

City of Forada

Meeting Minutes

December 13, 2021

Call to order: Mayor, David Reller, called to order the regular meeting of the City of Forada at 7:00 pm at City Hall.

Roll call: The following persons were present: Jo Kluver, David Reller, Mitch Critz, Scott Erickson, and Bob Verkinderen.

Approval of minutes:

Motion to approve November 8, 2021 meeting minutes made by Mitch, 2nd by Bob. All in favor.

Open floor:

- A resident presented to the council that the Lopez property showed improvement for a couple days and then the dog ran loose again, still working on vehicles at 12:20 a.m. Resident claimed Lopez resident had no respect for the city ordinances. Resident recommended the city pursue civil action for noncompliance of ordinances and thinks they are habitual offenders. Jo stated the attorney letter was just completed and sent certified mail on December 3rd. Discussion held that per city ordinance, Lopez property has 30 days to meet compliance for items addressed in the letter. Council will review at January 10th council meeting to see if Lopez has met compliance. Discussion was also held pertaining to the County Sheriff and installation of cameras. Sheriff stated they cannot install cameras without a warrant. David recommended the resident record and document when the Lopez property is breaking ordinances. This would be very helpful to the council and city attorney if city needs to pursue further steps.

Reports Of:

Fire Department: Stephen, Fire Chief

Truck Committee presented to the council they are looking at two companies: CustomFire and Rosenbauer. CustomFire is at \$450,000-\$500,000 and not according to spec. Rosenbauer is at \$420,000 but is repricing for exact number. Sourcewell and HGACBuy both cover the 3-bid requirement of FEMA. Truck Committee has been looking at increasing the pump and tank size but this would add additional costs and would require the truck chassis to change as well. Jo reminded them we received an email from Karin Anderson, grant writer, to stay with what was submitted for specifications for the grant. Extras and going over sends red flags to FEMA and could cause an audit. Any changes to specifications would need to be approved by FEMA prior to submission anyway – so who would be responsible for this. Current specification is for a 1,000-gallon tank and 1250 hp pump. Scott stated these changes won't do the fire department any good. In his experience, he stated to stick to the original specifications.

Tanker #8 is going in on December 27th to get leak repaired in Elrosa.

Entry door is in just needs to be installed. Max Radil will be retiring April, 2022. New fireman, Philip Zimpel is joining with 15 years' experience. Question on PERA, Travis Pearson took a 6 month leave and will be returning end of December. If Travis comes back for 1 or 2 months in 2022 and chooses to leave permanently, does he qualify for the PERA increase which is to take affect January 2022? This would be unfair if he does receive the new PERA rate. Their thoughts were a fireman needs to complete 1 full year before qualifying for the increase the next year. Jo stated this is now a PERA ran pension fund, and we don't have a say on the regulations of how pensions are paid out. Jo will investigate it further with PERA.

David Reller brought up if there was an "Incident Command" protocol in place. Discussion was held on who would be in charge – which would be the mayor. Fire Chief would also be included and run scene. Steve Kluver and Bob Steidl stated there were also trainings and protocols for hazardous situations and train derailments. Overall, the mayor and Fire Chief would assess and phone into the county who would send out the right resources. Jo stated that there is a Douglas County committee that handles this and all entities in the county are included at their meetings. David will be attending it in January. Christmas party will be at the bowling alley in January with dinner and bowling included. Date set is January 14th. Motion to pay bills as submitted made by Scott, 2nd by Bob. All in favor.

First Responders: No report submitted.

Motion to pay bills as submitted made by Bob, 2nd by Scott. All in favor.

Clerk's Report: Jo gave overview of submitted bills for the city and the financial reports as submitted to council. City received an addition \$329.20 in ARPA funds. The LMICT property and casualty renewal application binder has been signed and submitted with an estimated insurance cost of \$6,200. This expense includes fire department, city properties and equipment. Hall is rented December 19th and December 25th for family Christmas gatherings.

Motion to pay bills as submitted made by Bob, 2nd by Mitch. All in favor.

Sewer Report: Jo reviewed submitted reports. Motion to pay bills as submitted made by Bob, 2nd by Scott. All in favor.

Old Business:

- 1) Legal letter has been sent via certified mail on December 3rd to both the property owner and current resident of the Lopez property. Discussion on this item was held under items from the floor. Note the resident has 30 days to comply or misdemeanor could occur as next steps for noncompliance. Misdemeanor could be up to \$300 fine per offense or the court decides. Council strongly urged for documentation be submitted.
- 2) Jo informed council more late sewer charges have been paid and the submitted assessed charges for 2022 property taxes to the county has been updated and documented payments on Resolution #09-21.

New Business:

- 1) Resolution #10-21 Land Use Fee Schedule was reviewed. Scott questioned if we had discussed changing some of the fees at last meeting. The council had agreed to keep pricing and fees as is at November meeting. Motion to pass Resolution #10-21 as submitted made by Bob, 2nd by Scott. All in Favor. New fees will take affect January 1, 2022. Scott requested Jo send a copy to Tom for permit pricing.
- 2) Council reviewed current hall rental fees: \$50/day, Hudson Township \$600/year, Seniors Group \$100/year donation. David proposed raising rental fees due to increase in operating expenses. Discussion held on which fees should be increased. Mitch motion city hall remain at \$50/day so it will remain assessable and affordable to the community. 2nd by Jo. All in Favor.
Hudson Township was last increased in 2018, 3 years ago. David proposed increase to \$1,200, which would be \$100/month. Jo stated Hudson Township uses the hall for monthly board meetings, yearly meeting, special meetings, elections, etc. and store their files at the hall. Overall council thought \$1,200 was too much of an increase. A new annual fee of \$840 was proposed, which is \$70/month breakdown. Jo motioned to increase Hudson Township annual rental fee to \$840. 2nd by Mitch. Vote was taken.
Yay: Jo, Mitch, David, Scott. Nay: Bob Motion passed. Jo will notify Hudson Township of the increase.
- 3) Jo informed council the 2022 audit will remain the same cost as 2021 audit, \$6,300. Motion made by Mitch to approve the 2021 audit Engagement Letter with Dennis E Oberloh. 2nd by Bob. Jo signed and will submit.
- 4) The November 2021 Tax Settlement has been received.
- 5) The locations of the fiber and telephone pedestals placed in 2021 in Forada was received and will be on file at city hall office.
- 6) Jo submitted a proposal of the 2022 Sewer Budget and Rate Evaluation. Proposals were reviewed and broken down. Bob questioned surcharges on the Sunset Campground and Jo stated that ALASD did not give a new summer rate showing the surcharge was added. ALASD has increased their rates for 2022 by over 10% and the city needs to adjust accordingly. After much discussion, motion was made by Bob to increase rates to \$78.50 for residential, and commercial/business properties as outlined in the attached 2022 Waste Water Budget. Motion 2nd by Scott. All in favor. Jo will send out a notification letter notifying all residents and businesses of their increased rates effective January 1, 2022.
- 7) Resolution #11-21 Join Powers Agreement with State of MN was reviewed. Jo stated the cities 5-year agreement was due. Motion to approve the resolution made by Jo, 2nd by Bob. All in favor.
- 8) Scott reported he checked the outlet/breaker box on the power pole at the corner of Toby's Ave and Hwy 4. Christmas lights worked as he took it home and plugged it in. There were multiple attempts between Jolt Electric and Ottertail Power to figure out the power problem. Jolt Electric repaired both outlets and all are working again.

Adjournment:

Motioned to adjourn meeting made by Mitch, 2nd by Scott. All in favor.

David Reller adjourned the meeting at 9:44 p.m.

Minutes submitted by:



City Clerk/Treasurer



Mayor