council Members were present.

Minutes: The minutes of the February 14, 2012 meeting were accepted with a change in the Maintenance Report to indicate that Aaron Fore was the one to check into the Well Head Implementation Grant. Motion to accept the minutes made by Alex, seconded by Alice, all in favor motion carried.

Financial Reports: The Claims List as approved without questions. A motion was made by Jim to approve the Claims List, seconded by Alex, all in favor, motion carried.

Juanita commented on the number of water/sewer customers that currently are carrying a credit balance and that the number of past due accounts continue to decrease. Darlene questioned why on the Cash Control Statement the AED account did not reflect the check paying for the AED’s. Barbara will check and make any necessary corrections.

Presenters: Beth Super of the new Farmer’s Market gave an update on the progress of establishing the new Farmer’s Market. There are now 6 locations with the addition of Hewitt that venders can participate at for the minimal fee of $45.00 per year. Beth requested that the City would advertise the opening of the Farmer’s Market in Hewitt. A flyer will be created and posted at City Hall, the Post Office, and Grandma’s Kountry Kitchen. Barbara will also get Beth’s telephone number to Karin Nauber of the Independent Heard for her to possibly include the new information in the paper and also on the website. Barbara will also put a note on the next water/sewer billing that the market will be opening sometime in May.

Dennis Schmidt of CliftonLarsonAllen, LLP gave a review of the 2011 audit and financial statements. Dennis commented on the improvement in collection of accounts receivables and the reduction in the accounts payable in 2011 over 2010. Dennis discussed the budget excess for 2011 of $29,808. Darlene questioned the amount of disbursements shown under Culture and Recreation. This was from the final payment that was made on the Museum project in 2011. The Internal Control record for 2011 found only 2 material weaknesses, in 2010 there were 4. The 2 that remain are the same as for 99.5% of CliftonLarsonAllen, LLP clients. They are lack of segregation of duties, which will not change as it is not cost effective to higher additional personnel to eliminate this problem. The second issue is that CliftonLarsonAllen, LLP prepares the Cities financial statements. These two areas will most likely not ever be eliminated from the audit findings in the future. In 2011 the only item the City still did not comply with for the Legal Compliance section of the audit was the requirement of obtaining quotes for items $25,000 or less. Corrected in 2011 from 2010 were the establishment of an Out Of State Travel Policy, promptness in paying of bills, and missing minutes of Council Meetings. In looking at the financial statements everything is positive as far as financial cash shows and that the internal controls and legal compliance have improved significantly. Alex questioned the area of CliftonLarsonAllen, LLP preparing the financial statements versus doing it internally. He feels that it is a good checks and balance for the City. Of all the clients that CliftonLarsonAllen, LLP have, only 1 prepares their own financial statements for the audit. Alex questioned the status of the prior audit by the State. Juanita commented that the status is unknown at this time as we have not heard anything from the State. CliftonLarsonAllen, LLP did submit the 2010 information to the State Auditor, and will be submitting the 2011 information and Katie will be completing the on-line process for this as well.

Maintenance Report: Aaron gave information on the pump that was replaced. It was the pump that had been used in the well prior to drilling the new well. He also gave information on the new pump that has been installed. Alex questioned the warranty on the new pump. Aaron stated that he had not asked about the warranty but will check into it. Barbara stated that there was no warranty information on the paperwork received.

The dump was burned in the last month. It worked out well with the snow for controlling the fire and is cleaned up quite well.

Time was spent on the snow removal.

The office and shop buildings were damaged by a vehicle over the weekend. Aaron and Juanita met with the insurance adjuster regarding this damage. They also addressed the fence at the Veteran’s Memorial that was damaged and since it is less than 100 feet from the building it will also be covered by the claim. Alex stated that he would like to see the Veteran’s Memorial completed prior to Pickle Days this year. Juanita noted that the Sheriff’s office also called today to obtain the value of the damage to the structures for his report. Juanita has contacted 4 contractors to obtain bids for the repairs. Two contractors are now scheduled to come and she is hoping to hear from the other two soon. She also noted that they would like to obtain two bids for the repairs, one an “as is” repair and the other with a change to the structure that would merge the two buildings together and eliminate the wasted space between the two buildings and increase the shop space by about 3 feet and add an additional 4 feet to the end. This would help in getting the tractor in and out and generally just give more space for the maintenance department. It was approved to obtain the additional bids and the Council will review the bids and make a final decision at that time on how the repairs will be completed. A special meeting will be held in conjunction with the payroll review closed meeting on March 27, 2012, at 6:00 P.M. for the selection of the contractor and determining which way the repairs will be completed.

Adam Templin was present to propose the joint purchase/lease of a Bobcat (with various attachments) and trailer for use by the Cities of Hewitt and Bertha and possibly Eagle Bend. This was going to be presented at the Bertha Council Meeting on the 12th, but their meeting was postponed. Adam felt a new Bobcat would run around $32,000 plus the attachments, used would be around $8,000 less. Lease pricing and maintenance coverage on leased equipment have not been checked into at this time. Darlene could see the number of uses that the maintenance department would have for the equipment and the time savings. It was discussed whether they would still need the tractor if a Bobcat was purchased. The decision on the tractor has not been made. Jim questioned the split of the purchase and maintenance on the Bobcat. Adam felt the purchase would be an even split and maintenance would be charged by percentage of the hour meter readings to each city. Council decided this should be pursued for more information.

Adam stated that Lemetti & Son’s is going to be doing sewer linings in Bertha. He wondered if Hewitt wanted to have them come here also to take a look at what needs to be done here. He thought it was $28.00 per foot for the lining replacement and that patching and/or plugs repairs may also be available dependent on what is needed. They will be doing their jetting and televising to determine what needs to be done. The Council requested that Adam tell Lemetti & Son’s they would like to meet with them also, hopefully getting a better rate since they will already be here to do Bertha’s work.

Adam and Shaun attended the Rural Water Conference in St. Cloud and the Pipeline Safety Conference in Long Prairie.

Aaron stated that a check value may need to be replaced in the water plant. Darlene questioned the cost. Aaron thought it would be between $500 and $800. Jim made a motion to approve the purchase of the check valve if necessary, seconded by Alex, all in favor, motion carried.

Clerk’s Report: Bills paid prior to Council Meeting: Minnesota Power (Fire Department), Rick’s Repair and Verizon.

Water/Sewer Collection status: Alex commented on the improvements made on the collection process. Joann Heltemes is going to be removed and a credit issued in the UPro System since it has been turned in to assessments for nonpayment. Birdsell Realty will have the water turned back on once the weather is better and the bill will then be changed to Birdsell Realty for payment. Jennifer Burrows has informed me that they are in bankruptcy so a letter was sent to Lori Ostrowski-Young for collection on that bill as they are the owner of the property. If customer 93 doesn’t pay by Thursday it will be red tagged on Friday. Customer 1050 needs to bring their contract up to date by the 15th or on the 16th their water will be turned off.

Copy of Resolution 12-003 Parks & Trails Committee included in Council Packet.

A letter was sent to Dr. Pieper, DVM requesting is participation in the 5/19/12 pet clinic. Barbara hadn’t heard back from him so she called and spoke with him on 3/7/12 and received a tentative yes to participate with the hours being from 1:00 to 4:00 P.M. on 5/19/12 at the rate of $15.00 per Rabies vaccination. She will get back with him and get a price on other vaccinations that he could perform at the same time for posting on the Pet Clinic Day. It was determined that the Clinic will take place at the Shelter. A letter will be sent out in conjunction with the Clean-Up Day letter to all residents. It was asked if the Council would like to just change the pet license to a 3 year renewal instead of 1 year since the Rabies vaccine is good for 3 years? It was determined that we should wait and see how things go after the clinic and then a determination will be made on changing the length of time the license for renewing at the council meeting after the clinic.

Safety Deposit Box: Darlene stated that she forgot to get that done last month, but will pick up the CTAS 2011 information on Friday and go and get the Safety Deposit Box.

Payroll Review: A special closed meeting will be held in conjunction with March 27, 2012 Special Meeting. The closed meeting will commence at the closure of the selection of the contractor for the building repairs.

PERA Training Seminar: Available in Baxter on May 23rd. No fee. It was determined that Barbara should attend.

2012 Clerk’s Orientation Conference: Juanita thought that Barbara should attend this conference in Duluth on June 20-22 for new clerks. The conference is put on by the League of Minnesota. The council feels that Barbara should attend this conference also.

2012 LMC Annual Conference & Marketplace: As first time attendees the Council Members can attend for only $99.00 each. Various Council Members voiced interest in different events. Alex stated that he would like to attend. Jim said he would not be able to attend. The rest of the Council will let Barbara know if they want to attend at the next regular Council Meeting. Housing will be at the Council Member’s own expense. Holiday Inn is the closest motel.

August Council Meeting Change: The Council Meeting is currently scheduled for the same date as the Primary Election. The new meeting date will be 8/15/12 at 7:00 P.M.

May 5th there will be a controlled burn and the road will be closed at Wisconsin and Highway 210. A detour will be required.

Ordinance #200-005: Establishing a Fire Department: Does this need to be changed to encompass the new EMR (Emergency Medical Responders) portion of services? Barbara needs to email the current ordinance to Dan and ask if the changes can just be added or how we need to proceed with this. Steve will most likely be at the next council meeting to discuss this issue also.

Mayor’s Report: All items covered in conjunction with the Clerk’s Report.

New Business: Redistricting Resolution: Barbara will draft the resolution following the template sent by Todd County. A motion was made by Jim for completion of the Resolution, seconded by Darlene, all in favor, motion carried.

AED’s: The Fire Department now has their AED. The second AED now here will be installed at Jimmy’s. Additional funding is necessary to purchase the last AED. Alex made a motion to approve the additional funding, not to exceed $500.00, seconded by Jim, all in favor, motion carried. Council requested that the pediatric attachment also be ordered. That portion may be paid for out the Parks & Recreation funds. The AED’s have a 5 year warranty.

Notice of Expiration of Redemption: Alex questioned if the City will receive the 50% of the deferred amount when the house sells. Barbara had spoken with Todd County and they stated that this is information only. Barbara needs to contact Kathy Sletto to find out what the ramifications are on this subject and the possibility of her coming to the next Council Meeting to discuss this issue.

Managing Aging Water Infrastructure: Alex wanted the Council Members to review the actions necessary listed in this article.

Resolution for a Referendum for Police Service: Alex would like to have a Referendum on the ballet for November for Police Service. We need to do a calculation to determine the costs. He would like a multiple option selection on the ballot to give the people options for the choices on police coverage. Alice questioned how the Police Service would be paid for. Alex stated that it would be a tax increase to the residents as approved by the referendum. Alex feels that the cost will most likely be $20,000 per year. The Todd County Election official recommended that we contact Browerville for a template from their recent special election for a referendum and the creation of the sample ballot. Once we complete that it needs to go to our Attorney for approval on the verbiage used in the referendum. Council addressed the option of doing the prior approved share with Bertha for the $6000 to $8000 per year out of the General Fund, even though the amount of coverage would only be about 1 ½ hours per week out of the General Fund. Barbara is to continue the research into what it takes to put this item on the ballot as a referendum.

Unfinished Business: League of MN Cities - Claim # PC000931 – Bond: This is still unresolved.

Kathy Sletto Housing Update: Hewitt has construction jobs completed, 1 in progress, 2 households are on the waiting list – no change.

Property at 308 E 3rd Ave.: No new information on status.

Requests & Complaints: None

A motion was made by Jim to adjourn the meeting, seconded by Alice, all in favor, motion carried.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mayor, Juanita Mitchell

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City Clerk/Treasurer, Barbara Holmes