

**Minutes of the Regular Meeting of the Council of the City of Winger
Monday, April 9, 2018 – 7:00 PM
Community Center Building - Winger, MN**

Council Members Present:

The Honorable Mayor Darrell Olson

Members: Steve Massmann, Dan Kindall, Debra Matson, Nick Geray

Guests Present: None

Maintenance Personnel Present: Ron Locken, (PW)

Interim City Clerk/Treasurer Present: Tina Murn

PURSUANT DUE TO CALL and notice thereof the Winger City Council held its regular monthly meeting in the Community Center Building on Monday, April 09, 2018. Honorable Mayor Olson called the meeting to order at 7:00 PM. The Pledge of Allegiance was recited.

Additions to the Agenda: 1) Polk County 2018 Calcium Chloride; 2) MPCA-Sioux Oil site testing

Minutes: Motion by Kindall, second by Massmann to approve the Council Minutes for the March 12th (Regular), March 19th (Special-Review of Applications) and March 27th (Interview-L. Nelle), 2018 meetings, motion carried.

Maintenance Report: Locken requested permission to attend the MRWA training on 5/16/18 for credits on his license qualifications; no registration fee to attend. Motion by Kindall, second by Geray to give approval for Ron Locken to attend the MRWA training on 5/16/18 for credits for his licensing, motion carried. Talked to Dean Eilertson (DSG) about training on reading of the meters on handheld and to tie into city computer for billings. Locken stated they are still installing new meters, may have some evening hours to catch residents.

Billing Rates – (clarifications for monthly application) April will be the first monthly utility billing and clarification on charges from quarterly to monthly for penalty fee, Federal & MN Water testing fees, and the Street Lighting fee. The fees will be applied as follows: \$30 Penalty fee-Motion by Matson, second by Geray to keep the Penalty fee at \$30.00; applied per month on unpaid balances, motion carried. Water Testing fees-Motion by Matson, second by Geray to combine the Federal Test fee and the MN Community Water Test fee into a flat \$1.00 monthly fee, motion carried. Street Lighting Fee-Motion by Geray, second by Kindall to set the Street Lighting fee at \$5.00, to be applied monthly, motion carried. UBMax & Sensus trainings-to save the cost of training waiting on hiring of new Clerk and Maintenance Staff to be done at same time & when all meters are installed, and trainer available through DSG/Sensus. Once UBMax data is installed, accounts & rate information will be verified before a billing is done. YouTube demo was sent to give quick view of how it works.

Financials – Ultima Bank report: Cash Balance -\$ 154,266.44, Reserves-\$111,910.69 CTAS reports with monthly reconciliation sheets for January to March 2018. With guidance from Gordon Dale to better track the Investment funds, the State Chart of Accounts was used to set up numbers under the Internal Service Fund code of 700's, which have a restricted use. Request approval of the 700 Fund numbers to be applied to the City accounts. Motion by Kindall, second by Matson to approve the following Fund numbers and be applied to the designated City Reserve and/or Internal Service Accounts to provide better tracking of the city moneys, motion carried.

<u>FUND NO.</u>	<u>DESCRIPTION OF ACCOUNT</u>	<u>ACCOUNT NO.</u>
701	Restricted Street Fund	(Already in place-verification)
703	Centennial – Savings account	No. 72139
704	Rehab Payments – Savings	No. 72316
705	Memorial Gardens – Savings	No. 82801
706	USDA Reserve Account	No. 83912
707	USDA Committed Account	No. 85091

Claims: Disbursements of \$44,390.27 for the period of 3/10/18 to 4/6/18; March Claims (3/12-3/31) of \$41,373.61 and April claims (4/1-4/6) of \$3,016.66. Net Payrolls for February-\$2,926.69 and March-\$4,848.39. Motion by Massmann, second by Kindall to approve the Claims of \$44,390.27 and Payrolls of \$7,775.08, carried. Total disbursements - \$ 52,165.35. (January Net payroll was \$4,052.39)

Property Taxes-2018 Payable City property tax statements were presented, motion by Geray, second by Kindall to approve payment of the 1st half tax due on City Parcel Nos. 94.00037.00-\$60, 94.00048.00-\$60, 94.00108.00-\$60, and full tax for Parcel No. 94.00042.00-\$62.00 for a total of \$242.00. Balance of \$180 for 2nd half is due before 10/15/2018. Board of Appeal for the City of Winger is set for May 2 from 10:30-11:30 with the County Assessor; all citizens are invited to attend to discuss their property’s valuation.

Fire Dept. Report- Presented by Massmann – (2) Medical calls, CPR training to be held 4/10, members need certification every (2) years.

Old Business: Engineer Brian Hiles not able to attend but Council to approve the Citizen Participation Plan. Motion by Massmann, second by Kindall to approve the Citizen Participation Plan for the purpose of CDBG-funded Water project, motion carried.

CITIZEN PARTICIPATION PLAN

Pursuant to Section 104(a) (3) of the Housing and Community Development Act of 1974, as amended, this Citizen Participation Plan is hereby adopted to ensure that the citizens of Winger, Minnesota (hereinafter referred to as the Applicant), particularly persons of low and moderate income residing in slum and blight areas and in areas in which CDBG funds are proposed to be used, are encouraged to participate in the planning and implementation of CDBG-funded activities.

Public Hearing – A public hearing will be the primary means of obtaining citizen views and responding to proposals and questions related to community development needs, proposed CDBG activities and past CDBG performance. Prior to submitting a CDBG application to the State of Minnesota, the Applicant will conduct a public hearing to identify community development needs, including the needs of very low and low-income persons, as well as other needs in the community that might be addressed through the CDBG program. At the hearing, the Applicant must also, at minimum, review the proposed CDBG activities, their benefiting locations, overall cost and proposed financing, and the implementation schedule. Compliance with historic requirements of the CDBG program must be discussed, including whether there are/may be any historic or potentially historic buildings in the target area, and how the Applicant intends to address compliance with federal regulations governing the “Protection of Historic Properties.” Formal notice of the public hearing must be provided, which follows the posting/publication requirement(s) of the Applicant. A public notice will also be posted in places frequented by the public, especially low and moderate-income persons benefiting from or affected by proposed CDBG activities. The hearing will be held at a time and in a location convenient to potential and actual beneficiaries and with accommodation for the handicapped. Citizens will be provided the opportunity to comment upon the activities for which CDBG funds will be used.

Public Information and Records – Information and records regarding the proposed and past use of CDBG funds will be available at the Winger City Hall during regular office hours. The public will be so informed of this by public notice. Special communication aids can be made available to persons upon request.

Written Comments and Response – The Applicant will respond to written complaints and grievances, in writing, in a timely manner. When at all possible, such written responses shall be made within fifteen (15) working days.

Applicant: City of Winger Signature of Chief Elected Official of Applicant: Darrell Olson Date: 04/09/2018

2018 WSIP - Lists and emails with comments regarding Bond Counsel and Financial Advisors were reviewed. Motion by Geray, second by Kindall to approve David Drown Associates with contact person of Mike Bubany as Financial Advisors and Briggs & Morgan, with contact person of Mary Ippel for bonding counsel for the 2018 Water System Improvement Project, motion carried. Both agencies will be contacted about the city project and its current status for funding. Updated Tower Plans were presented for review, no action taken at this time. Updated expenditure sheet was given-city has spent \$ 143,506.44 to date for engineering, testing and publications. Old Tower-historical value info still pending.

Farm Lease Agreement – Massmann informed the Council that Pederson Farms is interested in leasing the city’s land at \$55 per acre; agreement is yet to be signed. Motion by Matson, second by Massmann to approve the Farm lease agreement between the City and Peterson Farms at the rate of \$55.00 per acre, carried.

Lindfors Agency – The City’s Property & Casualty application has been submitted for renewal, if any changes or updates are needed they can be done at time of renewal.

Clerk/Treasurer position- The job opening has been re-advertised with a due date for resumes of 4/16.

Other & Correspondence – OTP letter to inform the city that they have exceeded the Kw and will be billed at a higher rate, if usage drops then rate will be changed to reflect lower use.

Meeting Date Change: Motion by Kindall, second by Massmann to reschedule the November 2018 Council meeting to Tuesday, November 13 in recognition of the Veteran’s Day Holiday, motion carried.

Added items: Calcium Chloride letter; discussion as to if want to do or not on gravel streets or alleys @ \$2.50/application-no action taken at this time. MPCA – Notification that a follow-up testing will be done at the old Sioux Oil site. Meeting adjourned at 8:02 PM subject to recall by chair.

Attest: Tina M. Murn, Interim Clerk/Treasurer

Signed: Darrel Olson, Mayor

Special meeting – Interviews for Clerk/Treasurer Position
Thursday, April 26, 2018 – 5:15 PM
Winger Community Center

Council Members Present:

The Honorable Mayor Darrell Olson

Members: Debra Matson, Steve Massmann, Nick Geray

PURSUANT Due to call and notice thereof the Winger City Council held a special meeting on Thursday, April 26, 2018 in the Winger Community Center to interview candidates for the Part-time Clerk Treasurer opening. Two applicants were set for 5:20 and 5:35 PM, prior to the meeting one of the candidates called to inform the Clerk that she would not be able to meet tonight and not for approx. another (3) weeks, and would like to have opportunity to meet if decided to do so. The information was presented to the Council for discussion during the set interview time for this person. At 5:20 PM the Board interviewed Dominica Zarkoff, Winger and asked several questions of her during the interview. Interview lasted for approx. 15 minutes, would be able to start within (2) weeks for short periods, then within (3) weeks on regular basis. At 5:40 pm the members discussed the time frame for wanting to hire a Clerk, to allow time for training with Interim Murn and be ready to go when the project starts and be at beginning of learning the new water billing program. Further discussion held on the applicant that interviewed earlier in meeting, her resume was very thorough, expressed strong interest in the job and consensus was to hire her at the rate of pay and under a six month probationary period and to be evaluated at that time. Motion by Massmann, second by Matson to hire Dominica Zarkoff as the Part-time Clerk Treasurer under a six (6) month probationary period with an evaluation to be done at that time, carried. Motion by Geray, second by Matson to pay Dominica Zarkoff at the rate of \$15.00 per hour as the PT City Clerk/Treasurer, and with enrollment in the State PERA, motion carried. Meeting adjourned at 5:58 pm, subject to recall by chair.

Attest: Tina M. Murn, Interim Clerk/Treasurer

Signed: Darrel Olson, Mayor