

## MINUTES

October 16, 2007

General Meeting

- 1) The meeting was called to order by Mayor, Charles Neff at 7:02 p.m.
  - a) Council Members present were Charles Neff, Mayor, Bob Dablow, Lucy Fitzgerald, Shelley Poehls and Randy McFarland
  - b) Others present were Becky Nyland, Clerk, Kim Johnson, Treasurer, Rich Hayes, Water Supervisor, Norm Nyland, Wastewater Supervisor, Ronnie & Brad Fitzgerald, Doug Buttenhoff, Randy Schmidt and Scott Mead.
- 2) The Pledge of Allegiance was said.
- 3) Previous Minutes
  - a) General Meeting, 9/18/2007  
A MOTION was made by Shelley Poehls to approve the General Meeting, 9/18/2007, minutes. It was 2nd by Lucy Fitzgerald and the motion carried.
  - b) Special Meeting, 10/3/2007, Preliminary Budget Meeting  
A MOTION was made by Shelley Poehls to approve the Special Meeting, 10/3/2007, Preliminary Budget Meeting minutes. It was 2nd by Lucy Fitzgerald and the motion carried.
- 4) Zenas Baer – Since nothing more was heard from ICNT Internet and there was nothing more for Zenas, he was no present.
- 5) Ulteig Engineering – Dan Hanson
  - a) New Well – Dan reported that the well should be completed by the end of the month. Lucy stated that there was a pretty big mess behind the fire hall and Dan stated that they will request the well drilling company to clean up and fix everything they damaged before final payment is made.

**The meeting was recessed for Special Assessment Hearing at 7:15 – Dan Hanson, Ulteig Engineering, read the Assessment Hearing Outline for the record and to satisfy requirement. The only questions came from council members and no one contested assessments.**

**The General Meeting was reconvened at 7:22 p.m.**

- b) Quarterline Crossing 3rd Addition
  - i) Resolution Adopting Assessment, #10/16/07-01  
A MOTION was made by Lucy Fitzgerald to approve the Resolution Adopting Assessment, #10/16/07-01, for Quarterline Crossing 3<sup>rd</sup> Addition. It was 2<sup>nd</sup> by Bob Dablow and the motion carried.
  - c) Water Tower Freeze Up Situation – Dan reported that he has done a lot of research on preventing this from happening again this year. He has determined that the main problem is that the City Of Sabin is just not “using enough water”. He went through several options and why they wouldn’t work and made a recommendation to install a spigot at the base of the water tower and have it run during times of extreme cold weather. Unfortunately this would have to drain into the sanitary sewer, but it would only be for a couple of weeks during the coldest part of the year. Several council members and Rich

did not like this idea and would like to find another solution. Dan will do some more checking and let the council know what he finds out as soon as he finds anything. Dan presented the city with a more current Arial picture of Sabin and a plat of all three Quarterline Crossing Additions.

6) Rolan Holm – was not present and will be giving reports quarterly.

7) The Treasurer's Report stands as read.

8) Receipts & Disbursements

A MOTION was made by Lucy Fitzgerald to approve the Receipts & Disbursements. It was 2<sup>nd</sup> by Bob Dablow and the motion carried.

9) Amendments to the Agenda

a) NSF Check Letter – 15-c

b) Fitzgerald's Construction – 18-i

10) Committee Reports – Public Hearings – Citizens Address the Council

a) There were no citizens that addressed the council.

b) Park Committee – Randy McFarland reported that they are still only about ½ way to the total amount for the Basketball Court. Hopefully the park committee can get more funds over the winter with some fund raisers.

c) Planning Commission – Tom Berglind, was not present

d) Community Center

i) Stage and bar carpet, the carpet isn't here yet, but it will be put in as soon as it's in.

ii) Men's Bathroom Fan – Scott reported that it's pretty much shot.

A MOTION was made Shelley Poehls to have Scott Mead spend up \$100.00 to fix the fan in the men's room. It was 2<sup>nd</sup> by Bob Dablow and the motion carried.

iii) Meeting "Price Schedule"

A MOTION was motion was made by Charles Neff to charge all non-profits \$25 per meeting. It died for lack of a 2<sup>nd</sup>.

It was agreed that there should be some kind of schedule made up on what to charge for different events and organizations. This was tabled until next meeting.

e) Kitchen remodeling was re-scheduled for the week of November 5th.

11) Fire Department Business, Commissioner Report, Bob Dablow handed out minutes and financial statements. The board of directors decided not give keys to all members of the council or township. The board will meet again on November 19<sup>th</sup> and will bring it up again.

12) EMS Business, EMS Commissioner, Shelley Poehls turned in the minutes and reported that the Rescue Squad is moving there stuff over to their new building. They received a grant to help cover the GPS unit. Charles suggested that a couple of council meet with a couple of the Rescue Squad members to look at how to lay out the building. Bob & Charles will meet with Doug and others when it's convenient for both parties.

13) Water Department, Rich Hayes, Supervisor. Rich reported that Northern will be tying onto the new well on the 19<sup>th</sup>. He reported on his presentation in Duluth.

14) Water/Sewer/Garbage Bills & Past Dues

- a) 9 Past dues sent out on 10/8/2007, for a total of \$3,377.61
  - i) Jasmine Carlson – was sent a certified letter for her balance of \$241.42.  
(1) Glenn Rosenfeldt, landlord
  - ii) Tony Anderson - was sent a certified letter for his balance \$159.13.  
(1) , Roger Ball, Jr., landlord

It was agreed that if they do not pay their balances that their landlords should be contacted and be responsible for the remaining balances. Becky will send letters to the perspective landlords after the 25<sup>th</sup> of the month if the certified letters do not result in collection.

- iii) John Beck – was sent a certified letter for his balance and the council's health concern.
- b) Shut off notices will go out on 10/18/07, with a Shut off date of 10/25/07
- c) NSF Check letter – Becky handed out a letter that she drafted to a an individual that has had three NSF checks in the last six (6) months instructing that future payments to the city must be made in cash or cashier's checks. The city council agreed that this is the appropriate action and will be policy.

15) Sewer Department, Norm Nyland, Supervisor – Norm reported that he'll be doing a pre-discharge test in the next couple of days. He's hoping the barley straw deal worked, but won't know until the test is back. Bob is done mowing the lagoons for the season.

16) Ordinances

- a) There are no ordinances in progress

17) Old Business

- a) Re-keying the city, Bob and Becky have looked over and ordered keys for the project. Re-keying should be done by the end of the month.
- b) 2008 Preliminary Budget
  - i) Utility Bills, Kim & Becky didn't have a chance to go over the budget and Utilities because of lack of time and personal family matters. They will try and have more information by the next special meeting.
  - ii) The final Levy is due December 31, 2007
- c) The Petty Cash & Cash Box is all set to go and under lock & key.
  - i) Street Parking Problem – A note was sent out with the Utility Bills reminding people to keep streets clear for emergency vehicles and snow removal. It will go out again in October's bills.
- d) RFP's
  - i) Auditors – Kim would like to suggest for go the RFP and like Fieberger-Swanson-West do the audit this year. They council agreed.
- e) The Welcome to the City Business Certificates for Old 52 General Store and Krabby's Ale Haüs & Pub will be delivered soon.
- f) Zoning Ordinances "Task Force" – no one was present to report and it's believed that nothing has been done yet.
- g) NIMS – Shelley still hasn't heard anything on this, but we are way behind in our training.
- h) Fitzgerald Construction – Charles stated that he has noticed that there has been more cleaning up and everything is looking a lot better. The city appreciates the efforts made by Fitzgerald Construction. Brad wanted to point out that even though it's not "obvious" that things are being cleaned up doesn't mean that they are not. It takes time to empty some of the truck trailers before they can be moved out.

18) New Business

a) Banking

- i) Bank of the West – Kim would like to propose switching to Bank of the West because of the better interest rate and for better service since she has worked with the business banker that is there before and cannot get results from our business banker at Wells Fargo. The business banker from Bank of the West will be happy to attend a meeting to answer any questions. The check reader can still be used and is a huge asset in processing deposits in a timely manner. The change will be made at the first of the year.
- b) Cat problem – Becky received a call that a citizen is having a problem with cats using her back yard to defecate and are not covering. Another reminder about pet control will go out with the October bills.
- c) Laminator – Becky presented a quotation for a cold laminator for \$233.00, which included two rolls of lamination products. Some council members wonder why one would be needed and several items were pointed out. No decision was requested or made, Becky just wanted the city to be aware that she felt one would be nice to have.
- d) Chairs

A MOTION was made by Charles Neff to authorize 10 chairs to be purchased at \$49.99 each. It was 2<sup>nd</sup> by Lucy Fitzgerald and the motion carried.

Shelly stated that Walmart had some and Becky will check it out and put it on her city card since she is the only one with a high enough limit for that amount.

e) Resolution Approving Lawful Gaming—Krabby's Ale Haus & Pub, #10/16/07-02

A MOTION was made by Shelley Poehls to approve Resolution Approving Lawful Gaming—Krabby's Ale Haus & Pub, #10/16/07-02. It was 2<sup>nd</sup> by Lucy Fitzgerald and the motion carried.

18) Commissioner Reports

- a) Weeds – Commissioner, Charles Neff – nothing to report
- b) Parks – Commissioner, Randy McFarland – nothing to report
- c) Health – Commissioner, Charles Neff – nothing to report
- d) Streets – Commissioner, Lucy Fitzgerald – handed over a quote for seal coating for the budget meeting.
- e) Recycling – Commissioner, Randy McFarland – nothing to report
- f) Civil Defense – Commissioner, Randy Schmidt – nothing to report
- g) Building Official – Randy McFarland – nothing to report

19) Adjournment

A MOTION was made by Lucy Fitzgerald to adjourn. It was 2<sup>nd</sup> by Shelley Poehls and the motion carried.

Meeting adjourned at 9:35 p.m.

Respectfully Submitted



Becky Nyland, City Clerk

Approved 11/20/2007