

**CITY COUNCIL PROCEEDINGS  
BACKUS, MINNESOTA  
March 2, 2015**

Pursuant to due call and notice, the regular meeting of the City Council of the City of Backus, Cass County, Minnesota, was held on Monday, March 2, 2015 at 6:30 p.m. at the Backus City Hall, Mayor Kurt Sawyer presiding.

Members Present: Mayor Kurt Sawyer, Steve Braker, Ann Birge , Karl Flier and Rae Borst

Members Absent: None

Staff Present: Ann Swanson, Clerk-Treasurer

Others Present: Travis Grimler, Mark Hallan, Joann Gravelle, Carol Anderson, Gloria Thiesfeld, Dale Thiesfeld

**PLEDGE OF ALLEGIANCE & ROLL CALL**

**CONSENT AGENDA**

The following Consent Agenda items were presented for approval:

1. Minutes of 02/02/2015 Regular Meeting
2. Bills, claims and payments including check numbers 25874 through 25911 and electronic payments 031501 through 031504 totaling \$18,466.78.
3. Financial report for month ending February 28, 2015.

**Motion by Borst, seconded by Flier, to approve the Consent Agenda items as presented. Motion carried.**

**POLICE REPORT**

*None*

**FIRE DEPARTMENT/FIRST RESPONSE**

*None*

**WATER/WASTEWATER**

*Operator's Report*

Public Works Director Lee Bundy was unable to be at the meeting. Swanson reported that there were no major issues regarding water and wastewater to discuss.

*Native Grasses Restoration*

Swanson informed that she had been discussing the re-seeding issues with representatives of the DNR, RJS Construction and Prairie Restorations and that the current focus is on defining the acreage which needs to be re-seeded.

*Wastewater System Replacement Fund & Transfer*

The Minnesota Public Facilities Authority requires, as part of its agreement for partially financing the 2013 wastewater project, that the city deposit funds to a system replacement fund on an annual basis pursuant to a formula which considers the gallons of wastewater treated on an annual basis. Based on the formula, the City is required to put at least \$2,983.50 in that account for 2014.

**Motion by Birge, seconded by Borst to approve Resolution #2015-02, Resolution Authorizing the Establishment of a Wastewater Treatment System Replacement Fund and Further Authorizing Annual Deposits of Sums into said System Replacement Fund. Roll call vote: Birge (aye), Borst (aye), Braker (aye), Flier (aye), Sawyer (aye). Motion carried by unanimous vote.**

Swanson recommended that \$3,000 be transferred to the System Replacement Fund for 2014. Discussion on putting the funds into a Certificate of Deposit, or a more profitable investment. Swanson will explore options.

**Motion by Birge, seconded by Borst to transfer \$3,000.00 into a separate “System Replacement Fund” for 2014.**

**STREETS AND PARKS**

*Townhome Flooring*

An estimate for replacing all the flooring in three of the townhome units was received from MCI carpeting. The price for three units is \$8,886.00 and for one, \$2,962.00. Discussion on square footage involved and the option of doing one unit per year rather than all at once. The matter tabled for a month to allow additional questions to be addressed by Lee Bundy.

*Townhome Dryer Vents*

Bundy has proposed that the dryer vents be re-located from the roof to the front walls of the townhome units to alleviate the issues that roof venting has caused. His staff would perform the labor to get this work done.

**Motion by Borst, seconded by Birge to authorize the relocation of the townhome dryer vents. Motion carried by unanimous vote.**

*Townhome Maintenance*

Discussion on potential cost savings options for townhome maintenance and operation. Refinancing is being explored with no definite information at this time. Dual heating could possibly be instituted as each unit has a separate meter for both gas and electric. All or any of the units could be sold. An audience member suggested that a maintenance plan for the units be put together so that the maintenance history and upcoming needs of each unit could be more easily tracked.

*Siren Contract*

A contract has been received from Frontline Warning Systems, Inc. for 2015 maintenance and battery replacement for the warning siren for a total of \$710.00. The county had paid for this maintenance for several years and now it is the city's

responsibility. Council directed that Swanson confirm this with the county before a decision is made.

## **AIRPORT**

### *Beacon Replacement*

Mark Hallan of Widseth Smith Nolting updated that an Advertisement for Bids for the beacon replacement project had been re-published and that two bids were submitted and opened prior to the meeting. Holden Electric submitted a bid on the bid form for \$31,800.00 accompanied by a Bid Bond. Pine River Electric submitted a bid on the bid form for \$25,750.00 accompanied by a Bid Bond. Hallan noted that both bids were under the estimate. Pine River Electric's bid appears to be the low bid. Hallan will contact the state and move the project forward so that the city can proceed with formal bid acceptance and grant agreement approval at the next meeting.

**Motion by Flier, seconded by Borst to tentatively accept the bid of Pine River Electric and to proceed with the beacon relocation as a cost sharing project with MnDot Aeronautics. Motion carried with Braker opposing the motion.**

### *Planning for 2016 Projects*

Swanson informed that the Airport Capital Improvement Plan would be updated and that new airport manager Craig Taylor would like to see a credit card reader installed on the fuel pump. Airport lighting improvements also need to be addressed. Swanson informed that PRASD had been cleaning the departure building and that she had been getting paperwork updated on several airport areas such as stormwater and tank permitting.

### *Airport Inspection Report*

The annual MnDOT Aeronautics Airport Inspection Report was conducted on October 31, 2014 and distributed for council review. Trees need to be trimmed and cleared, the runway turf needs re-seeding on the runway turf and runway lighting is inoperative. The council suggested that Craig Taylor be invited to a future meeting.

## **NEW BUSINESS**

### *Donation*

A donation of \$171.00 for the Backus Emergency Responders has been received from Emmanuel Lutheran Church.

**Motion by Flier, seconded by Birge to approve Resolution #2015-03, Resolution Acknowledging Donation from the Following Donors: Emmanuel Lutheran Church. Roll call vote: Birge (aye), Borst (aye), Braker (aye), Flier (aye), Sawyer (aye). Motion carried by unanimous vote.**

*Clerk's Vacation*

Swanson requested authorization to be out of the office from March 24<sup>th</sup> through March 31<sup>st</sup> and possibly April 1<sup>st</sup>.

**Motion by Flier, seconded by Borst to authorize the clerk-treasurer's vacation request.**

**Motion carried by unanimous vote.**

*Other*

Swanson requested authorization to attend a safety workshop in St. Cloud sponsored by the League of Minnesota Cities at a cost of \$20.00 plus mileage.

**Motion by Flier, seconded by Braker to authorize Swanson's attendance at a safety workshop. Motion carried by unanimous vote.**

**ADJOURN**

There being no further business, the Mayor adjourned the March City Council Meeting at 7:30 p.m.

Respectfully submitted,

Ann Swanson, Clerk-Treasurer