

## Minutes

November 17, 2009

### General Meeting

- 1) The meeting was called to order by Mayor Charles Neff at 7:04
  - a) Council Members
  - b) Roll call-Others
- 2) The Pledge of Allegiance
- 3) Previous Minutes
  - a) General Meeting 10/20/2009

**A MOTION** was made by Burl Ingebretsen to approve the General Meeting, 10/20/2009 minutes. It was 2<sup>nd</sup> by Mark Hanson and the motion carried.

- b) Special Meeting 11/2/2009

**A MOTION** was made by Mark Hanson to approve the General Meeting, 11/2/2009 minutes. It was 2<sup>nd</sup> by Burl Ingebretsen and the motion carried.

- 4) City Attorney - Zenas Baer
      - 5) City Engineer – Dan Hanson
      - 6) Amendments to the agenda
      - 7) Citizens concerns- Tom Berglind- Tom brought reports to the council for the Fire District according to the State auditor the City of Sabin and Elmwood township need to cover \$1258.00 . This does not usually happen but due to the short fall of required levels Sabin and Elmwood are required to pick up what the investments do not cover.
      - 8) The Treasurer’s Report- Charley and Sarah will be going back to meet with the auditor December 8<sup>th</sup>. We will be getting everything straitened out before the upcoming audit.
      - 9) Receipts & Disbursements-

**A MOTION** was made by Shelley Poehls to approve the Receipts and Disbursements. It was 2<sup>nd</sup> by Burl Ingebretsen and the motion carried.

#### 10) Water/Sewer/Garbage Bills & Past Dues

- a) Banyon and upcoming changes-The transition between Ourtown software and Banyon is going somewhat smoothly. We are still waiting to hear back from Northern Water Works due to a software issue on their end. We should be using the postcard system as of next month. We are not eligible for a postal code.
      - b) Meter reader-The reader we are using may be in need of repairs and will not be able to function with Neptune software as of next year. It may not be worth fixing if we need to upgrade by next year anyways. Charley does not see throwing money at something we will need to replace in a few more months.
      - c) Past Dues and Shut offs- Past dues have not been sent out as of yet. The past dues are down and most of them have made payment arrangements.

#### 11) Mayor’s Minute

#### 12) Roland Holm reports quarterly

- 13) Fire Department Business, Commissioner Report – Bob Dablow – Bob was unable to attend but he did leave copies of the October financial statement for the council. The Kurtz township check that has been missing was found by Kurtz Township. It has still not been paid, they will be reissuing the check.

14) EMS Business, EMS Commissioner Report - Shelley Poehls- Rescue and Fire district will be training on the November 23<sup>rd</sup> to train together. The rig went in for maintenance. Still issues getting payment for the 2009 flood. Dispatch time has been decreased. EMS have been looking into the purchase of new coats with the reflective tape for the winter. They currently have 3 seasons coats. They have checked into prices and found a company that could get them at \$60.00 with a \$60.00 screen charge. The new rig has been outfitted with the proper medical supplies. The

**A MOTION** was made by Mark Hanson to approve the purchase of coats and hats out of the Rescue Savings account. It was 2<sup>nd</sup> by Burl Ingebretsen and the motion carried.

15) Water Department - Rich Hayes, Supervisor-the clear well was cleaned out. Grace Lammers water issues have been resolved. Rich has been going around town getting water samples checking chlorine and iron levels. Chlorine and iron levels have been good. Residents that Rich has been in contact with have been noticing clearer water.

a) Water Supervisor Job Description-Charley has broken down what Rich will be doing. They has been broken down into 3 categories. The full description will be retained in the minutes and policy books.

**A MOTION** was made by Shelley Poehls to approve the Job description for Water Supervisor . It was 2<sup>nd</sup> by Mark Hanson and the motion carried.

16) Sewer Department - Norm Nyland, Supervisor-1.72 Millions have been pumped out to the lagoons in October. 6.49 in of rain last month. 5.3 Millions has been discharged from the lagoons we are ready to go for winter. We will need to look into doing some kind of herb-aside next year at the retention pond. No new tracks have been found out at the Lagoons.

a) Lagoons-security enforcement- Sarah has been in contact with the sheriff about enforcement at the lagoons. We will be putting new signs at the lagoons.

17) Parks - Burl Ingebretsen

18) Streets – Mark Hanson -Signs will be posted for winter parking. We will be working with the the Sheriff's department on helping with enforcement.

19) Recycling – Mark Hanson-We now have totes for recycling in the community center.

20) Ordinances

21) Old Business

a) Community Center- The new ceiling has been installed in the kitchen.

b) Review community center rates and policies-Information was given to the council about new rates. Sarah will draft a new agreement for approval at the next meeting.

c) Budget items-We have approved all budget with the exception of the general budget.

22) New Business

a) Midcontinent Franchise agreement summary-A summary for the agreement will need to be submitted for publication to the Barnesville Record Review.

**A MOTION** was made by Burl Ingebretsen to approve the Micontinent Franchise summary. It was 2<sup>nd</sup> by Mark Hanson and the motion carried.

b) Next Budget meeting will be November 24<sup>th</sup>

c) Sarah and Aaron review- Aaron has been doing a wonderful job and has been a great asset to the City. The council is very happy with the work Sarah has been

doing. Sarah's review will be tabled until following meeting. She will be working on a proposal for the council regarding a benefit package.

**A MOTION** was made by Shelley Poehls to approve the Aaron's pay increase to \$15.00 an hour. It was 2<sup>nd</sup> by Burl Ingebretsen and the motion carried.

23) Commissioner Reports

- a) Health& Weeds – Charles Neff-nothing new to report
- b) Civil Defense - Randy Schmidt-nothing new to report
- c) Planning and Zoning-Aaron Skattum-nothing new to report

24) Adjournment

**A MOTION** was made by Shelley Poehls to adjourn. It was 2<sup>nd</sup> by Mark Hanson and the motion carried.

The meeting adjourned at 9:41 p.m.

Respectfully Submitted

Sarah Ramsey, City Clerk

Approved 12/15/2009