

**Minutes of the Regular Meeting of the Council of the City of Winger
Monday, May 14, 2018 – 7:00 PM
Community Center Building - Winger, MN**

Council Members Present:

The Honorable Mayor Darrell Olson

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

Guests Present: Dean Henney, Brian Hiles (Ulteig Engineers), Jerry Kaupang (Car Show), John Hillstad, Linda Pulskamp, Ron Locken (PW), Dominica Zarkoff (new City Clerk/Treasurer)

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, May 14, 2018. Honorable Mayor Olson called the meeting to order at 7:00 PM. Pledge of Allegiance was recited.

Additions: 1) LMCIT Insurance Premium - \$ 5,791.00

Guests: Military Recognition Ceremony: Dean Henney, Austin, TX along with Member Dan Kindall presented information on hosting a 100th anniversary to celebrate and recognize a local war hero – Nels T. Wold; Medal of Honor recipient and several others who died in WWI. Asking for City support during Sept. 21-23, 2018 for recognizing the men who served & died. Help with publicity; provide use of the Center for the ceremony, no monetary help is needed. Council agreed to offer assistance needed for the celebration. **Water Usage:** John Hillstad requested consideration of an adjustment to his water billing for the 1st Quarter (Jan-Mar), the usage was quite high compared to normal use; billing almost double. In accordance to City policy, a customer is given 1x adjustment to their account usage. So after some calculations, it was determined to make adjustment based on his average quarterly usage. Motion by Massmann to adjust the water billing for John Hillstad (Acct.1035) to waive \$118.86, to adjust and revise his March 2018 billing based on his average quarterly usage with a payable amount of \$125.00, second by Kindall, motion carried. Linda Pulskamp told the Council about her excess usage bill, she was not happy with the bill. It was verified by Locken & Murn, checked all readings and meter sheets. Water had gone through meter; if any problems it will stop working. According to the meter sheets, Pulskamp had already received a one-time account adjustment (this was stated earlier to Hillstad that each customer is eligible for one). After much discussion with Pulskamp, member Kindall moved to revise Linda Pulskamp account to a monthly average based on her history of 3,300 gallons, second by Matson, motion carried. Her bill will be revised and resent. After receiving this second adjustment; Pulskamp will not be eligible for any additional adjustments to her utility account.

Winger Appreciation Days – J. Kaupang presented Car Show posters for the Winger Appreciation Days set for June 30. Will be contacting Fosston radio station, GVTel channel, flyers out on car show, tractor parade set for 1 PM. Seeking Vendors for the Craft & Flea Market-possibly to be set up by bank or ball diamond, some details still being finalized.

2018 Water System Improvement Project – Brian Hiles, City Engineer presented update on the Tower & Plant project. MDH – Environmental Review to be posted & published, 30 day public comments due by 6/1/18 @ 4 PM to the City Office. Once published, news clipping copy along w/ affidavit of publication to be submitted to PFA. A resolution will need to be adopted at the June meeting authorizing to seek bids. Tower – Historical appraisal, Hiles had sent an email earlier with information from an architectural historian out of Fargo with material for the City to think about pertaining to the old tower. Some reference materials and stories as to what other cities have done with regards to demolition of their city's towers. (Full copy of email is set on record with the May Minutes.) Recommendation at this time to shut-off the old tower once transferred over to new system, giving the City time to check further into whether remains or can be removed. No decision on the old water tower will be made at this time. Financial Advisor: Mike Bubany, David Drown & Associates, has been in contact with Hiles about temporary construction financing through MRWA. When project money is able to be drawn from PFA, the City can seek direct reimbursement from PFA for what has been spent on the project so far. City will not need to seek temporary financing, can save paperwork. Being a DWRF project, we will not need a construction loan like needed if go with USDA-RD. If extends too long; the City can then apply for a MRWA loan to cover the costs. Hiles has talked to the Ulteig billing office to hold Winger project bills till drawing the PFA funding, which can be done once bid. One outstanding Ulteig invoice of \$28,568.58-is being held till funds available. Johnson Jet-Line will be contacted to finish the televising.

Minutes: Motion by Massmann, second by Geray to approve the Minutes for the April 9 and April 26' 2018 regular and special meetings, carried.

Maintenance Report: Locken reported he attended a GVT training at Erskine, fiber optic to each property starting soon, will be busy with locates of shut-offs and manholes. Request to have Billy Kaupang do mowing if needed, approved by Council to use Kaupang for mowing if needed. Hydrant Flushing-Locken will be attending training for Class D Operator license renewal, wondering if Kaupang should do flushing or if Council wants to have Locken flush when returns-okay for Kaupang to flush hydrants as scheduled. Ponds-discharged, sending samples out soon. Meters- approx. (16) left to install, billing program has been set up as mass billing, working to make changes to those on flat occupancy.

Non-Metered Customers- A list of non-metered customers was presented for review, approx. (7) have now been metered since list was first drafted, CHS Fertilizer Plant is off as of 4/30/18. There are at least (6) properties that have larger meters-Winger Livestock Sales, Elevator, (2) Churches and (2) Apartment buildings. Larger ones were purchased by the property owner; Locken is to install all others then will decide on change-out of the large meters. Motion by Kindall/second by Geray to enter the Flat usage and/or Occupancy customers as is until a meter is installed. Those on flat service will be entered into the UBMax billing program with calculated multipliers for the water and sewer fees. Payment & Past Due Dates- motion by Massmann, second by Kindall to set the payment due date as the 10th of the month, Past Due date as the 20th of the month with the \$30.00 late fee to be applied and letters to be sent. Transfer & Code Change- Currently the late fees are being coded and entered into the Sewer fund, recommendation to change the late fee revenue code from the Sewer (602) to Water (601) fund to help offset the costs in the water fund, where a majority of the expense is generated as pertains to the billing

collections, postage, etc. Flags – A few citizens have asked as to who puts up flags around town for the specific holidays-Memorial Day, July 4th, etc.–Legion Members put up flags. Request by Post Office to assist with new flag to be put up, Locken will contact Bernie @ OTP.

Utility Billing - Billing Policy – a few of the details on the process need to be revised to reflect going from quarterly to monthly-tabled for revised policy to be presented at later date.

Financial Report- Motion by Kindall, second by Matson to approve the April financials as presented: Cash balance of \$ 123,404.83, Reserves balance of -\$138,933.30 (Ultima Bank-5/9/18), Claims for 4/7-5/10/18-\$6,698.48. April Net wages-\$4,664.40, Void of Check #19540-Gopher State One-Call \$52.25 was already paid, motion carried. Chart of Accounts – for Council reference a shortened version of the State Accounting codes was given-to help understand revenue & expense placements.

Fire Dept. Report- Fire Chief Scott Revier was not present – no report.

OLD BUSINESS – 1) Majority of the Water System Improvement project information was addressed during the Maintenance Report.

New Clerk Hiring – Dominica Zarkoff was sent a letter with the job offer, attending meeting to present her letter of acceptance and inform City Council when able to start in office on regular schedule-May 22. Council accepted her letter and start date of 5/22/18.

NEW BUSINESS- 1) Winger Appreciation Days - Motion by Massmann, second by Kindall to approve the cashing of CD# X6962-12 month in the amount of \$ 2,203.54 for the purpose of paying expenses for the 2018 Winger Appreciation Days. Any remaining funds or contributions will be deposited into a Savings account, named for the Winger Appreciation Day Activities, motion carried.

2) Refund Policy on CC Events not held. Recently payment was made & deposited for an event, which the Office was then notified was not held. Not able to find a refund policy for return of the fees. Motion by Massmann, second by Matson that a Center Refund policy will be prepared and is hereby approved with the following information: If an event is scheduled for the Community Center, and rental fees paid in advance that ended up not being held and/or cancelled; a full refund of the fees paid along with the returnable deposit will be returned if the City Office is notified at least 2 weeks in advance of the cancelled event, motion carried. Motion by Kindall, second by Matson to have the Center rental fees stand as paid, to be forfeited and non-refundable if the scheduled event is cancelled within two (2) weeks of the event and the City Office is not notified, motion carried. Geray abstained from discussion & vote on the matter.

3) OSA – Performance Measurement Aid – Determined to not participate in the Performance Aid.

4) Training @ MN Townships Assn. Summer Session in TRF- Request to send Dominica Zarkoff to the training at TRF for Election and CTAS trainings being offered by the MN Assoc. of Townships-Zarkoff will

be responsible for administration of the Municipal City Elections; filings, postings, preparing the information for the ballots for the 2018 November election. The County will also offer trainings for her to attend so that she provides them with the necessary documentation. As the City's Election Clerk Zarkoff is required to have (5) Certified hours and then (4) Maintenance hours during the off years when elections are not being held. Motion by Geray, second by Matson to approve Zarkoff to attend the MN Assoc. of Townships training in TRF for Election and CTAS training on 06/26/18 at the cost of \$50, motion carried.

5) Local Decision Making – Support & Adoption of Resolution – Member Dan Kindall introduced the following resolution and moved its adoption:

RESOLUTION 2018 -03
A RESOLUTION SUPPORTING LOCAL DECISION-MAKING AUTHORITY

WHEREAS, local elected decision-makers are in the best position to determine what health, safety and welfare regulations best serve their constituents; and

WHEREAS, just like state legislative leaders, local elected officials are held accountable through Minnesota's robust elections process; and

WHEREAS, ordinances at the local level are enacted only after a comprehensive, legal and open process; and

WHEREAS, local units of government are required to publish notices about meetings where policies will be discussed and decisions will be made; and

WHEREAS, under the state's Open Meeting Law, public policy discussions and decisions must occur in meetings that are accessible to members of the public; and

WHEREAS, cities are often laboratories for determining public policy approaches to the challenges that face residents and businesses; and

WHEREAS, preservation of local control in Minnesota has yielded statewide benefits such as the 2007 Freedom to Breathe Act, an amendment to the Minnesota Clean Indoor Air Act; and

WHEREAS, more than two dozen bills that restrict local decision-making have been introduced in the 2017-2018 biennium.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WINGER that this Council supports local decisions-making authority and opposes legislation that removes the ability for local elected officials to respond to the needs of their businesses and constituents. Member Steve Massmann seconded the foregoing resolution and was unanimously adopted this 14th day of May 2018.

Attest: Tina M. Murn, Interim City Clerk

Signed: Darrell Olson, Mayor

LMCIT – 2018 Property & Liability premium notice – Motion by Geray, second by Kindall to pay the city’s LMCIT insurance premium of \$5,791.00 for the 2018 property & casualty coverage, motion carried.

Correspondence - 1) NWRDC – 2019 Budget notice 2) Email about the Polar bear & seal at Sioux Oil Station-look at putting on city website to reflect history to Winger.

Additional Water Adjustment: Ron Locken requested an adjustment for 18 N Main, renter had only been in a portion of the month and the meter read 10,000 gallons, motion by Massmann, second by Kindall to adjust the water usage to 6,000 gallons down from 10,000 for 18 N. Main, motion carried.

Upcoming events: Hydrant Flushing – notices went out with water billing, Spring Clean-UP set for May 19. Pet Clinic has been set for May 24. Winger Appreciation Days set for June 30. Meeting adjourned at 9:07 PM.

Attest: Tina M. Murn, Interim City Clerk

Signed: Darrell Olson, Mayor