

## January 13th, 2016

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The Bagley City Council met on January 13, 2016 at 5:30 p.m. in the City Council Chambers.

Present: Mayor Sidney F. Michel, Council Members John Sutherland, Jon Brovold, Chad Bonik, Dennis Merschman (via Skype), City Clerk Treasurer Colleen R. Lindgren, and Deputy Clerk Faye Jacobs.

Also present: Street Supt. Bill Masterson, Heather Galli Keough, Liquor Store Manager Chris Arnold, Police Chief Larry Peterson and reporter Ceira Jobgren.

Motion was made by Merschman to approve the minutes of the December 9th and December 16, 2015 Council meetings. Seconded by Sutherland, motion carried.

Heather Keough was present to speak with the Council concerning an Application for Exempt Permit/Gambling Permit. The Bagley Rotary Club is planning on holding a raffle on June 10, 2016. Previous funds raised have been put back into the community. A golf cart and some other prizes will be raffled off, if permission is received from the City Council. Motion was made by Brovold to approve Resolution #4-16 BAGLEY ROTARY CLUB GAMBLING PERMIT. Seconded by Bonik, motion carried.

Mayor Michel appointed John Sutherland as Vice-Mayor for 2016.

Motion was made by Brovold to approve appointment of the following to the Bagley Park & Recreation Board: Mona Rae Swenson, along with Councilmen John Sutherland and Jon Brovold. Seconded by Bonik, motion carried.

Motion was made by Brovold to appoint Chad Bonik, Bill Masterson, Kraig Fontaine, Jackie Merschman and Mayor Michel to the Bagley Zoning Board. Seconded by Sutherland, motion carried.

Motion was made by Bonik to appoint Terry Knutson, Sarah Sweigel, Kathy Steinmetz, and Kassie Dahl to the Bagley Library Board. Seconded by Brovold, motion carried.

Discussion was held on the appointment of a City Attorney for the City of Bagley. Motion was made by Bonik to appoint Chris Hood, of Flaherty, Hood Attorneys as the City Attorney for the City of Bagley for 2016. Seconded by Brovold, motion carried.

Motion was made by Brovold to approve the agreement between the City of Bagley and the Clearwater County Attorney's Office for 2016. Seconded by Bonik, motion carried.

Councilman Brovold had been contacted by on the Townships asking about a meeting between the City and the Townships on the 2016 Fire Contracts. He will contact the Township Clerk who asked about a meeting to let them know that a meeting will be set up when the property valuations are received from the County and agreement dollar amounts are figured.

Council reviewed the December receipts in the amount of \$688,172.42.

Council reviewed the December Budget reports for the City. Expenses totaled \$72,260.86.

Council reviewed the Liquor Store profit & loss for December. Total Gross profit is \$33,721.97; expenses were \$16,685.27 with a net income of \$17,036.70. Net income through December was \$55,287.04 to date, with some December bills still to be paid.

Motion was made by Bonik to pay the City and Liquor Store outstanding bills. Seconded by Brovold,

motion carried.

Department reports: Fire Dept. – Clerk reported that Todd Brustad will be Training Officer and not the Chiefs. Bonik reported on repairs to be done to Unit #2. The Firemen’s Relief Board will be meeting on January 25th at 6 p.m., American Legion Hall.

Police Dept. – Chief Peterson. Chief reviewed the activity log of the Officers. Chief received a letter from Seth Tramm, Ambulance Dept., thanking Police Dept. Officer Chet Carlson for all his help on a recent incident they had.

Liquor Store – Manager Chris Arnold. Arnold reported on the yearly sales of the store. Staff asked Arnold to thank the Council for the recent purchase of uniform jackets for employees. The 2016 MMBA Annual Conference will be held on Saturday, April 16 – Tuesday, April 19, at Arrowwood Resort in Alexandria. Motion was made by Merschman to permit Arnold to attend the conference and to pay expenses incurred. Seconded by Bonik, motion carried.

Roads & Bridges – Supt. Bill Masterson. Masterson reported on the work being done by his dept.

Public Utilities – Dennis Merschman reported that the Internet service is being upgraded.

City Hall – Clerk Lindgren reported that she was asked to check into insurance for Park View Apts. through the League of MN Cities city insurance. It would be more expensive for the insurance to go under the City Policy. This will be checked into further. Helen Johnson has resigned from the Housing Board. Motion was made by Bonik to appoint Dennis Merschman to the Board. Seconded by Sutherland, motion carried.

Motion was made by Sutherland to advertise for gas at the pumps. Seconded by Brovold, motion carried.

Clerk reported that the Pay Equity Report has been approved and the City is now in compliance.

Discussion was held on the Bagley Pavement Improvements Project for the airport. Karvakko Eng. will be opening it up for bids on February 2nd with a bid opening of February 23rd.

Motion was made by Bonik to pass Resolution #1-16 OFFICEIAL NEWSPAPER. Seconded by Sutherland, motion carried.

Motion was made by Sutherland to pass Resolution #2-16 OFFICIAL DEPOSITORY. Seconded by Brovold, motion carried.

Motion was made by Brovold to pass Resolution #3-16 MINNESOTA GOVERNMENT ACCESS (MGA). Seconded by Bonik, motion carried.

Mayor Michel spoke on the prospect of Karvakko Eng. being appointed as the City Engineer. Mike Karvakko has said that he would be willing to come to a Council meeting to speak with the Council on this. Merschman will like to look into this further before anything is done. Councilmembers had questions on how this would work and why the Council would want to do this. Mayor said this would be only for the City not the Public Utilities. Members would like to speak with Karvakko before anything more is decided. Mayor will invite Karvakko.

Mayor reported that the easements on the airport are still being worked on.

Arnold reported that he has ordered 2 new cameras for the Liquor Store. Motion was made by Bonik for 8 cameras to be purchased to upgrade all. Seconded by Sutherland, motion carried.

Being there was no further business to come before the Council; motion to adjourn was made by Sutherland. Seconded by Brovold, motion carried.

## January 27th, 2016

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The Bagley City Council met on January 27, 2016 at 5:30 p.m. in the City Council Chambers.

Present: Mayor Sidney F. Michel, Councilmen John Sutherland, Jon Brovold, Chad Bonik, Dennis Merschman via Skype, City Clerk Treasurer Colleen Lindgren, and Deputy Clerk Faye Jacobs.

Also present: Mike Karvakko, Street Supt. Bill Masterson, Police Chief Larry Peterson, and Laura Straw.

Motion was made by Brovold to approve the minutes of the January 13, 2016 Council meeting. Seconded by Sutherland, motion carried.

Mike Karvakko, Karvakko Eng., was present to update the Council on the Airport Crack Sealing project and the bid opening date of February 23rd. He is still looking into grants for a projected Street Project. Mayor asked Karvakko to explain what having a designated City Eng. would comprise of. Karvakko stated that he would look at the best interest of the City and it is very common to have an Engineer designated for a city our size. Fees would be structured but negotiable. Karvakko stated that his company has more to offer than just doing the airport projects. Having one Eng. is more organized than having a number of them. He would like to look at a capital plan for the City if the City has one. He does not have a specific grant writer on his staff but he himself has written many grants. Municipal projects are his background which he spends approximately 90% of his time. Karvakko said that he would not be working blind for the City as he started working with the City airport projects 8 years ago.

Discussion was held on a resolution concerning the Bemidji HRA to provide section 8 housing assistance in the City of Bagley, according to HUD's regulations and approval. Laura Straw, Bemidji HRA was present to fill the Council in on what is happening with this program. Motion was made by Sutherland to approve Resolution #5-16 HUD/HRA OF BEMIDJI. Seconded by Brovold, motion carried.

Council was given a form which shows all vacation and sick leave accumulated for city employees.

Motion was made by Brovold to approve Clerk Lindgren to attend the 2016 MCFOA Education Conference in St. Cloud on March 15-18, 2016 and to pay expenses. Seconded by Sutherland, motion carried.

Police Chief Larry Peterson spoke with the Council about a position the Council had spoken about before. After discussion it was stated the position would be Assistant Chief/Investigator. The City Attorneys would need to be involved. Motion was made by Merschman to allow Chief Peterson to move forward on the position and to work with the City Attorneys for job description, pay equity, etc. Seconded by Brovold, motion carried. Brovold would also like to know what the Attorneys would charge for this project.

Mayor Michel reported there is an interested party wanting to build a motel in the City. More information will be gotten and brought before the Council.

Mayor reported on the Firemen's Relief meeting which he attended. Group asked if the Council would forecast out purchasing a new pumper truck. No decision can be made at this time. Relief Board is working on the Firemen's Ball which is to be held on April 2nd in the American Legion Auditorium. Motion was made by Brovold to approve the Gambling permit for the Firemen's Relief to hold a raffle for the Firemen's Ball pending receipt of all paperwork. Seconded by Sutherland, motion carried.

Motion was made by Bonik to pay the outstanding 2015 invoice of \$700 to Tri-Valley Opportunity Council and also the 2016 invoice for \$700. Seconded by Sutherland, motion carried.

Clerk Lindgren brought up the fact of looking at new Christmas decorations for the street poles for in the future and asked the Council about putting funds aside during the next budget session for 2017.

Motion was made by Merschman to approve payment of the special assessments on the Liquor Store property with funds to come out of the liquor store savings account. Seconded by Bonik, motion carried.

Being there was no further business to come before the Council; motion to adjourn was made by Brovold. Seconded by Bonik, motion carried.

## February 10th, 2016

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The Bagley City Council met on February 10, 2016 at 5:30 p.m. in the City Council Chambers.

Present: Mayor Sidney Michel, Council Members John Sutherland, Jon Brovold, Chad Bonik, Dennis Merschman (via Skype), City Clerk Treasurer Colleen R. Lindgren, and Deputy Clerk Faye Jacobs.

Also present: Police Chief Larry Peterson, Street Supt. Bill Masterson, Utilities Manager Mike Jenson, Liquor Store Manager Chris Arnold, Park & Rec Chairman Doug Lindgren, Ciera Jobgren and Alex Chabut.

Motion was made by Brovold to approve the minutes of the January 27th meeting. Seconded by Sutherland, passed unanimously.

Mayor Michel called upon Alex Chabut for discussion on the potential building of a new motel in the City. Potential site is west of DaRoo's Pizza with a 32 unit building being built called the Cobblestone Hotel & Suites. Discussion was held on the site, building and possibly Tax Abatement being looked at. Possible start date to build would be May 2016. Information was received from David Drown Associates on Tax Abatements. Motion was made by Sutherland to move ahead on the plan with having a meeting set up with David Drown to look into the Tax Abatement and discuss more on the motel. Meeting to be held on Feb. 24th at 5:30 p.m. Seconded by Bonik, passed unanimously.

Current renters are moving out of the offices at the Public Library Building by April 1st. Clerk will advertise the space for rent.

Meeting with the Township's covered by Bagley Fire Protection will be held on February 22nd at 5:30 p.m. in the Council Chambers.

Final 2016 liquor store budget was reviewed.

Final 2016 City budget report was reviewed.

Motion was made by Brovold to transfer 2015 budget funds as discussed. Seconded by Bonik, motion carried.

January City receipts in the amount of \$41,232.45 were reviewed.

January City budget reports were reviewed. Expenses for January totaled \$279,477.37.

January Liquor Store budget report was reviewed. Net income for January equaled \$2,467.98.

Motion was made by Brovold to pay the outstanding bills for the City in the amount of \$14,223.78 and the Liquor Store bills in the amount of \$17,806.33. Seconded by Sutherland, motion carried.

Department Reports: Liquor Store Manager Chris Arnold. Arnold reported on the activities of the store for the month.

Police Department - Chief Larry Peterson reviewed the 2015 annual activity reports with the Council.

Public Utilities – Manager Mike Jenson. Reported on the upgrade of the internet system and activities of the utilities department.

Street Dept. – Supt. Masterson reported on the snow removal in the City and at the airport.

City Hall – Clerk Treasurer Colleen Lindgren. Clerk reported there is a Public Employee’s Safety program training being held on February 23 in the Clearwater County Courthouse for a cost of \$25.00 per person. Lindgren would like to send as many of the employees as possible. Motion was made by Brovold to send as many of the employees as can with shifts still being covered. Seconded by Bonik, motion carried. Clerk also gave Council Members the updated to Jan. 31, listing of all employees with vacation and sick leave totals.

Motion was made by Brovold to approve Resolution #6-16 AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION AIRPORT MAINTENANCE AND OPERATION GRANT CONTRACT. Seconded by Sutherland, motion carried.

Being there was no further business to come before the meeting; motion to adjourn was made by Merschman. Seconded by Brovold, motion carried.

## February 22<sup>nd</sup>, 2016

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The Bagley City Council met in special session on February 22, 2016 at 5:30 p.m. in the City Council Chambers.

Present: Mayor Sidney Michel, Council Members John Sutherland, Jon Brovold, Chad Bonik, and City Clerk Treasurer Colleen Lindgren. Councilman Dennis Merschman was absent.

Also present were Township Board members from various Clearwater County Townships.

Lengthy discussion was held on fire protection and the 2016-17 Fire Contracts between the City and local Townships. Budget items, firemen’s relief, accounting issues, fireworks, new fire truck, and contracts were items discussed.

All agreed that communication was needed between those involved.

A meeting between the Council and the townships with Bagley Fire Dept. protection contracts will be set up in October 2016.

Council made mention that it may be 3 to 5 years out to get a new fire truck. It takes 3 years from the date of ordering to the date of delivery.

Motion to adjourn was made by Brovold. Seconded by Sutherland, motion carried.

## February 24th, 2016

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The Bagley City Council met on February 24, 2016 at 5:30 p.m. in the City Council Chambers.

Present: Mayor Sidney Michel, Council Members John Sutherland, Jon Brovold, Chad Bonik, Dennis Merschman (via Skype), City Clerk Treasurer Colleen Lindgren and Deputy Clerk Faye Jacobs.

Also present: Jason Murray-David Drown & Associates, Todd Hagen-Ehlers, Dan Hecht, LuWayne Loiland, and Alex Chaput (via Skype).

Motion was made by Brovold to approve the minutes of the February 10, 2016 Council meeting. Seconded by Sutherland, motion carried.

Dan Hecht was present to speak with the Council on a ratification of an increase to the Firemen's Relief Association Benefit level. An annual report of the Relief Association was given to Councilmembers. Motion was made by Brovold to increase the benefit level by \$100, from \$1,500 to \$1,600 for the Firemen's Relief. Seconded by Sutherland, motion carried.

Jason Murray, from David Drown & Associates was present to speak with the Council about Tax Increment Financing for a Hotel development. This hotel may qualify for a Tourism Facility TIF District. Must meet four qualifications: 1) is not located in a city with a population in excess of 20,000; 2) is intended to serve primarily individuals from outside the county; 3) is located in a county where the median income is no more than 85% of the state median income; and 4) is located in a specific county development region, which Bagley is in Region 2 - Headwaters Regional Development Commission. Mr. Chaput stated that he does need 90 days lead time, which would be May 1st. Mr. Murray feels the District could be in place by the end of April if the Council so desires. Fee for this district to be set up is \$5,500 which is passed unto the developer. \$1,500 additional fee is needed for bond counsel and such. This would be a 9 year Tax Increment District. More information is needed from the developer. How much increment returned to the developer depends on the costs put into the hotel project. Mayor Michel asked what the difference is between Tax Increment and Tax Abatement. Murray explained that tax abatement is quicker and developer must go to the city, school district and the County, individually, to ask for their ok on the project. TIF is more legally cumbersome. Brovold asked when Murray would have more info for the Council so a decision can be made. Murray stated that he would need to get with the developer on all the costs associated with the project. It is up to the Council on what percentage of the project is paid back to the developer. Sewer & water extensions are allowable in the project as an expense.

Alex Chaput stated that the total budget is \$3 million plus which includes everything; construction cost is \$1.8 million dollars and taxes are approximately \$45,000 per year. Councilman Merschman stated that the sewer & water will cost approximately \$100,000. LuWayne Loiland commented that it would be about 700 feet of sewer & water lines to get to the property. He asked how many years are left on the TIF Dist. where his motel is located. He also stated that everyone he has talked to really thought that a new motel should go where the present one is being the TIF Dist. is already in place.

Chaput stated that setting up a new district would not cost the tax payers anything because his investors would be paying the fee.

Merschman asked why he is thinking of going west instead of purchasing the area belonging to Loiland. Chaput said that the area west is a larger area, the price to tear down the present motel compared to a bare lot, it is nice to be next to a place to eat and Timbers Event Center is right next door in case there is a group that has an event.

Loiland stated he respects that but listed items that are located close to the present motel and he also stated issues of putting the new place in the lot on the west end.

Chaput feels it is not feasible to purchase the present motel and tear it down compared to purchasing an empty lot. After more discussion, Mayor asked Chaput what % he is looking for from the City. Chaput stated that typically you ask for the full 90% with no option over the 9 years.

Murray stated that numbers are needed from the developer to go further and guide the Council. Chaput said that he would go to the City and County if needed for Tax Abatement but he tries not to pull dollars away from the schools. These programs are an incentive to build in the city. Murray said that schools are included in Tax Increment but are at a reduced rate. Brovold asked that more information be gotten and be brought back to the Council at the next meeting. Chaput stated that a lot of cities put on a lodging tax and this would be an offset for the city. Sutherland also

asked that more information be gotten on the numbers so the Council can look at it closer. Murray will get this information back to the Council right away.

Todd Hagen, Ehlers, brought before the Council a Pre-Sale Report for the Council's consideration of a Potential Bond Refunding, concerning the 2007A Improvement Bonds. Present rate is 4.4% and it could go down to 1.5%. It would save the city approximately \$5,000 per year for 7 years if the city did a refunding project for this bond. Cost to set up the bond and do the sale will be approximately \$16,000. Hagen will return to the Council on March 23rd to award sale of the bonds with an estimated closing date of April 15, 2016. Briggs & Morgan would be the Bonding Attorney and the City would be the paying agent. Motion was made by Brovold to pass RESOLUTION #7-16 RESOLUTION PROVIDING FOR THE SALE OF \$476,000 General Obligation Improvement Refunding Bonds, Series 2016A. Seconded by Merschman, motion carried.

Further discussion was held on bonding for other projects which the City would like to work on and what can be bonded for.

Motion was made by Bonik to accept the bid for gas at the pumps by Bagley Coop Association at a bid price of 7 cents per gallon above cost for unleaded, premium and diesel fuel no. 2. Seconded by Brovold, motion carried.

Clerk informed the Council about a meeting the MnDot's Office of Aeronautics is trying to get set up between the Council, airport managers and their office. Meeting would be between 2 ½ to 3 hours long. Matter died due to lack of motion to set up a meeting.

Motion was made by Bonik to send the employees who want to go to a Safety & Loss Control Workshop, as long as it does not disrupt business, in Bemidji on March 22nd. Seconded by Brovold, motion carried.

Clerk stated that no bids have been gotten on the City squad car which has been listed on Craig's List and on the City web site. Clerk was contacted by Mid-State Auto Auction who had someone who wished to purchase the car for \$600 plus. Consensus was for the Clerk to work with the Auction Company to sell the car.

Clerk was contacted by the HRDC to get a committee set up to work on the LDO/Revolving Loan funds. Local bankers will be contacted, one Council Member, and City Clerk should be on the Board. More discussion will be held at the next meeting.

Brovold spoke on the Township Fire Contracts. There were no requests to change the fire contracts so he asked that a letter be sent to all the Townships to have them please return the contracts as soon as voting is done at their annual meeting. Contracts are due back to the City by April 1st.

Being there was no further business to come before the Council; motion to adjourn was made by Merschman. Seconded by Brovold, motion carried.

## March 9th, 2016

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The Bagley City Council met on March 9, 2016 at 5:30 p.m. in the City Council Chambers.

Present: Mayor Sidney Michel, Council Members John Sutherland, Chad Banik, Jon Brovold, Dennis Merschman (via Skype), and City Clerk Treasurer Colleen R. Lindgren.

Also present: Bill Masterson, Mike Jenson, Police Chief Larry Peterson, Lindsey Paulson, Jason Murray, Selina Gilbertson, Paige Tompkins, and Alex Chaput (via Skype).

Motion was made by Sutherland to approve the minutes of the Feb. 24th council meeting with the correction that the "overall total" budget for the hotel is \$3 million plus which includes everything, and also the minutes of Feb. 22nd. Seconded by Brovold, motion carried.

Lindsey Paulson was present on behalf of the Clearwater County Agricultural Society requesting a

Gambling Permit to sell calendars for a fair fundraiser. Motion to approve was made by Bonik. Seconded by Sutherland, motion carried.

Jason Murray, Dave Drown & Associates, was present to bring to the Council information on Tax Abatement and Tax Increment Financing. There are two different TIF Districts covering the property where the Dutch Mill Motel is located. A Public Hearing would be needed to process the change of the districts. Charts on tax abatement for 10 years were reviewed. Abatement would be approximately \$24,000 per year. City would set the admin fee. Discussion also held on an Economic Development TIF Dist. Tax increment collected over a nine-year period would be about \$36,630 with a net increment of approximately \$32,000 after fees. There is 24 years left on the tax increment on the Dutch Mill property. To be reimbursed TIF dollars the Developer must submit TIF receipts to the City which include land, public infrastructure, sewer & water extensions, removal of structures. A development agreement would need to be in place before any work can be done. City would set the terms of the agreement. TIF plan would take 45 to 60 days; tax abatement plan would take about 30 days. Mayor Michel stated that he is still not comfortable giving a full 9 or 10 year TIF or abatement due to the fact of the pressure it puts on the Loiland property. He asked if the Council would entertain a lesser time limit.

Councilman Brovold stated that he is uncomfortable giving that large of a break to a business that will be giving competition to a present business. Merschman agreed. Brovold asked Chaput if he would be hoping to utilize the City property also. Discussion was held on the alley behind the motel and between the properties. Banik asked about doing step abatement and cutting it back every two years. Murray said that the Council can do a 10% drop each year if they want and this can be done in both TIF and tax abatement. Sutherland agreed that he would like to look into this further.

Chaput stated that the whole point of this is an incentive for a business to come into the City. Feels lodging is needed in Bagley. He does understand small town politics and would like to be located in Bagley. Sutherland asked to get numbers on a lesser increment. Brovold asked that Chaput and his group come back to the City with an offer.

Murray said the City could take a look at TIF, create the district first, draft plan and once created negotiate a plan with Chaput. Then enter into an agreement. This is the risk of the developer to pay and set up the District. Chaput stated that the bank package is ready so he needs answers sooner than later from the City. Investors want some sort of incentive to build in Bagley. Further discussion was held on the TIF Dist. and tax abatement along with rates for both. Motion was made by Merschman to set a TIF reimbursement at 6 years/SO%. Motion failed due to lack of a second. Chaput will bring this information back to his bankers.

Murray will get a resolution ready for the next Council meeting so a public hearing can be set. He explained the requirements and terms which should go into the agreement.

Selina Gilbertson, Karvacko Eng., was present to speak with the Council on the bid opening for the crack sealing at the airport. Two bids were received: Astech Corporation and Fahrner Asphalt, with Fahrner being the lowest bidder. They would recommend accepting the bid from

Fahrner Asphalt. She would like to wait on awarding the bid until she hears from the State on what dollars are available. She will bring back more info to the next Council work session on March 23rd.

February City receipts in the amount of \$11,581.63 were reviewed.

February City budget reports were reviewed. Total City expenses for February were \$83,257.70.

February Liquor Store budget was reviewed. Net profit for the month was \$(1,263.23).

Motion was made by Banik to approve payment of the City outstanding bills in the amount of \$15,277.88 and the Liquor Store outstanding bills in the amount of \$14,490.23. Seconded by Brovold,

motion carried.

Department Reports: Zoning - Masterson. Complaints have been heard on a house in town that needs cleaning up, which has been taken care of.

Police Dept.- Chief Larry Peterson. Monthly activity report was reviewed. Discussion was held on a quote from CDW-G for vehicle equipment. Motion was made by Brovold to approve the Chief to accept the quote. Seconded by Banik, motion carried. Chief Peterson reported on a radio and light bar issue on one of the vehicles.

Fire Dept. - Banik reported there is ice water rescue training being planned for this weekend. Rotary Club donated \$1000 towards ice water equipment. Permission requested to have firemen attend this training. Approved by Brovold, seconded by Sutherland, motion carried. The Firemen's Ball letter has been sent out. Funds received will be used for equipment upgrades, 2nd Thermal Imaging Camera, Hazardous gas Detector, possible ice deployment boat and other smaller equipment.

Park Board - still need one member for the board. Quotes on bathhouse projects are being gotten.

Public Utilities - Mike Jenson gave update on projects and activities of the department. Training is being done, gas model completed, lift pumps to be worked on, March 15th hope to upgrade the internet.

Street Dept. - Superintendent Bill Masterson asked to hire Al Spring back for the summer. Clerk is to get wage information together for the next meeting. Masterson asked permission to advertise for a full-time street crew position. Motion was made by Brovold to advertise for the street crew position. Seconded by Sutherland, motion carried. Report was given on the SWCD grant for the storm water funds, which was denied.

City Hall - Clerk Treas. Colleen Lindgren. Lindgren spoke with Julie Carr (DOT) on a meeting for the airport financials, planning and operations. She would still like to have a meeting scheduled. Members agreed to hold a meeting if possible, at 9 a.m. and who ever can attend should. Lindgren gave an update on the meeting held by the Well Head Protection Team. Plans on what needs to be done in the next year were gone over. Discussion was held on a Source Water Protection Plan Implementation Grant for a chain link security fence around the City Wells. Grant is in the amount of \$10,000. Motion was made by Brovold to approve applying for the grant. Seconded by Sutherland, motion carried. Clerk reported that she has spoken to Teresa Emmens, Federal Aviation Administration, on the proposed equipment and tower for the airport. They have accepted the offer from the City of \$2,400 per year to put their equipment in the Arrival Departure building. She will be working on a lease agreement and speaking with Karvakko Eng. on tower location. Clerk did inform Mike Karvakko on this.

Discussion held on AMENDMENT TO PARKING SCHEDULE ORDINANCE #136 SCHEDULE 11: PARKING PROHIBITED AT LIMITED TIMES. Masterson explained why he would like to have this passed. Motion to approve the amendment was made by Brovold. Seconded by Merschman, motion carried.

Motion was made by Brovold to approve RESOLUTION #8-16 ACCEPTANCE OF DONATIONS. Seconded by Sutherland, motion carried. Resolution is for the acceptance of donations from First National Bank, Ramsrud Auto Parts, and Invest Forward towards flower planters & hanging pots.

Clerk reported that she has spoken to the USDA on funding for different projects, such as buildings, equipment, housing etc. Clerk was asked to set up a meeting.

Mayor asked that Council members look at the Kastner Addition property to see the area which someone would like to purchase. Mike Jenson had figured up rough numbers on what it would cost to get sewer &

water into the area.

Clerk received an email from Amanda Brustad concerning the grant application which had been put in for a fire truck. Would the Council wish to have the grant resubmitted at a lower amount? Members agreed to have it resubmitted and to lower the price by \$50,000.

Clerk reported that Maureen Stay, Ottertail Power, will be attending the Council work session on March 23rd to speak with the Council about the present lease the City has with them.

Being there was no further business to come before the Council; motion to adjourn was made by Merschman. Seconded by Brovold, motion carried.

## March 23nd, 2016

The Bagley City Council met on March 23, 2016 at 5:30 p.m. in the City Council Chambers.

Present were Mayor Sidney Michel, Council Members John Sutherland, Chad Bonik, Jon Brovold, Dennis Merschman (via Skype), City Clerk Treasurer Colleen R. Lindgren, and Deputy Clerk Faye Jacobs.

Also present: Bill Masterson, Darren Matetich, Police Chief Larry Peterson, Amanda & Jamie Grover, Todd Hagen, Keith Larson, and Doug Lindgren.

Darren Matetich, Ottertail Power, was present to speak with the Council on the Cities present Ordinance #162 concerning an agreement between Ottertail Power and the City. The present agreement is expiring on May 1st. Ottertail would like to make one change which would make the agreement a 10 year lease with a 10 year renewal. Right now it is 5 and 5. Cost would be \$1,000 for the first 10 years and \$1,000 for the next five years. Lease Ordinance was tabled until the April 13th Council meeting.

Mayor Michel called upon Todd Hagen from Ehlers. Hagen reviewed the Sale Day report for the \$472,000 General Obligation Improvement Refunding Bonds, Series 2016A. Low bidder on the bond was Security Bank & Trust Co., Glencoe, MN. It comes in at a \$34,000 savings for the City. Closing will be held on April 21, 2016. Motion was made by Bonik to approve passage of Resolution #9-16 RESOLUTION PROVIDING FOR THE ISSUANCE AND SALE OF \$476,000 GENERAL OBLIGATION IMPROVEMENT REFUNDING BONDS, SERIES 2016A, PLEDGING FOR THE SERCURITY THEREOF SPECIAL ASSESSMENTS AND LEVYING A TAX FOR THE PAYMENT THEREOF. Seconded by Sutherland, passed unanimously.

Jamie & Amanda Grover were present to hear any updates of a motel coming to Bagley. Concerns were about competition of local business and about losing business in town due to not enough motel space, which also concerns other business's losing out. Brovold explained the Councils offer to the motel group and not having enough information back from them yet. There is no pool connected to the motel at this time. Bonik asked Grover his opinion on giving a new business a tax break and the existing business's not

getting a tax break. Grover stated that as a community a motel would be good, he does not understand TIF. He did feel that the motel people did ask for a pretty big break. Keith Larson was also present to hear more on the proposed motel. He does understand Tax Increment but will get something to Council Members in writing. He does hear hopefulness that a new motel will be coming in and he knows that people go out of town to stay overnight.

Airport project/seal coating. Papers have been sent into the State for the final dollars on the project. Bonik asked what is going on with the Enbridge project at the airport. Mayor stated that progress is being made but there are still questions on the depth of the pipe.

Discussion held on the sale of lots in Kastner Division. Mayor asked what the Council's opinion is on selling the three lots in question. Members agreed to set the price the same as the average assessments on the other lots which are \$12,000 per lot with utility charges.

Park & Rec. Chairman Doug Lindgren was present to request that Mike & Elaine Brustad be hired as Park Attendants for the summer of 2016 and Joan Gray as Park Janitor for the 2016 season. Brovold explained that there may be changes in the pay due to Pay Equity. Motion was made by Bonik to approve hiring Mike & Elaine Brustad at \$1,650/\$825 each per month and Joan Gray at \$9.50 per hour. Seconded by Brovold, passed unanimously.

The Park Board would also like to advertise for an Applicant Pool for the Park Attendant and Janitor positions, so that a list is available in case of emergencies. Clerk was asked to bring an advertisement to the next Council meeting.

Bill Masterson asked the Council for a \$1.00 an hour raise for Al Spring when he comes back to work, which is soon. He did not receive a raise in 2015. Mayor stated that the pay equity will need to be looked into as annual raises will be discussed in June. Clerk stated that the City is in compliance now and the Pay Equity report will not need to be done for another 3 years. Motion was made by Brovold to hire Al Spring back for the summer season at \$11.80 per hour when Masterson sees fit. Seconded by Bonik, passed unanimously.

Masterson stated that the renter of the airport land would like to do more fencing around the runway, plus the person who rents the land next to the runway would also like to do fencing. It would be a total of 4,500 feet of fencing. Masterson would like to get this fencing done due to cows are in the area and it would keep animals off the runway. If the City would purchase the wire and posts the renters would put the fence up. Cost would be approximately \$2,697. Motion was made by Bonik to approve up to \$3,000 for the purchase of the wire and posts. Seconded by Brovold, passed unanimously.

A quote has been received from Glenn's Carpet Service due to the Fire Dept. carpets need cleaning plus

the kitchen area. Clerk was asked to see if the carpet service brings in their own supplies. Bonik asked to get a clarification on the bringing of supplies and bring back to the Council. Mayor stated that the price to do the hard surface area may be high. Motion was made by Brovold to have the Fire Dept. carpets cleaned at \$155 and to have the Police Chief check into the price and if he feels it is reasonable to have the Police Dept. carpets cleaned also. Seconded by Sutherland, passed unanimously.

Discussion was held on the position of Assistant Police Chief. Mayor will speak with the Attorneys to get a pay range to comply with the Pay Equity report. This will be posted in house first and if no qualified applicants apply it will be advertised out.

Mayor asked the Council on what they thought of the area of buying out vacation time from employees. Right now in the City handbook it states that an employee must use their vacation time by the end of the year or lose it. Mayor would like to see that if an employee does not use their vacation, 1 week or up to 2 weeks, that the vacation is bought out from the employee. Chief Peterson asked if this could be put into the Health Savings account. Deputy Clerk will check further into this.

Mayor Michel read the following notice: the agenda item for this portion of the regular meeting is to develop or consider offers or counteroffers for the purchase or sale of real property located at Kastner Addition Block 5 Lot 2 and City owned property known as parcel #23.030.3500 – lower portion of the lot which the Public Library is located on. This portion of the properly noticed regular meeting of the City Council of the City of Bagley will be closed pursuant to MN Statutes, section 13D.05, subdivision 3. I will now entertain a motion to close the meeting. Motion was made by Brovold to close the meeting. Seconded by Bonik, passed unanimously.

Mayor Michel reopened the meeting at 7:07 p.m.

Brovold stated that he would check with the Attorney on the salary range for the Street Dept. position.

Being there was no further business to come before the Council; motion to adjourn was made by Merschman. Seconded by Brovold, passed unanimously.

## April 13th, 2016

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The Bagley City Council met on April 13, 2016 at 5:30 p.m. in the City Council Chambers.

Present: Mayor Sidney Michel, Council Members Jon Brovold, John Sutherland, Chad Bonik, Dennis Merschman (via Skype), City Clerk Treasurer Colleen R. Lindgren and Deputy Clerk Faye Jacobs.

Also present: Street Supt. Bill Masterson, Utilities Manager Mike Jenson, Darin Maletich, Maureen Stay, Yvonne Hetland, Police Chief Larry Peterson, and Liquor Store Manager Chris Arnold.

Minutes of the March 9th meeting: Brovold stated that he would like to see the correction "that he is uncomfortable giving that "large" of a break". Motion was made by Sutherland to correct the March 9th minutes as stated by Brovold to pass with approval and approve the March 23 minutes as written. Seconded by Brovold, motion carried.

Yvonne Hetland was present to speak with the Council about setting up a Concession Stand in the city. For sale in her stand would be mini-doughnuts and Island Oasis smoothies. Stand will be open one to two days per week. Hetland was asked to get a Transient License through the City Clerk's Office.

Maureen Stay, Ottetail Power Company, discussed a proposed Ordinance giving them permission for installation of an electric light and power transmission pole lines through the City. Motion was made by Bonik to pass Ordinance #178 AN ORDINANCE GRANTING TO OTTER TAIL POWER COMPANY, A MINNESOTA CORPORATION, ITS SUCCESSORS AND ASSIGNS, PERMISSION TO ERECT, CONSTRUCT, INSTALL AND MAINTAIN WITHIN THE CITY OF BAGLEY, MINNESOTA, AN ELECTRIC TRANSMISSION LINE, AND TO OPERATE THE SAME UPON AND OVER THE STREETS, ALLEYS, BRIDGES AND PUBLIC GROUNDS OF SAID CITY. Seconded by Brovold, motion carried.

March city receipts in the amount of \$37,191.45 were reviewed.

March city expenses in the amount of \$64,789.30 were reviewed.

March liquor store profit & loss statement was reviewed. Expenses = \$23,748.94, gross profit = \$24,459.33 with a net income of \$710.39.

Motion was made by Brovold to approve payment of the outstanding bills for the city in the amount of \$34,275.79 and the liquor store in the amount of \$45,086.13. Seconded by Sutherland, motion carried.

Motion to approve the 2016 Township Fire Contracts was made by Sutherland. Seconded by Brovold, motion carried.

Department Reports: Police Chief Larry Peterson reviewed the March monthly activity report. Chief asked the Council to clarify the Experience section on the Assistant Police Chief Minimum Qualifications. Presently it states "Four (4) years of police experience." Chief has gotten three (3) applications for the position. Sutherland stated that from his past experiences 4 years is considered as "full-time" experience. After discussion the council agreed that the four years of police experience is a full-time licensed police officer with 8,000 hours of police officer experience.

Liquor Store Manager Chris Arnold. Motion was made by Merschman to advertise for help at the Golf Course Liquor area. Seconded by Bonik, motion carried. Arnold reported that he is on the ballot for being a Board Member for MMBA which will be voted on next week. He presented a proposed Resolution to the Council. There are approximately five (5) meetings per year. If Arnold is elected to the Board, the MMBA will cover all costs for the Annual meetings but not his wages. In other cities they acknowledge the benefit of someone being on the board so they have paid the wages. Bonik feels that the 5 meetings per year should be written in the Resolution. Arnold will know more within the next week. Resolution will be brought back to the Council at the next meeting on April 27th.

Arnold reported that the City Web Addresses and E-mails are coming up for renewal. Prices will be brought before the Utilities Commission for their approval and will be brought back to the Council's next meeting. April is Animal Pound Month for MMBA. Donations will be sought at the Liquor Store for the local Animal Pound.

The Annual Fireworks Fundraiser will be held on May 6th at Fireside. Tickets are \$20.00 each.

Fire Dept. – Chad Bonik reported that the Fireman’s Ball had a good turnout. March was a busy month. “New” Firemen will now have to do a back ground check to be on the Fire Dept.

Park & Recreation Board – Motion was made by Brovold to advertise for a pool of names to cover the City Park Attendants and Janitor positions, if another worker is needed. Seconded by Sutherland, motion carried.

Utilities Manager Mike Jenson reported on the utilities activities.

Street Supt. Bill Masterson. Repairs are needed on the rafts for the lake. A culvert on Sunset Ave. needs to be replaced. Brady Fredrickson would do the crack filling which is needed if Council approves. Motion was made by Brovold to replace the culvert per bid received and use Pitch Black Seal Coating for the crack sealing/filling. April 28th there is a mosquito control workshop in Thief River Falls that Masterson will be attending.

Masterson brought up the fact that Garden Valley Telephone will be installing lines throughout the City and he would like to request a \$10,000 deposit for digging. The deposit would be returned if everything is repaired when they are finished. Given to the Council was a RIGHT OF WAY REGULATIONS policy/permit. Council was asked to review it and bring their ideas to the next meeting. Masterson asked Councils approval to do the City Wide Clean-up on the south side of town May 2nd and the North side of town on May 4th. Brush pickup to be May 9-13. Motion to approve these dates was made by Brovold. Seconded by Merschman, motion carried.

Clerk asked on dates for the airport meeting. Members said to set it up in June during the mornings. Clerk has been contacted about the sale of a small parcel of City owned property. Masterson was asked to check into this further.

Clerk explained the Presidential Elections coming up this fall and asked if the city elections could be moved to the Community Room located in the Library building. After discussion, motion was made by Merschman to move the City voting location to the Bagley Community Room at 79 Spencer Ave. South West. Seconded by Bonik, motion carried.

Motion was made by Brovold to allow the Clerk to advertise for Elections Judges, wages to be \$15 per hour with lunch & dinner provided. Seconded by Sutherland, passed unanimously.

Motion was made by Bonik to appoint Tara Hoyt to the Library Board. Seconded by Brovold, motion carried.

Motion was made by Brovold to send employees to the Administrative Professional Day event being held at Fireside on April 27th. Seconded by Merschman, motion carried.

Clerk discussed a letter received from First Call 211. Matter died for lack of a motion.

Motion was made by Bonik to pass Resolution #10-16 ACCEPTNCE OF DONATIONS. Seconded by Brovold, motion carried.

Council reviewed a letter from the MN Dept. of Health on the sanitary survey report for the Bagley Public Water System.

Deputy Clerk Jacobs reported on a refund applied for and received on Sales & Use tax. If approved by the Council, employees can put non-used vacation time into their VEBA account. As for Police Officers, it

would need to be talked about during negotiations.

Chief Peterson asked to be able to check into Mutual Aid Policies for the Police Dept. Clerk will work with Peterson on this.

Mayor Michel reported on a meeting with USDA concerning funding which is available to Cities.

Street Dept. Crew Worker interviews will be held on April 20th. These will be done by John Sutherland, Dennis Merschman, Bill Masterson and Colleen Lindgren.

Being there was no further business to come before the Council; motion to adjourn was made by Brovold. Seconded by Merschman, motion carried.

## April 27th, 2016

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The Bagley City Council met on April 27, 2016 at 5:30 p.m. in the City Council Chambers.

Present: Mayor Sidney Michel, Council Members John Sutherland, Chad Bonik, Dennis Merschman, Jon Brovold, City Clerk Treasurer Colleen Lindgren, and Deputy Clerk Faye Jacobs.

Also present: Street Supt. Bill Masterson, Police Chief Larry Peterson, Liquor Store Manager Chris Arnold, and Leslie Bardwell.

Discussion was held on the lease price for having a hanger bay at the Bagley Municipal Airport. Leslie Bardwell was present due to being interested in a lease. Masterson brought before the Council a map on where a feasible spot would be to put a new hanger. Bardwell is proposing a 40'X40' building. Masterson did not feel that drainage should be a problem with the area. Discussion was held on price per foot of building or price per lot size. Council would like to look into the matter further and bring back more information to the next Council meeting.

Clerk explained that four people were interviewed for the Street Dept. Crew Worker and two were tested on use of equipment. Hiring team recommended the Council hire Chad Sather for the position. Motion was made by Merschman to hire Chad Sather for the position of Street Crew Worker, after all paper work is done with back ground check, and wage to be set at \$16.27 per hiring schedule, on a six month probation period. Seconded by Brovold, passed unanimously.

Masterson brought before the Council a model CITY OF BAGLEY RIGHT OF WAY REGULATIONS policy. This policy would be for the construction being done by Garden Valley Telephone at this time and require a \$10,000 damage deposit. Policy would also be used for any future projects done in the City. Motion was made by Brovold to approve the CITY OF BAGLEY RIGHT OF WAY REGULATIONS. Seconded by Bonik, motion carried.

Masterson checked on the property located behind Willberg's Body Shop as someone wanted to buy a portion of the property. There is a waterway in the area so most of it could not be sold by the City. Zoning in the area was discussed and will be brought up before the Zoning Commission.

Liquor Store Manager Chris Arnold. Resolution #13-16 was discussed. Arnold stated that for being a member of the MMBA Board he would be required to attend the Annual meeting and regional meetings plus the five meetings per year. Motion was made by Merschman to pass RESOLUTION #13-16 MINNESOTA MUNICIPAL BEVERAGE ASSOCIATION MEMBER. Seconded by Brovold, motion carried.

The City email sites are up for renewal. Motion was made by Bonik to approve the five (5) year contract in the amount of \$509.49. Seconded by Merschman, motion carried.

Motion was made by Bonik to approve a nine (9) year renewal on the city web address in the amount of \$116.28. Seconded by Merschman, motion carried.

Arnold brought before the Council a matching grant program through the Bernick's Beer Company. Bernick's will match up to \$500 to a 501.3.c if the Liquor Store donates to a non-profit program. Motion was made by Brovold to donate up to \$500, from the Municipal Liquor Store, to the Clearwater County Veterans Memorial Association. Seconded by Sutherland, motion carried.

Advertising for Golf Course Bartender help will be in the next paper. 4 hour shifts have been figured into the part-time workers shifts. These will take place during the hours when the Liquor Store is busiest. More vendors will be at the Firework's Fund raiser this year than ever before. Prices for a Sign board for the store are being worked on.

Motion was made by Merschman to appoint Renee Benson to the Bagley Park & Rec Board. Seconded by Sutherland, passed unanimously.

Motion was made by Sutherland to approve the Source Water Protection Plan Implementation Grant in the amount of \$10,000. Seconded by Brovold, motion carried.

Clerk reported to the Council that the 4th year of the COPS Grant ends on the 31st of May, 2016.

Motion was made by Bonik to pass Resolution #11-16 NORTHERN MUNICIPAL POWER AGENCY DIRECTOR. Seconded by Brovold, motion carried.

Motion was made by Bonik to pass Resolution #12-16 NORTHERN MUNICIPAL POWER AGENCY ADVISOR. Seconded by Brovold. For: Bonik, Brovold, Sutherland, Michel. Abstain: Merschman. Motion carried.

Northern Municipal Power Agency annual meeting will be held in Thief River Falls on May 18th.

Discussion was held on Data Privacy Policy. Motion was made by Bonik to approve the following policies: Policy for Ensuring the Security of Not Public Data; City of Bagley Data Practices Policy for Data Subjects; City of Bagley Data Practices Policy for Members of the Public; and the Policy for Data on Individuals Maintained by the City of Bagley. Seconded by Sutherland, motion carried.

Mayor stated that May 11th will be Capital Days in Mpls. Motion was made by Bonik to approve Merschman to attend the event, if possible. Seconded by Sutherland, motion carried.

Mayor would also like to ask if the park board would consider putting some trees down in the south ball fields.

Employee Handbook discussion. Clerk had a list of items she would like the Council to look at concerning contents of the employee handbook. Brovold will bring changes to the Attorney. Handbook will be revisited at a later meeting.

Motion was made by Sutherland to move the May meeting from May 11th to May 10th. Seconded by Bonik, motion carried.

Bonik reported the fire/storm sirens will be tested the 1st Wed. of every month at 1 p.m. Masterson was asked to help out by listening for the sirens at the area where his shop is. Others will be listening in the other areas.

Being there was no further business to come before the Council; motion to adjourn was made by Brovold. Seconded by Merschman, motion carried.

May 10th, 2016

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The Bagley City Council met on May 10, 2016 at 5:30 p.m. in the City Council Chambers.

Present: Mayor Sidney Michel, Council Members John Sutherland, Chad Bonik, Dennis Merschman, Jon Brovold, and City Clerk Treasurer Colleen R. Lindgren.

Also present: Selina Gilbertson, Sam Anderson, Street Supt. Bill Masterson, Utilities Manager Mike Jenson, Police Chief Larry Peterson, Liquor Store Manager Chris Arnold, Dennis Huwe, and Park & Recreation Board Chairman Doug Lindgren.

Motion was made by Merschman to approve the minutes of April 13th as written. Seconded by Sutherland, passed unanimously.

Selina Gilbertson, Karvacko Eng. was present to speak on the Airport Pavement Improvement Project for the airport. Base bid includes crack sealing the runway and the Alternate #1 includes providing mastic to the longitudinal cracks on the runway. Bids were as follows: Astech Corp: Base bid - \$61,595, Alternate #1 Bid - \$54,000 for a total bid of \$115,595. Fahrner Asphalt Sealers: Base bid - \$51,065.30, Alternate #1 Bid - \$55,440 for a total bid of \$106,505.30. Motion was made by Bonik to accept the base bid and alternate #1 bid of Fahrner Asphalt Sealers in the amount of \$106,505.30, on contingency that the State Dept. of Aeronautics approves the project for payment. Seconded by Sutherland, motion carried.

April City Receipts in the amount of \$477,332.82 were reviewed.

April City Budget reports were reviewed. Expenses for the month were \$542,892.91.

April Golf Course Liquor P&L was reviewed. Expenses were \$29.00 for insurance with no income.

April Liquor Store P&L was reviewed. Gross profit was \$26,712.11 and expenses were \$24,232.79 for a net income of \$2,479.32.

Motion was made by Bonik to pay the City Outstanding bills in the amount of \$26,055.37 and the Liquor Store Outstanding bills in the amount of \$17,846.61. Seconded by Brovold, motion carried.

Department Reports: Police Chief Larry Peterson. Monthly activity log was reviewed. Chief asked permission to send Officer Benson to a Conference on Awareness of Sexual Exploration in Indian Country on May 24 & 25 with all fees paid by the group holding the conference. Only cost would be wages. Motion to allow Benson to attend the conference was made by Brovold. Seconded by Bonik, motion carried.

Zoning-Bill Masterson. Lots of permits have been done along with a Variance.

Fire Dept.-Chad Bonik. A new vendor has been found for Fireworks. There is an electronic machine out now that the firemen are looking out. Safety is a big factor when letting off the fireworks. Having this machine would take a lot less labor. Numbers will be brought to the budget meetings.

Liquor Store: Manager Chris Arnold. Arnold gave a report on the Liquor Store profit and growth. He has been researching for a lighted sign outside the building. More information will be brought before the Council at their next meeting.

Street Dept.: Supt. Bill Masterson. Masterson gave a report on the City Wide spring cleanup and the brush pickup. Pot hole repairs will be done soon.

Park & Rec Board: Chairman Doug Lindgren. Modern Woodman Ins. has donated trees to the City Park. Allen Potvin has offered to donate a piece of playground equipment to the City Park. Seasonal sites are being worked on. A new raft for the lake has been ordered.

Public Utilities: Manager Mike Jenson reported on the monthly activities of the utilities dept. Garden Valley Telephone will be working in the city for 60 plus days. Water leak was reported in front of American Family Ins.

City Hall: Clerk Colleen Lindgren. The 2015 Financial report for the Bagley Fire Relief Association is on file in the Clerks' office. History Center Manager Tamara Edevold gave the Clerk a proposal form Peterson Painting to sandblast, prime and paint the old Rail Road water tower. Proposal was in the amount of \$27,450. No action was taken at this time.

Motion was made by Bonik to approve the 2016 Dance Permit for the Timbers Even Center. Seconded by Merschman, motion carried.

Motion was made by Merschman to do the back ground check on the one applicant for the Golf Course Bartender position. Seconded by Bonik, passed unanimously.

Motion made by Brovold to pass Resolution #14-16 ACCEPTANCE OF DONATIONS. Seconded by Sutherland, motion carried.

Motion made by Brovold to pass Resolution #15-16 ACCEPTANCE OF DONATION. Seconded by Merschman, motion carried.

Discussion was held on the charging of hanger bay building space at the city airport. Dennis Huwe was present to speak on the matter due to he has a lease for a building at the airport. He would agree to an agreement of 15 cents per sq. foot of building and probably would not hold the City to the 40 year lease he presently has. He would also like to see an Airport Commission in place as they would be able to help things out at the airport and make recommendations to the Council.

Motion was made by Brovold to offer contracts at 15 cents per square foot of building on five (5) year leases and write in the contract to control over what is parked around the building. Seconded by Bonik. For: Brovold, Bonik, Sutherland, Michel. Opposed: Merschman. Motion carried.

Discussion was held on the cost to have an Engineer draw up a plan for the FAA to put a tower at the airport and put their equipment in the AD Building. Cost is approximately \$800. Council feels that FAA should be paying this. There is tree obstruction at the airport which will need to be removed.

Street Supt. Masterson stated that he has been contacted by First National Bank about the paving of the alley on the whole block. First National is going to resurface their whole area. BBI gave a price to pave the addition 135 feet. Half the alley would cost \$5,850 or \$12,500 for the whole alley. Motion was made by Bonik to allow BBI to pave the alley and take the funds of \$12,500 from the future street projects designated funds. Seconded by Merschman, motion carried.

Mayor reported on a meeting he attended at the Bagley Senior Center. They are asking for help on their Utility Bills. Suggestions were for them to apply for funds from a number of organizations that can donate to Senior Centers. Jenson gave an update on the lighting at the Center.

Being there was no further business to come before the Council; motion to adjourn was made by Brovold. Seconded by Merschman; motion carried.

May 25th, 2016

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The Bagley City Council met on May 25, 2016 at 5:30 p.m. in the Bagley City Council Chambers.

Present: Mayor Sidney Michel, Council Members John Sutherland, Chad Bonik, Dennis Merschman, Jon Brovold, City Clerk Treasurer Colleen Lindgren and Deputy Clerk Faye Jacobs.

Also present: Malotte Backer, Police Chief Larry Peterson, Park & Rec Board Chairman Doug Lindgren and Liquor Store Manager Chris Arnold.

Motion was made by Merschman to approve the minutes of the April 27, 2016 Council meeting. Seconded by Sutherland, motion carried.

Malotte Backer was present on behalf of Art In The Park. Backer asked assistance for providing two picnic shelters, road barriers and permission to hang a banner by the 'welcome' sign on the east end of the city. Event will be held on July 9th from 9 a.m. to 3 p.m. Brovold made the motion to approve the Art In The Park event. Seconded by Bonik, motion carried.

Motion was made by Bonik to approve temporary Liquor License for the Bagley American Legion Softball Tournaments to be held at the Softball Complex on July 9 & 10. Seconded by Brovold, motion carried.

Motion was made by Bonik to approve a Gambling License for the American Legion to hold bingo during the Clearwater County Fair August 5-7, 2016. Seconded by Merschman, motion carried.

Police Chief Larry Peterson spoke to the Council on the eCharging Policy. An amendment is needed due to the changing of Police Chief's listed in the policy.

Liquor Store Manager Chris Arnold discussed a proposed sign for the store. Prices on three different signs were discussed. More information will be brought to the June work meeting.

Motion was made by Brovold to approve the applications of Jordie Jordan & Brenton Bergh for Volunteer Firemen. Seconded by Sutherland, motion carried. Clerk reported that both have passed the background check.

Motion was made by Merschman to approve the application of Lacey Gubrud for Golf Course Bartender with wage set at \$9.00 per hour. Seconded by Bonik, motion carried. Clerk reported that background check has been done and passed.

Clerk reported that she had been called by John Arneson from Shevlin Twp. asking if the City would take on another township to cover them for Fire Protection. Matter was tabled at this time hoping the Shevlin Fire Dept. and Shevlin Township would work out the matter.

Discussion held on the proposed FAA tower site at the Bagley Airport. Lease should be received within a month. Motion was made by Brovold to approve the tower placement according to documents received. Seconded by Sutherland, motion carried.

Motion was made by Bonik to approve the following as Election Judges for 2016: Head Judges Kay Peterson & Alice Gunderson, Judges Lorraine Brustad, Lou Ellen Christenson, Sylvia Larson, Jeannie Davis, Laura Dropps, Susan Melbo and Subs Elaine Loiland and Kathleen Roy. Seconded by Brovold, motion carried.

Clerk read a letter from Tom Beltz resigning from the Bagley Housing Authority. Motion to accept was

made by Brovold. Seconded by Sutherland, motion carried.

Doug Lindgren, Chairman of the Bagley Park & Recreation Board gave a report on the proposed extension of the city park, adding on seasonal camping spots. Alden Hough put in an estimate to put in sewer & water at a cost of \$25,000. Lights and electricity are not included in this amount. Plan must be sent into the state to see if it would be accepted or not. Looking at 11 lots with a number of people who have showed interest in having a seasonal site. More discussion needs to be done between the Park Board members. Cost for the plan to be sent into the state costs \$225 for the permit. Motion was made by Merschman to have Hough send in the plan with payment to get the process started. Seconded by Bonik, motion carried. Remodeling on the bathhouse will be started by replacing the countertops and hand blowers will be put in. A Merry-go-round has been ordered and will be located in the north portion of the park. On July 23rd the F.H.L. Academy is planning on an event being held in the park. New raft should be arriving in town on June 2nd.

Motion was made by Merschman to pay the 2016-2017 membership dues to the MN Association of Small Cities in the amount of \$716.55. Seconded by Bonik, motion carried.

Discussion was held on a letter from the Northwest MN Foundation concerning an Area Disaster Recovery & Resiliency Fund. Motion was made by Merschman to table the matter. Seconded by Bonik, passed unanimously.

Motion was made by Sutherland to pass Resolution #16-16 AUTHORIZATION TO EXECUTE MN DEPT. OF TRANSPORTATION GRANT AGREEMENT FOR AIRPORT IMPROVEMENT EXCLUDING LAND ACQUISITION. Seconded by Bonik. For: Sutherland, Bonik, Brovold, Michel. Merschman abstained. Motion carried.

Councilman Brovold went over corrections for the employee handbook. Motion was made by Merschman to approve the City of Bagley Employee Handbook. Seconded by Sutherland, motion carried. Brovold has the job descriptions and will be asking the Dept. Heads to clean them up. Brovold also has the wage scale for each dept. according to Pay Equity standards, and would like to discuss these at the next City Council meeting.

MN Dept. of Pollution has given a Certificate of Commendation for the Wastewater Treatment staff. Mayor would like to give appreciation to the Public Utilities staff for all their good work and thank them for their service.

Merschman reported that Mike Jenson, Public Utilities Manager, will be retiring in July. After discussion with the Utilities Commissioners they have expressed interest in having one Manager over the utilities and the city street dept. This would be on a trial basis for one (1) year. He and Mayor feel this would be a savings to both sides. Mayor would like to see Bill Masterson take over the position. Sutherland agreed that it is a good idea and Masterson would be qualified. Mayor asked if the Council would want to send a letter to the Public Utilities recommending Masterson for the position.

Mayor stated the City health insurance package is over the limit for the Obama Care laws and in 2018 changes may need to be made or the City could be penalized.

Councilman Bonik reported on electronic equipment for the fireworks. There is a company in Mentor that sells the equipment and fireworks. The City could start getting the equipment by purchasing a controller and a couple pieces for \$1,000. All the equipment would cost about \$4,000. Firemen would like to see the City go fully electronic by next year. Bonik would like to see a budget of \$4,000 for 2017. For purchasing the fireworks, the company would give a 20% discount if a three (3) year plan was approved. Motion was made by Merschman to approve the purchase of the equipment and funds to be taken out of the Economic Development budget. Seconded by Sutherland, motion carried.

Bonik also brought up the fact that there are places that do Operation Round Up and he is wondering if the City and the Liquor Store could also do this. This would help out with projects such as Christmas lights, Art In The Park, fireworks and others. Clerk was asked to check into this and report back to the City.

Mayor reported going to a meeting with Team Industries which was on forming a Boy's & Girls Club. This will hopefully be up and running in 2017.

Clerk reported on speaking with Brant Melbo about concerns he has on where fireworks will be let off in the future and a proposed road going behind his home. Councilmen will speak with him further on this.

Being there was no further business to come before the Council; motion to adjourn was made by Brovold. Seconded by Merschman. Motion carried.

## June 8th, 2016

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The Bagley City Council met in regular session on June 8, 2016 at 5:30 p.m. in the City Council Chambers.

Present: Mayor Sidney Michel, Council Members John Sutherland, Dennis Merschman, Chad Bonik, Jon Brovold and Clerk Treasurer Colleen R. Lindgren.

Also present: Street Supt. Bill Masterson, Halie Jenson, Police Chief Larry Peterson, Utilities Manager Mike Jenson, Selina Gilbertson, and Park & Rec Chairman Doug Lindgren.

Motion was made by Merschman to approve the minutes of the May 10th Council meeting. Seconded by Sutherland, motion carried.

Mayor Michel called upon Haley Jenson. Jenson asked permission to have a 5k Run for Relay for Life on July 15, starting in the City Park. Members were fine with the event. Masterson said that the roads she is talking about are County Roads and suggested Jenson speak with them.

City Receipts in the amount of \$46,953.35 for May were reviewed.

City budget reports for May were reviewed. Expenses totaled \$91,858.42.

May budget report for the Municipal Liquor Store was reviewed. Net income for May was \$5,602.04 with a today net income of \$10,016.46.

Discussion was held on one of the City bills concerning the City web site costs. Costs came in slightly higher than was quoted earlier. Motion was made by Merschman to approve payment.

Seconded by Sutherland, motion carried.

Motion was made by Sutherland to approve payment of the outstanding city bills in the amount of \$29,001.56 and the outstanding bills of the Liquor Store for \$45,505.66. Seconded by Brovold, motion carried.

Department reports: Police Chief Larry Peterson. Chief Peterson reviewed the activity log of his department. Computers should be going in the cars this month.

Zoning: Bill Masterson. A public hearing will be held on June 21st concerning the new ambulance garage.

Fire Dept.: Bonik. Two new members. Members reviewed the showing of the new equipment.

Public Utilities: Manager Mike Jenson. Garden Valley is keeping everyone busy with their project going through town. It is going faster than thought and should be done in late July.

Street Dept.; Bill Masterson, Supt. Information has been received for the spraying of weeds in the beach area. Cost for spraying is \$1,096.68 and \$35 for a permit from DNR. Motion was made by Brovold to allow the spraying costs. Seconded by Sutherland, motion carried. Masterson asked about the 1988 Ford belonging to the Street Dept. It is inoperable. They are presently borrowing the old white pick-up from the Public Utilities for flower watering. P.U. will discuss transfer to the City at their next meeting. Brady Fredrickson will be doing the street crack filling around the City. Discussion held on the rules of the Cemetery. There are still many flowers and stuff around the cemetery. The rules are posted and the policy has been advertised in the papers. Items will be removed by the Street Dept. crew. At the airport there are trees in the area of the flight zone. Motion was made by Bonik to allow Masterson to get rid of the trees as he sees fit. Seconded by Merschman, motion carried.

Park Dept.: Doug Lindgren, Chairman. The raft has come in and trees have been planted on the north side.

City Hall: Clerk Lindgren stated there is a training being put on by WSN in Verndale on June 22nd. A letter was received from the MN Dept. of Transportation Office of Aeronautics explaining the rates they will use to determine payback to the cities.

The Coalition of Greater MN Cities would like to set a date with the Council to meet and discuss upcoming issues. Clerk was asked to set the date of July 26th in the morning to meet.

Motion was made by Merschman to sign the form from the League of MN Cities Ins. Trust stating the Council DOES NOT WAIVE the monetary limits on municipal tort liability established by MN Statutes, Sec. 466.04. Seconded by Sutherland, motion carried.

Motion was made by Bonik to pass Resolution #18-16 ACCEPTANCE OF DONATIONS. Seconded by Brovold, motion carried. Resolution is to accept donations for the flower planter's project.

Motion was made by Bonik to pass Resolution #19-16 ACCEPTANCE OF DONATION. Seconded by Brovold, motion carried. Resolution is to accept a donation for fireworks.

Motion was made by Bonik to pass Resolution #20-16 ACCEPTANCE OF DONATION. Seconded by Brovold, motion carried. Resolution is to accept donations for a Merry-Go-Round play equipment for the City Park.

Brovold discussed further the employee handbook on Holiday Pay. Part-time employees will be pro-rated. Motion was made by Bonik to include wording as Part-Time/Seasonal Worker. Seconded by Merschman, motion carried.

Brovold stated that Carol Loncar from Flaherty & Hood should be attending the next City Council meeting if possible.

Upcoming meetings were reviewed.

Being there was no further business to come before the Council; motion to adjourn was made by Brovold. Seconded by Merschman, motion carried.

## June 22nd, 2016

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The Bagley City Council met in regular session on June 22, 2016 at 5:30 p.m. in the City Council Chambers.

Present: Mayor Sidney Michel, Council Members Dennis Merschman, John Sutherland, Chad Bonik, Jon Brovold, City Clerk Treasurer Colleen Lindgren, and Deputy Clerk Faye Jacobs.

Also present: Liquor Store Manager Chris Arnold, Police Chief Larry Peterson, Mike Oelrich from Ross Lewis Sign Co. and Street Superintendent Bill Masterson.

Motion was made by Merschman to approve the minutes of the May 25, 2016 City Council Meeting. Seconded by Brovold, motion carried.

Mike Oelrich, Ross Lewis Sign Co., was present to speak with the Council on signage for the Municipal Liquor Store. Oelrich explained the sizes of signs, pixels and warranties. He will be looking at his quote numbers closer and get back more information for the Council.

Discussion was held on a Variance and Conditional Use Permit for Clearwater County and the construction of a new Ambulance Garage. The Bagley Planning & Zoning Commission approved both and is bringing their recommendation to the Council on approving both with stipulations. Motion was made by Merschman to approve the Variance and Conditional Use Permit for the Clearwater County Ambulance Garage with the following stipulations: Landscaping is done to coordinate with neighborhood, Sanford sign is not to be a lighted sign and should be in a complementary color, with full exterior cut off lighting over the doors (down lights). Seconded by Sutherland, motion carried.

Mayor reported on the Planning & Zoning meeting on the proposed carwash. After checking with the City Attorney, the Mayor was told that the City cannot do spot zoning which would have to be done in order for a carwash to be built where the person wanted to do so. Discussion was held on the need to work on the zoning of the corridor along Hwy. 2. The Zoning Board will be meeting again in the near future.

Information was received from Attorney Chris Hood on a new law for Location of Temporary Family Health Care Dwellings in Cities. Discussion will be held at the next Council meeting.

Notice was received from Clearwater County Land Commissioner Bruce Cox concerning tax forfeited lands located in the city. The County has three parcels of property they are proposing to put up for public auction. Clerk was asked to find out more information on the properties and bring back to the next Council meeting.

Operation Round-Up – League Staff are looking into the legality of such.

Fireworks Policy – Clerk's office had an inquiry on the City policy for fireworks in the city. MN Legislature is trying to get a new law through. Police Chief Peterson stated the MN State law still says anything that goes up or has a loud bang is illegal.

Councilman Bonik reported that he would be able to get more fireworks if the council would approve the tubes which are needed. There are still funds to do so and the Clerk was asked to check into the ordering of the tubes.

Councilman Brovold reported that Carol Loncar, from Flaherty & Hood, would be attending the July 13th Council meeting to review the Pay Equity Study and the wage scales with the Council and employees. Brovold clarified some of the areas in the policy handbook.

Chief Larry Peterson reported on the new computers and E-charging. Peterson will work with Sheriff Halvorson on this. The old system will not work and so Chief will come back to the Council with what he will need.

More discussion was held on a Liquor Store sign. Arnold reported that all the sign companies have a five (5) year warranty. A new company, MEGA LED, put in a quote. Merschman asked if the Council planned on spending down the savings account by buying a sign instead of building it up as was voted on in December. Mayor stated it would be up to the Council if they think it would be a value to the store. Arnold reported that Ad Vision & Mega LED would be a direct sale. Signs Plus, Ad Vision & Mega LED you would install your own sign. Ross Lewis would install the sign at the price they quoted. Council will visit the project again when Ross Lewis information comes back to the Council.

Discussion was held on the Utilities Manager Position. Merschman reported that the Utilities Commission is willing to offer the position to Street Supt. Bill Masterson and combining the two positions of Utilities Manager and Street Supt. Masterson would like to see a one (1) year probation period and if it does not work out he would want to go back to being the Street Supt. Merschman will bring information back to the Utilities Commission for more study.

Being there was no further business to come before the Council; motion to adjourn was made by Merschman. Seconded by Brovold, motion carried.

## July 11th, 2016

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The Bagley City Council and the Park & Recreation Board met in a joint meeting on July 11, 2016 at 7:30 a.m. in the City Council Chambers.

Present: Mayor Sidney Michel, Councilmembers Jon Brovold, Dennis Merschman and John Sutherland, City Clerk Treas. Colleen Lindgren, Park Board members Doug Lindgren, Amanda Brustad and Jackie Merschman.

Also present were Alden Hough and Bill Masterson.

Discussion was held on the potential Seasonal sites for the city park. Hough explained the project. All units are considered structures which need to be 50 feet from the lake. Sewer must also be 50 feet from the lake but will have to go a little further which would be 60 to 65 feet. There are two (2) groups that he must work with. The MN Dept. of health and the MN Dept. of Labor.

Hough's cost for the project is approximately \$25,000.

Power line and TV come down the hill and water another way. All will be on City property. Water line depth will be 2 feet. Everything would be drained down in the fall, same as the City Park is.

Total estimated cost is around \$50,000. There would need to be gravel put on each site along with road construction.

Electrical lights are not required but members agreed it would be right to have an emergency exit.

Numbers in the budgets were discussion.

Hough stated he will not have any help after August and it will take approximately three (3) weeks to do the job. He needs time now to get his supplies in.

Motion was made by D. Merschman to use the Park & Recreation funds from the park upgrade restricted funds to have Hough do the plumbing of the project, with condition that it get approve by the Dept. of Labor. Seconded by Sutherland, motion carried.

Brustad asked that Hough check on the front width of the lots. Hough stated that it does not say anywhere what the minimum width of the opening to the lots must be.

Water will be 10 feet from the sewer lines.

Masterson will check with Utilities Manager Mike Jenson on ordering the power line.

A manhole is needed – a four (4) foot structure. Masterson will find one.

Being there was no further business to come before the Board; motion was made by D. Merschman to adjourn the City Council meeting. Seconded by Brovold, motion carried.

Being there was no further business to come before the Park & Rec Board; motion to adjourn was made by Brustad. Seconded by J. Merschman, motion carried.

## July 13th, 2016

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The Bagley City Council met in regular session on July 13, 2016 at 5:30 p.m.in the City Council Chambers.

Present: Mayor Sidney F. Michel, Council Members Jon Brovold, John Sutherland, Dennis Merschman, and Chad Bonik, City Clerk Treasurer Colleen R. Lindgren, and Deputy Clerk Faye Jacobs.

Also present: Carol Loncar, Matt Huschle, Mike Jenson, Bill Masterson, Chris Arnold, Bob Edevold, Chief Larry Peterson, Siarra Gilbertson, Reuben Netland, Corey Oien, and Doug Lindgren.

Motion was made by Brovold to approve the minutes of the June 8th and June 22nd Council meetings. Seconded by Merschman, motion carried.

Carol Loncar, Human Resources Analyst for Flaherty Hood P.A. was present to discuss the Classification and Compensation Study Report for the City of Bagley.

City Receipts for the month of June in the amount of \$467,205.54 were reviewed.

City Budget reports for the month of June were reviewed. Expenses totaled \$105,473.61.

Liquor Store budget reports for June was reviewed. Net income for June is \$6,866.26 with a year to date net income of \$16,882.72.

Motion was made by Merschman to approve payment of the outstanding June bills for the City and the Liquor Store. Seconded by Brovold, motion carried

Department Reports: Police Chief Larry Peterson reviewed the June activity log of the Police Dept. with the Council. Discussion held on the car computers. Some wrong equipment was received and more was ordered that was needed. Mayor asked if the Chief could get the speed box put back up in the City.

Liquor Store Manager Chris Arnold. Arnold reported on the June profits and the July 4th sales. The grant was received from Bernicks. Joint buys with the Holly Liq. Store was done. Arnold will be gone the end of August for a District Liquor meeting.

Fire Dept.: Unit #2 needs repairs. Fireworks went off without incident.

Zoning: Bill Masterson. Meeting was held and corrections were made to the ordinance map coding.

Park & Recreation: Chairman Doug Lindgren. Seasonal sites are still being worked on; permit from the state has not been received yet. Matt Huschle was present to speak with the Council on rental of the park picnic shelter and putting up political signs. City ordinances restricting sign placement and usage during an even year, election year, cannot be enforced for a specified time before and after Election Day. (Minnesota Statutes 211B.045) This specified time is June 24 through November 18th. Brovold explained the parameters which the Park Board has talked about, but can the Council allow it on private property or restrict what will go on the Park property. Huschle stated they have reserved the upper picnic shelter on July 21st for the Clearwater GOP Ice cream Social. Mayor feels they are only renting the shelter and not the property around the shelter. He would like to get the opinion of the City Attorney. Bonik stated he feels it should be the shelter and 10 feet of land around it, as the park board has talked about. After lengthy discussion, it was decided to put this on the Park Board agenda for the end of the month.

Public Utilities – Mike Jenson, Manager. Jenson checked into the lighting at the Senior Center and made some recommendations to them on saving energy. He will be doing an energy audit.

Street Dept. – Bill Masterson, Supt. Masterson reported on the activities of his dept. Bemidji Blacktop will be in the city on July 18th to blacktop various streets.

City Hall – Clerk Colleen Lindgren. A letter was received from John Eidsmoe, Insurance Agent of record for the League of MN Cities Ins. Trust, concerning insurance on the 1954 Ford Fire truck which the city has on loan to Lake Itasca Region Pioneer Farmers. League Ins. would like to see it removed from the City ins. being it is not located in the city. Matter tabled until the July 27th work session.

Motion was made by Sutherland to approve the Relay for Life Parade Permit, which will be held on Sept. 17th. Seconded by Bonik, motion carried.

Motion was made by Brovold to approve the Bagley Jr.-Sr. High School Parade Permit, which will be held on Sept. 30th. Seconded by Bonik. For: Brovold, Bonik, Merschman, Michel. Abstain: Sutherland. Motion carried.

Motion was made by Brovold to pass Resolution #21-16 TRANSFER OF RESTRICTED FUNDS. Seconded by Sutherland, motion carried.

Motion was made by Merschman to pass Resolution #22-16 TRANSFER OF RESTRICTED FUNDS. Seconded by Brovold, motion carried.

Motion was made by Brovold to appoint JoAnn Steindal to the Housing & Redevelopment Authority of Bagley. Seconded by Sutherland, motion carried. Resolution #23-16 A RESOLUTION APPOINTING A COMMISSIONER TO FILL AN UNEXPIRED TERM TO THE BAGLEY HOUSING AND REDEVELOPMENT AUTHORITY.

Motion was made by Merschman to accept the resignation of Ruby Bergquist from the Housing & Redevelopment Authority of Bagley. Seconded by Sutherland, motion carried.

Mayor announced "The next agenda item for this meeting is strategy for labor negotiations pursuant to Minnesota Statutes section 13D.03. I will now entertain a motion to close this portion of the meeting." Motion to close the meeting was made by Sutherland. Seconded by Brovold, motion carried. Mayor announced "The time is 6:44 p.m. The City Council will now go into a closed session in Chambers. Only the City Council and authorized City representatives may be in attendance at any portion of the closed session."

Mayor Michel reopened the meeting at 7:38 p.m.

Discussion was held on the Job Descriptions which were made up. Brovold asked if the Council should approve them and asked that they be emailed to all the Council for their review before approving.

Councilman Sutherland made the motion to extend the Council meeting by 15 minutes. Seconded by Brovold, motion carried.

Discussion was held on the Employee Handbook. Motion was made by Merschman to rescind his motion from the May 25th to approve the City Employee Handbook. Seconded by Sutherland, motion carried.

Upcoming meetings were reviewed.

Being there was no further business to come before the Council; motion to adjourn was made by Brovold. Seconded by Merschman, motion carried.

## July 26th, 2016

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### CITY COUNCIL PROCEEDINGS

JULY 26, 2016

9 a.m.

Bagley City Council members met with Elizabeth Wiebel, Coalition of Greater MN cities.

Present: Vice-Mayor John Sutherland, Council Members Jon Brovold and Dennis Merschman, and City Clerk Treasurer Colleen R. Lindgren.

Discussion was held on what happened at the recent Legislative Session. Highlighted areas of discussion: Transit issues, LGA, State C/I Property Tax, Bonding Bills and issues, Grant Funds, Infrastructure Programing, Business Development Public Infrastructure Grant, Transportation issues/roads & bridges, Flushable wipes issues and Annexation.

Merschman asked how cities get what they want and need. He was told to push Legislatures to get the project into a bonding bill.

Discussion was held on these subjects until 10:15 a.m.

Motion to adjourn was made by Merschman. Seconded by Brovold, motion carried

## August 10th, 2016

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The Bagley City Council met on August 10, 2016 at 5:30 p.m. in the City Council Chambers.

Present: Mayor Sidney Michel, Council Members Jon Brovold, John Sutherland, Chad Bonik, City Clerk Treasurer Colleen Lindgren and Deputy Clerk Faye Jacobs. Councilman Dennis Merschman was absent.

Also present: Bill Masterson, Chris Arnold, Salina Gilbertson, Larry Peterson, and Ciera Jobgren.

Motion was made by Brovold to approve the minutes of the July 27th City Council Meeting. Seconded by Sutherland, motion carried.

Discussion was held on the Clearwater County tax forfeited lands located in the city. Clerk was instructed to write a letter to Land Commissioner Bruce Cox to explain costs to the City for tear down of the buildings. Masterson figured costs to be around a total of \$10,000 per parcel. Motion was made by Bonik to offer the County \$200 per parcel, stating what the hazards of the property are and the costs to remove the structure. Seconded by Brovold, motion carried.

City Receipts for the month of July in the amount of \$264,729.80 were reviewed.

City Budget reports for the month of July were reviewed. Total expenses for July were \$125,139.42.

The July monthly report for Liquor at the Golf Course was reviewed. Net profit year to date is \$242.59.

July monthly report for the Municipal Liquor Store was reviewed. Net income for July was \$12,067.50 with a year to date net income of \$28,950.22.

Motion was made by Bonik to pay the outstanding city bills in the amount of \$21,184.64 and the Liquor store bills in the amount of \$35,705.11. Seconded by Sutherland, motion carried.

Department reports: Police Chief Larry Peterson. Activity log for the month was reviewed. Chief is working on the "in car" computer systems.

Fire Dept.: Councilman Bonik reported that the fire sirens are down. Alternative ways of using the sirens are being looked into.

Liquor Store Manager Chris Arnold: Arnold reported on the profit & loss. Regional meeting will be held in Bemidji on Sept. 7th. Arnold asked permission to send employees at a cost of \$15 each and his registration will be free being he is on the MBA board. Motion to approve was made by Brovold, seconded by Bonik to send up to four (4) of the Liquor Store clerks to the meeting. Motion carried. Arnold will be attending an MBA Conference in Mpls. the end of August.

Park Dept.: Merry-Go-Round will be here within the week and the Seasonal sites are being worked on.

Street Dept. Superintendent Bill Masterson. 428 hours was spent working on cleaning up the City after the recent storm. Masterson will set a ruling on the removal of trees and limbs in the future. Councilman Bonik thanked Masterson and his crews for all their work after the storm and stated that they did a great job.

City Hall: Clerk Treas. Colleen Lindgren. Office space at the Community Room/Library has been rented out. There were 34 voters at the Primary Elections. Information received shows the City LGA going up by \$1,002 for 2017. On file at the Clerk's office are the 2015 TIF reports.

Motion was made by Sutherland to approve payment of the 2017 Coalition of Grater MN Cities Dues in the

amount of \$3,466. Seconded by Brovold, motion carried.

Clerk stated she had spoken to Auditor Sandy Nelson on the recent improvements to the parking lot at the liquor store. The dollar amount will be put under repairs of the Liquor Store.

Motion was made by Bonik to pass Resolution #25-16 ACCEPTANCE OF DONATION. Seconded by Brovold, motion carried. Country Looks & Logos donated \$285 towards purchasing equipment for the Bagley Police Dept.

Discussion was held on Ordinance #179 – Temporary Family Health Care Dwellings. Attorney Chris Hood has stated that this ordinance must go before the Planning & Zoning Commission before it can be fully approved by the Council. Motion was made by Bonik to rescind the Council motion on passing the ordinance. Seconded by Brovold, motion carried. Bonik stated that a Zoning Meeting would be held on Thursday, August 11 at 6 p.m.

Discussion was held on advertising & request for proposals for City Auditor. Clerk worked with Sandy Nelson from Miller McDonald on an outline for an ad and proposal papers. Advertising will be put in the Bagley paper, City web page, and will be sent out to auditors whose names were gotten from the State.

Budget meeting dates were discussed. Department Heads were asked to bring their wish lists and what they would want in their budget. First meeting will be on August 24th and a second one on Sept. 7th at 5:30 p.m.

Clerk will check on when to hold a meeting with the Townships covered by Bagley Fire Protection.

Discussion held on a purchase offer for lots in the Kastner Addition. Arlan & Marilyn Norling have put in an offer to purchase lots 18 & 19 Block 3 at a price of \$50 each. These lots are located behind their home in the Kastner Addition and are non-buildable lots. Motion was made by Bonik to accept the offer plus legal costs being paid by the purchaser. Motion died for lack of a second. Clerk was asked to check on the costs of the legal work, call Norlings and bring back info to the next Council meeting.

Discussion was held on the old fire truck which is on loan to the Pioneer Farmers. A policy would be needed if any city property is donated to non- profits. Truck will be mentioned to the Townships when the City meets with them on the fire protection contracts.

Councilman Brovold discussed wages for City employees. There are still some grey areas in the “exempt” status and he would like to get some guidelines for this and have it defined more from the City Attorney.

Further business? Bonik stated the Fire Dept. has the chance to get a small trailer for \$200 which could be used for the letting off of fireworks on July 4th. Matter will be brought up more at the budget meeting. More storage room is needed for city & fire dept. equipment.

Mayor is working with the City Attorney on a policy for the Public Utilities and the City concerning the position of a Utilities Superintendent.

Being there is no further business to come before the Council; motion to adjourn was made by Brovold. Seconded by Sutherland, motion carried.

August 19th, 2016

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The Bagley City Council met in special session on August 19, 2016 at 8 a.m. in the Bagley City Council Chambers.

Present: Vice Mayor John Sutherland, Councilmen Jon Brovold, Dennis Merschman and Clerk Treasurer Colleen Lindgren. Mayor Michel and Councilman Chad Bonik were absent.

Also present: Street Superintendent Bill Masterson.

Vice Mayor Sutherland called the meeting to order.

Discussion was held on the matter of the hiring for a Street Dept. worker. Motion was made by Merschman to have Clerk Lindgren advertise for the position of Street Dept. worker. Seconded by Brovold, motion carried.

Being there was no further business to come before the Board; motion to adjourn was made by Merschman. Seconded by Brovold, motion carried.

## August 24<sup>th</sup>, 2016

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The Bagley City Council met on August 24, 2016 at 5 p.m. in the City Council Chambers.

Present: Vice-Mayor John Sutherland, Councilmen Dennis Merschman, Chad Bonik and Jon Brovold, City Clerk Treasurer Colleen Lindgren, and Deputy Clerk Faye Jacobs. Mayor Sidney Michel was absent.

Also present: City Auditor Sandy Nelson, Mike Jenson, Vickie Fletcher, Bill Masterson, Tom Lillegaard, and Larry Peterson.

Auditor Sandy Nelson, Miller McDonald, reviewed the 2015 Public Utilities Audit. Discussion held on bid laws, required issues, pensions, PERA liability long term & valuation change. At 5:25 p.m. motion was made by Merschman to adjourn the Public Utilities Commission from the meeting. Seconded by Lillegaard, motion carried.

5:30 p.m. Auditor Sandy Nelson reviewed the 2015 City of Bagley Audit. Faye Jacobs was asked to contact Nelson on the Liquor Store Point of Sale. Employees who are not eligible for PERA need notifications. Uniform guidelines on receipts of grants in the area of \$750,000 or more have a compliance requirement. Auditor Nelson left the meeting at 5:55 p.m.

Vice Mayor John Sutherland opened the regular City Council meeting at 6 p.m.

Discussion will be held on the Audit at the September 14th Council meeting.

Councilman Brovold brought before the Council a step scale for non-union employees. Brovold explained that longevity pay would no longer be in effect but would be figured into the per hour wage. Motion was made by Merschman to set the Liquor Store Manager wage at the Step 4 wage beginning July 1, 2016 and adjusting it to Step 9 on December 1, 2016. Manager wages will still be figured as a salaried employee to work as many hours as needed. Merschman also included in the motion to approve Resolution #26-16 CITY OF BAGLEY JOB CLASSIFICATION & COMPENSATION STUDY with wage scale to begin July 1, 2016. Seconded by Brovold, motion carried.

Motion was made by Brovold to retro pro-rate Holiday pay to part time and seasonal employees to be

effective July 1, 2016. Seconded by Bonik, motion carried.

Clerk was asked to distribute the new Employee Handbook to employees for review. A letter with the handbook is to be given to the Union with a memo for a 30 day review.

The 2017 Budgets for all departments were worked on. Next budget work session will be held on Sept. 7th at 5:30 p.m.

Discussion was held to reassess the 4th Police Officer position, which was a COPS Grant position that the City has fulfilled their obligation for and if the Council is still working on having an Assistant Chief. This would be a non-union position. Clerk was asked to check with the City Attorney on points and wage scales.

Motion was made by Merschman to close out the COPS Grant Program by January 1, 2017. Seconded by Bonik, motion carried.

Motion was made by Bonik to approve the Right-Of-Entry Permit between the City of Bagley and the Federal Aviation Administration. Seconded by Merschman, motion carried.

Motion was made by Bonik to approve the LEASE AGREEMENT BETWEEN THE CITY OF BAGLEY AND SUPPORT WITHIN REACH. Seconded by Sutherland, motion carried.

Vice-Mayor Sutherland set a special meeting of the Council for August 31, 2016 at 7:30 a.m. to discuss Zoning issues.

Clerk asked the Council about setting a date for the joint meeting between the City and the Township's that contract with the City for Fire Protection. Meeting date will be October 5th at 6 p.m. in the City Council Chambers.

Discussion was held on the selling of two lots in the Kastner Division. Motion was made by Bonik to sell Lot 19 Block 3 to Arlan and Marilyn Norling for \$200 plus legal fees. Seconded by Brovold, motion carried.

Police Chief Larry Peterson updated the Council on the mandate for vehicle systems.

Councilman Bonik updated the Council on the fire alarms. There is a problem with the lines going through the telephone system. Alarms are being worked on.

Being there was no further business to come before the Council; motion to adjourn was made by Brovold. Seconded by Merschman, motion carried.

## August 31<sup>st</sup>, 2016

The Bagley City Council met in special session on August 31, 2016 at 7:30 a.m. in the City Council Chambers.

Present: Mayor Sidney Michel, Councilmembers Dennis Merschman, John Sutherland, Jon Brovold and Clerk Treasurer Colleen R. Lindgren. Councilman Chad Bonik was absent.

Also present: Bill Masterson.

Motion was made by Sutherland to approve the minutes of the July 11, 2016 meeting. Seconded by Merschman, motion carried.

Discussion was held on Temporary Health Care Family Dwellings. The Bagley Planning & Zoning Commission held a public hearing on August 30. Their recommendation to the City Council is to pass an Ordinance to "opt out" of this regulation. Cities are allowed to do so by state law. Motion was made by Merschman to pass Ordinance No. 179 AN ORDINANCE OPTING-OUT OF THE REQUIREMENTS OF MINNESOTA STATUTES, SECTION 462.3593. Seconded by Brovold, motion carried.

Discussion was held on a COOPERATIVE SERVICES AGREEMENT between the City of Bagley and the Bagley Public Utilities Commission in which the positions of Bagley Street Superintendent and the Public Utilities Manager would be combined. Motion to accept the agreement was made by Brovold. Seconded by Sutherland, motion carried.

Discussion was held on a one year contract with Bill Masterson for the combined position of Street Superintendent-Utilities Manager. Motion was made by Merschman to accept the contract with Masterson. Seconded by Sutherland, motion carried.

Motion was made by Sutherland to approve the contract with Alden Hough Plumbing & Heating to furnish material and labor for the new camp sites in the amount of \$26,500. Seconded by Merschman, motion carried.

Motion was made by Sutherland to pass Resolution #27-16 TRANSFER OF RESTRICTED FUNDS. Seconded by Merschman, motion carried. This resolution is to transfer \$20,033.09 from the Park Upgrades restricted funds into the Park capital outlay for 2016.

Being there was no further business to come before the Board; motion to adjourn was made by Brovold. Seconded by Merschman, motion carried.

## September 7th, 2016

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The Bagley City Council met in special session on September 7, 2016 at 5:30 p.m. in the City Council Chambers.

Present: Mayor Sidney Michel, Council Members John Sutherland, Jon Brovold, Dennis Merschman, City Clerk Treasurer Colleen Lindgren, and Deputy Clerk Faye Jacobs. Councilman Chad Bonik was absent.

Also present: Street & Utilities Supt. Bill Masterson and Police Chief Larry Peterson.

Lengthy discussion was held on the proposed 2017 City budget. Clerk explained figuring in the salary differences according to the new wage scales, and the difference in the benefit sections. Fire Dept. #'s were figured the same as 2016, dropping off the shortage of 2011. Police Dept.: the funds for the 4th Officer were taken out, which dropped the salaries, benefits, clothing allowance, etc. Mayor Michel stated that his main goal is not to raise the taxes, but also not lower them. These changes lowered the overall budget around \$10,000. Roads & Bridges: Bill Masterson asked about raising the wages for the winter call-in help. Members discussed raising the wage to the beginning wage of a street crew worker. Animal Pound: discussion was to raise the Pound Masters wages to \$11.00 per hour for 2017. This would be in line with the other wage increases. \$10,000 will be put into the Economic Development for infrastructure projects. Clerk reported with her earlier changes the levy would have been down approximately 4%. With the new changes it will be lower and changes will be brought to the next Council meeting.

Keith Larson was present to inform the Council on a project he is working on with the school. The Media Class is looking into using a drone during football games. Clerk was asked to check into the matter with the FAA and what the rules are on it.

Next meeting of the City Council is on September 14th at 5:30 p.m.

Clerk was instructed to prepare a letter to Officer Chet Carlson, stating the last date of full time work with the City of Bagley will be December 31, 2016.

Motion to adjourn was made by Brovold. Seconded by Merschman, motion carried.

## September 14<sup>th</sup>, 2016

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The Bagley City Council met in regular session on September 14, 2016 at 5:30 p.m. in the City Council Chambers.

Present: Mayor Sidney F. Michel, Council Members Dennis Merschman and Jon Brovold, City Clerk Treasurer Colleen R. Lindgren and Deputy Clerk Faye Jacobs. Councilmen Chad Bonik and John Sutherland were absent.

Also present were Street Dept./Utilities Superintendent Bill Masterson, Officer Renee Benson, Selina Gilbertson, Police Chief Larry Peterson, Liquor Store Manager Chris Arnold, Park & Rec Board Chairman Doug Lindgren and Ceira Jobgren.

Motion was made by Merschman to approve the minutes of the following Council Meetings: August 10, August 19, August 24, and August 31, 2016. Seconded by Brovold, motion carried.

Motion was made by Merschman to accept the audit as presented for 2015. Seconded by Brovold, motion carried.

City receipts for August in the amount of \$32,314.31 were reviewed.

City department budgets were reviewed. Expenses for August totaled \$246,628.64.

August Liquor Store Profit & Loss was reviewed. Gross profit for August is \$32,810.70. Net income for

August was (\$1,766.49) with a year to date net income of \$27,183.73. The Bagley golf Course Profit & Loss for August was and net profit of (\$59.97) for a year to date net profit of \$225.53.

Motion was made by Brovold for the Clerk to pay the outstanding bills of the Liquor Store in the amount of \$30,557.21 and the outstanding bills of the City in the amount of \$55,935.14. Seconded by Merschman, motion carried.

Department reports: Zoning – only a few small projects have been done in the City. Ambulance garage is going up.

Fire Dept.: Tony Merschman has retired from the department.

Liquor Store: Manager Chris Arnold. Year to date sales are up over last year. Trade shows will be held on Sept 21st & 22nd in Mpls. Motion was made by Brovold to approve payment of mileage to Arnold to attend the Trade Shows. Seconded by Merschman, motion carried.

Roads & Bridges: Masterson, Street Supt. Painting on the streets will be held off until spring. Storm clean-up is about done. Al Spring cleaned up the Cemetery and reset stones.

Public Utilities: Masterson. Still some gas services to be put in. An electrical line needs to be relocated on Lomond Drive. Discharging of ponds will be done tomorrow.

City Hall: Clerk Colleen Lindgren. Date needs to be set for the Truth in Taxation. Date to be the December 14th at the regular City Council meeting with a continuation date of December 21st, both to be at 6 p.m.

Clerk was contacted by High School Teacher Carol Bliss Quinn on a project she would like to do with her Historical Research Students. The students would like to document and map all of the visually existing headstones in the old cemetery along with cleaning of the headstones and turn all documentation over to the City of Bagley when finished. There are presently no records on this old cemetery. Teacher Bliss Quinn asked if the Council would give their approval for the project plus pay for ½ of the expense of cleaning supply and the cleaning solution. Motion was made by Merschman to approve payment in full for the cleaning supplies and to approve the project proposed by the teacher. Seconded by Brovold, motion carried.

Park & Rec Board Chairman Doug Lindgren reported that the Seasonal Sites are just about completed. Gravel will be put in for the road by the street department. The Park Board will be meeting on the 15th of work on rules, regulations and prices. There is already a list of 16 people who have expressed interest in the sites. Trees will be replaced in the spring.

Hiring of Street Crew worker will be discussed further after more testing is done.

Discussion was held on the 2017 proposed budget for the City. Motion was made by Merschman to approve the 2017 proposed budget as follows: PROPOSED Expenses: City Hall - \$229,882; Fire Dept. - \$68,431; Police - \$308,102; Street Dept. - \$328,817; Park - \$46,333; Cemetery - \$5,123; Animal Pound - \$16,042; Zoning - \$7,111; Community Service - \$2,400; Economic Development - \$44,500; Airport - \$22,150; Other Expenses - \$105,334; Capital Outlay - \$99,873; Bonds - \$207,479. Total expenses = \$1,522,070. Total Proposed income to be \$1,522,070. Seconded by Brovold, motion carried.

Motion was made by Merschman to approve the Proposed Levy in the amount of \$639,189. Seconded by Brovold, motion carried. This is an increase of .39% over the 2016 Levy.

Motion was made by Brovold to approve sending up to six (6) people to the League of MN Cities Regional

Meeting in Bemidji on October 11th. Seconded by Merschman, motion carried.

Police Dept.; Personal discussion. Merschman stated that Chief Peterson has requested to step down from being the Bagley Police Chief. Motion was made by Merschman that Larry Peterson be demoted to the job classification of Police Officer and assigned as a Sergeant, effective September 25, 2016 and that the City provide Mr. Peterson with any appropriate notices related to this decision. Seconded by Brovold, motion carried.

Mayor Michel stated that due to current Chief Peterson's demotion, the need to consider the process for recruiting a new Police chief and the legal requirement to have a designated Chief Law Enforcement Officer, the City should appoint an interim Police chief immediately. Police Officer Benson has the requisite training, education, and experience to be appointed Police Chief on an interim basis. Motion was made by Brovold that 1. Renee Benson be appointed Police Chief on an interim basis and exercise all duties and responsibilities of Police Chief, effective September 25, 2016, until the City Council makes a decision on the hiring of a new Police chief, subject to Ms. Benson's acceptance of the appointment. 2. Renee Benson is placed on leave from her employment as Police Officer during her interim appointment. 3. Renee Benson is paid the appropriate wage based on the Police chief wage schedule and accrue the same benefits as police Chief that are in addition to the benefits she has accumulated as Police Officer. 4. That the City provides Ms. Benson with any appropriate notices related to this decision. Seconded by Merschman, motion carried. Officer Benson accepted the position.

Motion was made by Brovold that Officer Peterson wages be moved to the Union Scale of the after fifty-four (54) months at \$22.30 per hour. Seconded by Merschman, motion carried.

Motion was made by Brovold to set Intern Chief Benson's wages at Police Chief Step 1 wage at \$21.54 per hour. Seconded by Merschman, motion carried.

Salina Gilbertson, Karvakko Eng., updated the Council on the crack sealing project at the City airport.

Clerk reported that the employees will be meeting on Sept. 22nd on the City Health Ins. The City BCBS Plan went up 9%. Agent Pickett will be bringing other plans to the group for them to look at.

Being there was no further business to come before the Board; motion to adjourn was made by Merschman. Seconded by Brovold, passed unanimously.

## September 23<sup>rd</sup>, 2016

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The Bagley City Council met in special session on September 23, 2016 at 7:30 a.m. in the City Council Chambers.

Present were: Vice-Mayor John Sutherland, Councilmen Dennis Merschman and Jon Brovold and Deputy Clerk Faye Jacobs. Mayor Sidney Michel and Councilman Chad Bonik were absent.

Also present was Utilities/Street Dept. Supt. Bill Masterson.

Vice Mayor Sutherland called the meeting to order.

Bill Masterson stated that he had two of the Street Dept. Crew applicants come out to the City Garage to do more testing for the position. Masterson's recommendation to the Council is to hire Dusty Gilbertson for the position.

Motion was made by Brovold to hire Dusty Gilbertson as early as he can start employment at the starting wage of the Street Dept. Crew worker. Seconded by Merschman, motion carried.

Being there was no further business to come before the Council; motion to adjourn was made by Brovold. Seconded by Merschman, motion carried.

## November 25th, 2015

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The Bagley City Council met on November 25, 2015 at 5:30 p.m. in the City Council Chambers.

Present: Mayor Sidney Michel, Councilmembers John Sutherland, Dennis Merschman, Jon Brovold, Chad Bonik, and Clerk Treasurer Colleen R. Lindgren.

Also present: Street Superintendent Bill Masterson and Police Chief Larry Peterson.

Motion was made by Merschman to approve the minutes of the October 28th and November 10th meetings. Seconded by Sutherland, motion carried.

Discussion was held on the Airport Capital Improvement Plan. Full crack filling, from 2015, will again be bid in January 2016. Masterson reported that the person who wants to build a hanger bay will wait until he hears what the Council decides to do at the airport but he is still interested in building. Motion was made by Bonik to approve the Capital Improvement Plan as recommended. Seconded by Brovold. Motion carried.

Discussion was held on the FAA putting a tower at the airport. Clerk reported that she has spoken to the person that does up the lease. FAA cannot be charged to put a tower at the airport but they can be charged for using the Arrival Departure building to put their equipment in. Clerk was told by the person forming the lease between the City and the FAA, that they will not pay over \$1,200 per year for the lease and they would like to have a 10 year lease. Council agreed that they do not want to give up space in the building in case they purchase a mower and equipment in the future, for the airport, and need the space for such. FAA's concern is that if the Council does more construction at the airport, that their lines could be damaged in some way. Motion was made by Bonik to put a monthly rent of \$200 on the space asked for due to the City would be losing space for equipment. Seconded by Brovold. Motion carried. Clerk was instructed to send out a letter according to the motion.

Brovold reported on the updating of the Township Fire contracts. Wordage was reviewed by the Council Members and clarifications were made.

Firemens wages for County Fair expense were reviewed. Motion was made by Merschman to keep the wages in the budget for County Fair expense help. Seconded by Brovold. Motion carried.

Clerk read a letter from the Office of Justice/MN Dept. of Public Safety regarding the recent application for the Sex Trafficking Investigations and Training grant program. The City application was not approved for grant funds.

Mayor & Council are invited to attend the North Country Food Bank town hall meeting on Dec. 7th.

Motion was made by Bonik to approve the closing of City Hall at noon on Christmas Eve day. Seconded by Sutherland. Motion carried.

Police Chief Larry Peterson reviewed the October activity report for the Police Officers.

Mayor reported that Karvakko Eng. has said there will be grant funds to help with the road in the Industrial Park. Easements would need to be gotten from landowners. Masterson reported that Karvakko would like to set up a meeting with the Council.

Masterson reported that he has spoken to someone who would like to buy lots in the Kastner Division along with the designated road area in the back. After discussion, the Council told Masterson that the lots are available as is but the road area is not for sale.

Being there was no further business to come before the Council; motion to adjourn was made by Brovold. Seconded by Sutherland. Motion carried.

## September 28<sup>th</sup>, 2016

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The Bagley City Council met on September 28, 2016 at 5:30 p.m. in the City Council Chambers.

Present: Mayor Sidney F. Michel, Council Members John Sutherland, Jon Brovold, Dennis Merschman and Clerk Treasurer Colleen R. Lindgren. Councilman Chad Bonik was absent.

Also present: Street Supt/Utilities Manager Bill Masterson and Intern Police Chief Renee Benson.

Motion was made by Sutherland to approve the minutes of the September 7th Council Meeting. Seconded by Merschman, motion carried.

Motion was made by Merschman to pass Resolution #27-16 TRANSFER OF RESTRICTED FUNDS. Seconded by Brovold, motion carried. (Transfer of \$1,200 to Bagley Library Board out of the "Dorothy Fund").

Motion was made by Brovold to pass Resolution #28-16 TRANSFER OF DESIGNATED FUNDS. Seconded by Sutherland, motion carried. (Transfer of \$12,500 from the Small City Road Construction Aid to cover blacktopping of alley.)

Motion was made by Merschman to pass Resolution #29-16 LAND SALE/CITY OF BAGLEY. Seconded by Brovold, motion carried. (Sale of one (1) lot in the Kastner Addition).

Clerk informed the Council that a gentleman has expressed interest in purchasing a lot in the Kastner Addition. A meeting will be set up with the Zoning & Planning Commission.

Clerk updated the Council on the City Employee Health Insurance. A new plan through BCBS was voted on and accepted.

Clearwater County has approved the sale of two lots located in the City, to be sold to the City. These are Tax Forfeited parcels. Council did not approve to purchase any further parcels on the tax forfeited list.

An information letter from the MN Dept. of Transportation Office of Aeronautics was received for the Council's review. Masterson reported that he will be meeting with FAA at the end of October to work with them on the placement of their tower and putting equipment in the Arrival Departure building.

Three bids have been received to do the City, Liquor Store and Public Utilities audits. Clerk Lindgren will contact Sandy Nelson from Miller McDonald to ask if she would help review the audits. Information will be brought back to the Council at their next meeting.

Masterson reported that the trees have been cleaned up at the airport and more may be done in another section of city property.

Being there was no further business to come before the Council; motion to adjourn was made by Brovold. Seconded by Merschman, motion carried.

## October 12<sup>th</sup>, 2016

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The Bagley City Council met on October 12, 2016 at 5:30 p.m. in the Bagley City Council Chambers.

Present: Mayor Sidney F. Michel, Council Members John Sutherland, Jon Brovold, Dennis Merschman, City Clerk Treasurer Colleen R. Lindgren, and Deputy Clerk Faye Jacobs. Councilman Chad Bonik was absent.

Also present: Police Chief Renee Benson, Street & Utilities Supt. Bill Masterson, Liquor Store Manager Chris Arnold, Ceira Jobgren, and Jim Anderson.

Motion was made by Merschman to approve the minutes of Sept. 14, Sept. 23, and Sept. 28th as written. Seconded by Brovold, motion carried.

September City receipts in the amount of \$74,991.55 were reviewed.

September City budget reports were reviewed. Expenses for the month totaled \$107,559.64.

September golf course liquor profit & loss showed a seasonal net profit of \$570.39.

September Liquor Store profit & loss showed a gross profit for September at \$30,607.07. Expenses for September were \$28,878.74, for a net income of \$1,728.33. Net income year to date is \$28,912.06.

Motion was made by Merschman to pay the City outstanding bills in the amount of \$64,502.65 and the Liquor Store outstanding bills in the amount of \$112,057.18. Seconded by Sutherland, motion carried.

Department Reports: Police Chief Renee Benson. Activity reports for August and Sept. were reviewed.

Liquor Store Manager Chris Arnold. Profit & loss for the store was reviewed. MMBA meeting was beneficial. 27 people attended the last wine tasting at the store. Customer appreciation will be held at the store on December 15th. Upgrades to the computer systems will be needed soon. Arnold would like to have a 3rd till system due to some nights being so busy. Upgrades could cost in the area between \$15 to \$20,000.

Fire Department: Councilman Merschman reported on the recent meeting with the Townships who contract with the City for fire protection.

Zoning: Masterson reported that one new home is being built in the city along with a few storage sheds. Abandoned vehicles are being worked on. Clerk updated the Council on a recent Zoning Board meeting. Discussion had been held on the proposed sale of a lot in the Kastner Addition and what is being proposed to be built on a lot which Mr. James Anderson from Bemidji would like to construct. The Zoning Board had gone over the rules of the ordinance and approved the house Mr. Anderson wants to build and informed him what size of a home is allowed. Motion was made by Sutherland to approve the sale of Lot 10 Block 1 Kastner Addition for \$12,000 to James Anderson. Seconded by Merschman, motion carried. Clerk will work with the City Attorney on paperwork and deed.

Street Dept.: Bill Masterson. New Street Crew worker Dusty Gilbertson started work on October 10th. BBI will be here next week to patch areas that Garden Valley had opened after their project.

Public Utilities: Bill Masterson. Dennis Danielson is doing the leak survey for the utilities dept. Masterson is working on the Funding for storm damage. Insurance reports must be done first and then send info to the state on FEMA funds. Flushing of hydrants will be done soon. Digging of sewer for Choice Therapy has been resolved.

Park Dept.: A draft lease and rules for the seasonal sites is being worked on. All water in the park has been turned off and bathrooms have been closed. A leak check on the water lines needs to be done in the seasonal site area.

City Hall: Clerk Colleen Lindgren. Clerk reported on the area of putting up banners during the Christmas season. The Area Chamber has stated they will put \$2,000 towards banners and brackets and there is a grant fund that another \$2,000 could be gotten from. A quote was gotten from Tom Burford, Farmers Publishing, for 30 banners and 30 brackets. After checking with other companies, Farmers Publishing's quote was very comparable in price. 30 banners with brackets would cost approximately \$3,000. Banners would be located on every other pole and a future Christmas decoration on every other pole. Poles on Hwy 92 are not tall enough for banners or hard decorations so they will still need garland. Motion was made by Brovold to approve the purchase of 30 banners with brackets from the Farmers Publishing Company. Seconded by Sutherland, motion carried.

Motion was made by Brovold to approve the Final Application of Payment for Fahrner Asphalt Sealers with the addition payment of \$120 for debris removal. Seconded by Sutherland, motion carried.

Canvassing Board will meet on November 10th at 7:30 a.m.

City Audit Proposals was discussed. Clerk reported that three quotes were received. 1) Brady, Martz & Associates, Thief River Falls: 2016-\$20,950; 2017-\$20,950; and 2018-\$21,750. Each additional Major Program under the Uniform Guidance Audit would be \$2,500. 2) CliftonLarsonAllen LLP, Baxter: 2016-\$32,600; 2017-\$33,000; 2018-\$33,400. Hoffman, Philipp, & Knutson, PLLC, Thief River Falls: 2016-2018 would be \$23,000 per year. After discussion, motion was made by Merschman to accept the three (3) year proposal of Brady, Martz & Associates. Seconded by Brovold, motion carried.

Mayor Michel wondered if the Council should advertise to have the two houses torn down which the City got from the county. Brovold stated that they would need to have insurance because the City should not take on that liability. Mayor will look into this further. Masterson stated the neighbors would need to be keeping in mind for safety reasons.

Brovold discussed the union contract and would like to have Flaherty & Hood look into it for the City. Merschman would like to see a proposed cost before making a decision. Brovold will check with the attorneys and bring info back to the Council work session on October 26th.

Being there was no further business to come before the Council; motion to adjourn was made by Brovold. Seconded by Merschman, motion carried.

## November 1st, 2016

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The Bagley City Council met in special session on November 1, 2016 at 5:30 p.m. in the City Council Chambers.

Present: Mayor Sidney F. Michel, Council Members John Sutherland, Dennis Merschman, Jon Brovold and Chad Bonik and Clerk Treasurer Colleen Lindgren.

Also present was Police Chief Renee Benson.

Mayor Michel stated that the agenda item is internal affairs data relating to allegations of law enforcement personnel misconduct. This portion of the meeting will be closed pursuant to MN Stat., section 13D.05, subdivision 2 (a)(2).

I will now entertain a motion to close this portion of the meeting.

Motion was made by Brovold to close the Council meeting. Seconded by Merschman, motion carried.

Mayor stated "the time is 5:27 p.m. The City Council will now go into a closed session here in the City Council chambers. Only authorized City representatives may be in attendance at any portion of the closed session.

Mayor Michel stated "Following a closed meeting for internal affairs data relating to allegations of law, enforcement personnel misconduct, the City Council meeting is now open the time is 6:09 p.m."

Motion was made by Merschman that City Sergeant Zahari Karayel be placed on administrative leave with pay from employment with the City of Bagley, effective November 3, 2016 for one month or until the City Council decides otherwise. And that City Administration provides Mr. Karayel with any appropriate notices related to this decision. Seconded by Brovold, motion carried.

Police Chief Benson will meet with Sergeant Karayel on November 2nd at 1:30 p.m. in the City Council chambers.

Motion to adjourn the meeting was made by Merschman. Seconded by Brovold, motion carried.

## November 9th, 2016

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The Bagley City Council met on November 9, 2016 at 5:30 p.m. in the City Council Chambers.

Present: Mayor Sidney F. Michel, Councilmen Dennis Merschman, John Sutherland, Chad Bonik, City Clerk Treasurer Colleen R. Lindgren, and Deputy Clerk Faye Jacobs. Councilman Jon Brovold was absent.

Also present were Utility/Street Supt. Bill Masterson, Liquor Store Manager Chris Arnold and Police Chief Renee Benson.

Motion was made by Merschman to approve the minutes of the October 12 and November 1, 2016 meetings. Seconded by Sutherland, motion carried.

Motion was made by Merschman to change the Canvass Board meeting from Nov. 10th to Nov. 14th at 7:30 a.m. Seconded by Sutherland, motion carried.

Councilman Brovold entered the meeting at this time.

Discussion was held on the demolition of the two old houses the Council recently purchased from the County. Masterson informed the Council of someone who would be interested in looking at the houses to remodel them if possible. Council members stated they will stick with the original plan to tear down the buildings. Masterson will get in contact with Darren Lindgren to get quotes on the demolition.

October City receipts in the amount of \$23,071.04 were reviewed.

Council reviewed the October budget reports. Expenses for October totaled \$224,951.85.

Council reviewed the October budget report for the Municipal Liquor Store. Gross profit was \$27,116.44; expenses equaled \$26,585.12 for a net income of \$531.32. Year to date net income is \$29,443.38.

Motion was made by Bonik to approve payment of the outstanding bills in the amount of \$45,535.10 for the Municipal Liquor store and \$19,031.63 for the City bills. Seconded by Brovold, motion carried.

Department Reports: Police Chief Renee Benson. Chief Benson reviewed the monthly activity report. Benson discussed the use of a part-time Officer. Motion was made by Bonik to allow Chief Benson to hire a part-time Officer when needed with starting wage as per the union contract. Seconded by Merschman, motion carried.

Liquor Store-Manager Chris Arnold. Arnold brought before the Council an estimate for new computer software along with computers and cash register stations. There are a few pieces of the original system that can still be used. Estimate cost is \$11,662.20. Arnold would like to go to Hawley to look at their system as they have the one Arnold is explaining to the Council. Arnold was asked to check into the system further and bring more information back to the Council at the next meeting on November 23rd.

Zoning-Bill Masterson. One new house is being built and another is being applied for. Eight (8) letters were sent out for yard cleanup. Masterson will follow up on those this next week.

Public Utilities-Bill Masterson. Gas services are being put in. One water service needs to be repaired.

Roads & Bridges – Bill Masterson. New employee is doing really well. Gravel pads have been put in the seasonal sites and one of the sewer services needed to be moved. Black dirt and seed have also been put in the sites.

Airport – Bill Masterson. Steve Johnson is cleaning up the trees that went down during the storm and working with the airport land renter on taking down some more trees. FAA has been to the airport to work on the site for the tower they want to put in.

Klay Thompson would like to purchase two (2) city owned lots south of the tracks next to some property he already owns. He would use this property to stock pile his black dirt, rock & gravel. Brovold stated he would want to make sure that he puts salable material on the lots and not pile any junk on it. Thompson's offer is to pay the same amount that the council sold the lots in the Kastner Addition for. Masterson will speak with Thompson and tell him the Council is interested in the sale of the lots.

Masterson spoke on the fact of using equipment on private property. After speaking with the Cities Ins. Company, this is not covered. This means the bucket trucks will not be used for anything private. Equipment is to be used for public use only.

Fire Dept. - Clerk reported that pumps on the trucks will be inspected and worked on.

Park & Recreation – Seasonal sites are ready to be rented out. Contracts are made up and being sent out to those who have expressed interest in renting a spot. Information will also be put on the City web site.

City Hall – Clerk Lindgren reported that the Christmas Banners for the street light poles have been received. Masterson's crews will be putting up the hangers soon.

Motion was made by Bonik to pass Resolution #30-16 ACCEPTANCE OF DONATION. Seconded by Brovold, motion carried. Resolution is accepting a \$2,000 donation from the Bagley Area Chamber.

Bonik stated he will be looking for a spot to let off the Fireworks next summer. Discussion was held on the contracts for the early buy of Fireworks. If fireworks are paid for by Dec. 1, 2016 an additional 15% of product will be added to the display. City could either do a one year or 3 year contract. Motion was made by Merschman to approve a three year contract and spend \$3000 for 2017 fireworks. Seconded by Sutherland, motion carried.

Discussion was held on an update of the FAA BUEC Lease document request. Clerk Lindgren has given the lease to City Attorney Hood for his opinion. Hood questions many of the statements in the lease and would like to look at it closer. Brovold stated that Attorney Hood should look into it closer for the City.

A letter was received from Attorney Flaherty / Hood on increase in per hour fees.

Clerk stated that employees are wondering about getting the new Employee Handbook so they can review it. Mayor will speak with Attorney Fitzsimmons on the matter.

Being there was no further business to come before the Council; motion to adjourn was made by Brovold. Seconded by Merschman, motion carried.

## November 23rd, 2016

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The Bagley City Council met on November 23, 2016 at 5:30 p.m. in the City Council Chambers.

Present: Mayor Sidney F. Michel, Councilmen John Sutherland, Jon Brovold, Dennis Merschman, Chad Bonik, and City Clerk Treasurer Colleen R. Lindgren.

Also present: Utility/Street Superintendent Bill Masterson, Liquor Store Manager Chris Arnold, and Police Chief Renee Benson.

Bill Masterson reported on the Street Digging Permit deposited with the City from MP Nexlevel. This permit was issued when the Garden Valley Telephone Co. put fiber optic lines through the City over the summer. Deposit was in the amount of \$10,000. Masterson said the project is done except for some pot hole repair which should come out of the deposit. He would like to hold \$500 for the purchase of cold mix and \$500 for labor to fix the holes in spring 2017. Motion was made by Bonik to return \$9,000 of the \$10,000 received for the digging permit. Seconded by Brovold, motion carried.

Masterson informed the Council that he has been given prices on tearing down two houses in the City. One is \$12,000 and the other cost is \$10,000. These costs include taking out the foundation and the hole being filled. Masterson will investigate getting more prices from other companies. Masterson also stated that Kay Thompson would still like to purchase the parcel south of the tracks near his business. Market value is \$500. Clerk was asked to find prices on other lots the City sold in the area. Both matters were tabled at this time until more information is gotten.

Masterson has met with WSN Engineers on the 2018 Highway project. He discussed having a number of other streets in the City repaired and overlay, storm sewers and curb/gutter done at the same time. Masterson would like to get a second quote from an Engineer on doing the project. Council gave Masterson the go ahead on checking in with more engineers on the project. Mayor Michel also spoke on the subject of the road connecting the Industrial Park and McDougal Ave. He is wondering if the City should get boring samples done. Masterson said he will find the costs he was given for the borings to be done.

Liquor Store Manager Chris Arnold informed the Council on his meeting with Liquor Store employees in Hawley, concerning the computer system he would like to see installed in the Liquor Store. He and Bob Edevold were able to run the tills and work with customers to check out the system. Arnold explained some of the features of the system. The company who has the system told Arnold they could put the system in and have it running by January 2, 2017. Motion was made by Merschman to accept the quote of Zabinski Business Service in the amount of \$13,606.26 for the Liquor Store system. Seconded by Bonik, motion carried.

Arnold asked the Council about purchasing a snow blower for the Liquor Store. Quote from Willbergs Implement is \$648.00. Motion was made by Merschman to approve the purchase of one snow blower as quoted. Seconded by Sutherland, motion carried.

Clerk Lindgren reported on the Local Development Organization meeting which was recently held. Policies have been completed by the Committee. HRDC staff now needs a Board set up for the LDO. One person, either a Councilmember or staff, need to be appointed to this Board. Motion was made by Sutherland to appoint Clerk Lindgren to the Board for a four year term. Seconded by Bonik, motion carried.

Motion was made by Sutherland to give the following raises beginning July 1, 2017: Dany Ekre, Pound Master - \$11.00; Keith Bauman – Street Dept. call in - \$16.27. Seconded by Brovold, motion carried.

Mayor Michel made the following announcement: "The next agenda item is internal affairs data relating to allegations of law enforcement personnel misconduct. This portion of the meeting will be closed pursuant to Minnesota Statutes, section 13D.05, subdivision 2 (a)(2). I will now entertain a motion to close this portion of the meeting." Motion to close the meeting was made by Merschman. Seconded by Sutherland, motion carried. Mayor stated, "The time is 6:02 p.m. The City Council will now go into a closed session here in the City Council Chambers."

Mayor Michel stated "Following a closed meeting for internal affairs data relating to allegations of law enforcement personnel misconduct, the City Council meeting is now open. The time is 6:17 p.m.

Motion was made by Merschman to keep City Sergeant Zahari Karayel on administrative paid leave until conclusion of investigation. Seconded by Bonik, motion carried.

Bonik brought before the Council a Black Friday sale on the remote boxes used for letting off Fireworks. Each piece is \$70 less than what the original price is. Motion was made by Merschman to approve ordering 10 remote boxes for the price of \$2,300. Seconded by Brovold, motion carried.

Being there was no further business to come before the Board; motion to adjourn was made by Brovold. Seconded by Merschman, motion carried.

## December 14<sup>th</sup> 2016

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The Bagley City Council met in regular session on December 14, 2016 at 5:30 p.m. in the City Council Chambers.

Present: Mayor Sidney F. Michel, Councilmembers John Sutherland, Chad Bonik, Dennis Merschman, Jon Brovold, Clerk Treasurer Colleen Lindgren, and Deputy Clerk Faye Jacobs.

Also present: Kelly Brevig, Caroline Larson, Curt Meyer, Bill Masterson and Chris Arnold.

Motion was made by Merschman to approve the minutes of the November 9th and November 23rd Council meetings with the following correction made by Councilman Brovold: That the wage increases for Pound Master Dany Ekre and Call-In Street Crewman Keith Baumann begin on July 1, 2016 to coincide with wage increases of other City employees. Seconded by Sutherland, motion carried.

Kelly Brevig & Caroline Larson were present to update the Council on the happenings of the SUPPORT WITHIN REACH Sexual Violence Resource Center.

Motion was made by Merschman to approve the 2017 contract with Laura Dropps to maintain the Bagley City website. Seconded by Bonik, motion carried.

City Receipts for November in the amount of \$71,822.42 were reviewed.

City expenses for November in the amount of \$73,807.68 were reviewed.

November Liquor Store Profit & Loss was reviewed. Gross profit = \$28,815.80. Expenses = \$24,468.73 for a net income of \$4,347.07. Year to date net income is \$33,790.45.

Motion was made by Bonik to approve payment of the outstanding city bills in the amount of \$20,400.79 and the outstanding liquor store bills in the amount of \$27,020.50. Seconded by Brovold, motion carried.

Discussion was held on the proposed 2017 Liquor Store budget. Motion was made by Brovold to approve the 2017 Liquor Store Budget. Seconded by Merschman, motion carried.

Discussion was held on the City Employee Handbook. Brovold touched on a couple of the concerns from employees on sick leave, time being used in one hour blocks which should be changed to 15 min. blocks for payroll reasons, and Holiday pay.

Mayor Michel opened the Truth in Taxation Hearing. Clerk reviewed the 2017 proposed expenses and income. There were no residents present to bring forth questions on the budget.

Motion was made by Brovold to approve the 2017 Budget as stated. Seconded by Merschman, motion carried.

Motion was made by Brovold to approve the 2017 Levy in the amount of \$639,189, which is a .39% increase over 2016 Levy. Seconded by Sutherland, motion carried.

Brovold reported that he will get the clarification of the Employee Handbook and bring back to the January Council meeting. Motion was made by Brovold to approve the Employee Handbook and adopt it with the three changes to be discussed further. Seconded by Sutherland, motion carried.

Department Reports: Police Dept. monthly activity report was reviewed.

Liquor Store-Manager Chris Arnold. There are a couple more pieces which were added to the quote for the new software. Increase in cost is \$464.90. New computer system is being put in along with a third till to be used over Christmas. Gross sales for the month were up. Holiday Tasting/Customer appreciation will be held at the store on December 15th. Motion was made by Sutherland to approve the increase in the computer system expense. Seconded by Brovold, motion carried. City Auditors will be at the Liquor store on January 3, 2017.

Zoning – Bill Masterson. One building going up in the Kastner Division.

Roads & Bridges – Supt. Bill Masterson. Curt Meyer was present to go over numbers on proposed street construction which Masterson would like done. These are streets to be looked at when MNDOT comes through the City in 2019. Proposed costs for the streets were handed out. Total estimated costs are \$554,084.25. This includes utilities and PFA loans are being looked into. About ½ the project would need to be paid by the City. MNDOT is using Kimberly Horn to do the designing work on the project. Street design is not done yet but will be started soon. Meyer will have more real numbers in February and come

back to the Council at that time.

Public Utilities – Manager Bill Masterson. Christmas lights & banners are up. Outside work is getting done slowly with cold weather.

Park & Rec – No meeting in December.

Fire Dept. - Discussion was held on the disposal of the old fire truck. Merschman talked about giving it to the Shevlin Historical Society. Brovold spoke on that it must go out on bids. Motion was made by Merschman to get the process going on putting it up for bids. Seconded by Sutherland. Discussion held. Clerk stated that the old dog pound vehicle and another old truck need to also go up on bids. Members agreed to wait with all vehicles until spring. Merschman withdrew his motion.

Discussion was held on an Agreement between Owner and Engineer for Professional Services. (City & Karvakko Engineering). Agreement was tabled until members could review it more. Karvakko will be asked to come to a January 2017 meeting.

Motion was made by Merschman to appoint Amanda Brustad to the Park & Recreation Board for another term. Seconded by Bonik, motion carried.

Motion was made by Sutherland to approve the following licenses & permits: 2017 Liquor License – Bowl Inn, Great Northern Bar & Grill, Timbers Event Center, and Main Street Tavern pending receipt of insurance certificate; 2017 Dance Permits – Timbers Event Center, American Legion Club, Main Street Tavern; 2017 Sunday Liquor License – Bowl Inn, American Legion Club, Grover Properties and Main Street Tavern pending insurance certificate; 2017 Club License – American Legion Club; 2017 3.2% On-Sale License – Grover Properties; and 2017 On Sale Wine License – Grover Properties. Seconded by Bonik, motion carried.

Motion was made by Merschman to approve the Application for Exempt Permit/Gambling permit for the Bagley Firemen’s Relief Association for April 22, 2017. Seconded by Brovold, motion carried.

Motion was made by Merschman to pass Resolution #31-16 BAGLEY FIREMENS RELIEF GAMBLING PERMIT. Seconded by Brovold, motion carried.

Motion was made by Merschman to pass Resolution #32-16 DESIGNATED FUND TRANSFER. Seconded by Brovold, motion carried.

Motion was made by Merschman to pass Resolution #33-16 DESIGNATION OF FUNDS. Seconded by Bonik, motion carried.

Motion was made by Merschman to pass Resolution #34-16 A RESOLUTION APPOINTING A COMMISSIONER TO FILL AN UNEXPIRED TERM TO THE BAGLEY HOUSING AND REDEVELOPMENT AUTHORITY. Seconded by Brovold, motion carried.

Motion was made by Merschman to pass Resolution #35-16 TRANSFER OF DESIGNATED FUNDS. Seconded by Brovold, motion carried.

Motion was made by Merschman to approve the 2017 Pawnbroker license/permit for Bagley Motor Sports, pending receipt of insurance certificate. Seconded by Bonik, motion carried.

Motion was made by Brovold to set the 2017 City Council meetings for the second and fourth Wednesday of each month at 5:30 p.m. Seconded by Sutherland, motion carried.

Clerk informed the Council that the City has received a dividend check in the amount of \$35,757.00 from the League of MN Cities Insurance Trust.

Motion was made by Merschman to transfer \$25,000 from the Liquor Store checking account to the City

checking account. Seconded by Bonik, motion carried.

Motion was made by Bonik to appoint Tom Lillegaard to the Public Utilities Board. Seconded by Brovold, motion carried.

Sale of lot to Klay Thompson was tabled until spring 2017.

January 27 & 28, 2017 is the Experienced Leadership Conference. No members will be attending at this time.

Mayor Michel stated that no further meeting will be needed for the Truth in Taxation.

Mayor discussed a proposed street located behind and next to the Cenex Station. This will be added to the long term goals for the Council.

Bonik reported the Firemen's Relief Board will be meeting in January 2017.

Being there was no further business to come before the Board; motion to adjourn was made by Merschman. Seconded by Brovold, motion carried.