

## Truman Council Minutes

The regular meeting was duly held at the Municipal Building and by electronic means remotely via Zoom on the 15<sup>th</sup> day of March, 2021 at 5:30 o'clock P.M.

Present: Mayor Terry Bentele, Councilor Brandon Mosloski, Councilor Brian Nickerson, Councilor Jake Ebert

Absent: Councilor Patty Truax

Staff present: Utility Billing Specialist/Deputy Clerk Thea Boesch, City Clerk-Treasurer Amy Huber, Utility Foreman Brent Brown, Street Superintendent John Bosshart, Police Chief Justin Jobe

Also Present: Greg Burkhardt, Lisa Shellum, Debbie Neitzke, Mike Sheplee, Fire Chief Dave Bentz, Jason Nickerson

Mayor Terry Bentele presided over the meeting, opening with the Pledge of Allegiance.

### Public comment

None

### Audit Report for 2020

Greg Burkhardt from Burkhardt & Burkhardt presented the audited 2020 city financial statements. He said that it was a clean audit report after some adjustments. They proposed 58 journal entries for typical year-end entries, and 9 journal entries for audit entries or correction of errors. After review of 60 invoices, they found that there was a hand full of invoices that were not paid within 35 days of receipt of invoice, which is not in compliance with the Minnesota statutes. Material weaknesses were audit adjustments, and deficiencies in preparation of financial statements and segregation of duties. He recommended that prior to year-end to review interfund loans to make sure payments were made according to payment terms. He touched on the General Fund unassigned fund balance, which is at 8.8%, and they recommend between 30% to 40%. This is important as it is looked at by the state auditor, and by bond rating agency if you were required to get a rating. The Electric Fund did well last year. The Water Fund did not do as well do to distribution and meter expenses. The Sewer Fund also did not do as well due to maintenance items in production and some administration adjustments.

### Truman Public School Parking

Lisa Shellum, Truman Public School Superintendent, and Debbie Neitzke, from the Truman Public School Board, held a discussion about current parking structure, and purposed changes. At the beginning of the school year 2020 they made changes to the bus loading/unloading zone for safety reasons. Lisa went into detail about those changes made to the bus loading/unloading area, the handicap parking, the school van parking, the visitor parking, and the 15-minute parking. Therefore, they are proposing to add parking signage to the west area of the main door entrance apron to accommodate those changes, and bus parking signage to the east side of the school apron. Also, no parking signs should be posted on the north side of the street across from the busses. The school district will pay for those signs. It is also a struggle to find enough parking for the almost 50 staff members at the school, so that they can be situated closest to their classrooms for ease of hauling all

the necessary items to and from home every day. Lastly, a discussion was held about the snow removal in the high school parking lot and going forward to keep in communication with John Bosshart if there are any problems.

#### Truman's Rural & Urban Ordinance Determination

Martin County Assessor, Mike Sheplee, was in attendance to discuss a couple of properties that are listed with exceptions in our rural service district; therefore, those parcels are part in the RSD and part not in the RSD. This would be the Vernon Bau property and the Mark Hansen property. Parcels should not be split in this manner, if they are then the parcels themselves need to be split into two separate parcels. Because of this the city needs to identify if they want them split for that purpose, or if they want those entire parcels listed in the rural service district. He said that this is something that you will want to complete by this summer.

#### Fire Relief Association

Fire Relief Association Vice President, Jason Nickerson, was in attendance to discuss the request to increase the retirement benefit as proposed at a prior meeting. Councilor Brian Nickerson stated that he would like to have the decision tabled for 90 days with a stipulation that the Fire and Ambulance crews clean up the hall. He had recently done a walkthrough of the hall and was disappointed in how well it is being cared for. Decision was tabled and will be re-visited in 90 days.

#### Fire Department – Sale of Tanker No. 7

Fire Chief Dave Bentz notified the council that they had received a bid from the City of Granada for \$22,500 for Tanker No. 7. This bid was discussed with the fire department and approved to bring to the council for a recommendation to accept. Therefore, he is making that recommendation to the city council to approve this reasonable offer from the City of Granada. **A motion was made by Councilor Brian Nickerson, seconded by Councilor Brandon Mosloski, and motion carried to approve the bid received from the City of Granada in the amount of \$22,500 for the sale of Tanker No. 7, and the funds will be put into the fire department truck fund.**

#### Utility Billing Specialist/Deputy Clerk Job Description

Utility Billing Specialist/Deputy Clerk Thea Boesch presented the job description for Utility Billing Specialist/Deputy Clerk position as formerly discussed at the special meeting on March 9<sup>th</sup>. At the meeting it was discussed to combine the job duties of prior Office Manager Judi Davis, the job description on file with the union, as well as a generic job description for Utility Billing Specialist/Deputy Clerk. **A motion was made by Councilor Jake Ebert, seconded by Councilor Brian Nickerson, and motion carried to approve the job description for Utility Billing Specialist/Deputy Clerk position.**

#### Approval of Utility Foreman Position MOU

Andrew Kieffer, IBEW union representative, provided the council with the memorandum of understanding for the Utility Foreman position. This document included the additional job duties, proposed wage increase, and additional vacation days. **A motion was made by Councilor Jake Ebert, seconded by Councilor Brian Nickerson, and motion carried to approve the MOU for the Outside Utility Foreman upgrade.**

During the special meeting it was also discussed updating the Outside Utility Foreman job description, provided from the union, to reflect the changes from TPU to the City of Truman. The

updated job description was provided to the council for approval, and after discussion was held a few changes were noted. **A motion was made by Councilor Jake Ebert, seconded by Councilor Brian Nickerson, and motion carried to approve the Outside Utility Foreman job description with the noted changes as discussed.**

John Deere Utility Tractor Mower Deck Quote

Street Superintendent John Bosshart provided a quote to the council from C & B Operations for a 62-inch mower deck for \$2,382 and would have a lower grade deck. The leased unit has a 72-inch deck and is a commercial grade deck. **A motion was made by Councilor Brian Nickerson, and seconded by Councilor Brandon Mosloski, and motion carried to approve the purchase of the 62-inch mower deck from C & B Operations for \$2,382.**

Minutes

**Motion made by Councilor Brandon Mosloski, seconded by Councilor Brian Nickerson, and motion carried to approve the minutes from the Regular Council Meeting on March 1<sup>st</sup>, 2021.**

**Motion was made by Councilor Jake Ebert, seconded by Councilor Brandon Mosloski, and motion carried to approve the minutes from the Special Council Meeting on March 9<sup>th</sup>, 2021.**

**Motion was made by Councilor Brandon Mosloski, seconded by Councilor Brian Nickerson, and motion carried to approve the minutes from the Emergency Council Meeting on March 9<sup>th</sup>, 2021.**

City Claims

Check #38573 - #38630 - \$161,010.95

**Motion made by Councilor Brandon Mosloski, seconded by Councilor Brian Nickerson, and motion carried to approve the City Claims.**

Old Business

None

New Business

None

Mayor Terry Bentele entertained a motion to adjourn the meeting. **Motion made by Councilor Jake Ebert, seconded by Councilor Brandon Mosloski, and motion carried to adjourn the meeting at 7:46 p.m.**

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**Thea Boesch, Deputy Clerk**