

**MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF BACKUS, CASS COUNTY, MN. FEBRUARY 6, 2012 7:00 PM**

**CALL TO ORDER:** The meeting was called to order by Mayor-Pro Tem Steve Braker at 7:04 pm.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL:** Council members present: Braker, Thomas, Kriesel, Borst. Absent: Mayor Dean Engen

**CONSENT AGENDA:**

**MOTION:** A motion was made by Borst and seconded by Kriesel to approve the consent agenda. All in favor. Motion carried.

**MAYOR'S REPORT:** No report.

**WATER/WASTEWATER REPORT:** Lee Bundy, city water/wastewater operator was not present so the City Clerk updated the council regarding water and sewer in the operator's absence.

Greg Kimman from SEH was present a few items for discussion. Kimman asked the council for its permission to forward the Wetland Delineation Report to LGA (Local Governing Agency) for the purpose that the LGA can concur with the boundaries of wetlands and the temporary impacts in the report.

**MOTION:** A motion was made by Borst and seconded by Kriesel to have SEH proceed with forwarding the Wetland Delineation Report to LGA. All in favor. Motion carried.

After reviewing pictures of the choices in fencing options for the new lift station for the wastewater project near the Paul Bunyan Trail the following was decided.

**MOTION:** A motion was made by Thomas and seconded by Braker to instruct SEH to use composite material for the fencing around the new lift station. All in favor. Motion carried.

SEH was also instructed by the council to proceed with response to comments to Rural Development's review of the Preliminary Engineering report for the wastewater project. The SEH fee for this process is \$3500. The reason for this process is to gather information on a second funding option.

**PUBLIC FORUM:**

Jay Klien, Treasurer of the Cass County Economic Development Corporation gave a brief presentation updated the council on CCEDC affairs.

**POLICE REPORT:** Sgt. Chad Bouc was present and reported that there were calls in January that included a chimney fire, two medical assists, an animal complaint, property damage and disturbing the peace. Bouc also announced that Chief Josh Ebert has taken a new position in Dilworth, Minnesota. No replacement has been announced.

**FIRST RESPONSE:** The city clerk reported that the First Responders replenished their medical kit with the purchase of \$986.47 worth of medical supplies.

**FIRE DEPARTMENT:** No report.

**STREETS AND PARKS:** No report.

**AIRPORT:** The City Clerk reported that Denny Williams had brought a check for the city's share of purchased fuel in the amount of \$100.40.

**CITY CLERK'S REPORT:** The City Clerk reported that if the council wished, checks for council fees could be presented each month instead of quarterly without a problem. It was left to the clerk's discretion. There was also a question on whether council members were to be paid for every meeting, regardless of attendance. Clerk will look into.

Also presented by the clerk was a request for payment for \$1000 to the Cass County Economic Development Corporation. After discussion, it was decided that due to budget constraints, the city would contribute \$250 to the organization.

**MOTION:** A motion was made by Borst and seconded by Kriesel to approve a \$250 contribution to the Cass County Economic Development Corporation. All in favor. Motion carried.

A mock up of new letterhead was presented to the council for review as the city is almost out of letterhead and the current style needs updating.

**MOTION:** A motion was made by Kriesel and seconded by Borst to approve the purchase of new city letterhead not to exceed \$150. All in favor. Motion carried.

**MAINTENANCE REPORT:** Dale Vredenburg was not present so the City Clerk informed the council that there was a repair bill for the maintenance truck that was over \$1000 last month. The clerk wondered if the council wanted to look at quotes on a new maintenance vehicle. The council decided that the clerk should get some pricing on a possible new maintenance vehicle. The clerk was also instructed to talk with the maintenance employee about whether he wanted more hours in the spring and summer time and report back to the council.

**ZONING:** No report.

**EDA:** The city council was updated on the past due rent situation and was told that a \$500 payment was made on that debt. Also discussed was the defaulted RLF loan and that the clerk was initiating the collection process of said debt.

There was one motion based on the EDA Board Meeting held in January 17, 2012

**MOTION:** A motion was made by Borst and seconded by Thomas that the snowplowing at the townhomes be handled by the city's maintenance department beginning next fall/winter. All in favor. Motion carried.

**GENERAL GOVERNMENT:**

**MOTION:** A motion was made by Borst and seconded by Braker to approve the license to sell tobacco at retail for Willard's Saloon and Eatery. All in favor. Motion carried.

There was a short discussion to clarify the City Clerk's employment start date and starting vacation availability.

**MOTION:** A motion was made by Thomas and seconded by Kriesel that the City Clerk's official employment date is July 26, 2011 and that he was to have 5 days of available vacation as of January 1, 2012. All in favor. Motion carried.

**RESOLUTIONS 2012-1 and 2012-2** These resolutions were presented to the council acknowledging donations from Sara Plowman for the Fire Department and from Sara Plowman, the First National Bank of Walker, and Community Ladies Aid for the First Responders.

**MOTION:** A motion was made by Braker and seconded by Kriesel to adopt Resolutions 2012-1 and 2012-2. Upon Roll Call vote: All in favor. Motion carried.

The council was then updated that the dumpster attendant would be taking some time off in March. Options for filling the temporary vacancy were discussed. Council Member Kriesel offered to fill in during that time.

The clerk informed the council that the city's Personnel Policy has been sent to the League of Minnesota Cities Human Resources Department for review. There is no charge and the city should receive some good suggestions.

There being no other business to come before the council, a motion was made by Thomas and seconded by Borst to adjourn the meeting at 9:40 p.m. All in favor. Motion carried.

Signed: \_\_\_\_\_  
Jeff Turk, City Clerk/Treasurer

Signed: \_\_\_\_\_  
Steve Braker, Mayor Pro-Tem