

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL OF BIG FALLS, COUNTY OF KOOCHICHING, STATE OF MINNESOTA, INCLUDING ALL ACCOUNTS SUBMITTED BY SAID COUNCIL.

February 14, 2022

The regular meeting of the Big Falls City Council was called to order at 7 p.m. by Mayor Shawn Pritchard. Members present were Jeff Oehlerking, LouAnn Abendroth, Brenda Sursely and Angela Boes.

Additions. Resolution 2022-03 and a KEDA Letter of Support were added to the consent agenda.

Commissioner's Report. Wayne Skoe was not present for a report.

Consent Agenda. The consent agenda was presented with the following items:

- Approval of January regular and special meeting minutes
- Approval of January Financial Reports
- Adopt Resolution 2022-02, Authorization to Execute MN Department of Transportation Grant Agreement for Airport Improvement Excluding Land Acquisition.
- Adopt Resolution 2022-03, A Resolution to Elect the Standard Allowance Available Under the Revenue Loss Provision of the Coronavirus Local Fiscal Recovery Fund Established Under the American Rescue Plan Act.
- Approve Letter of Support for KEDA grant application to Northland Foundation for DEED Main Street Economic Revitalization Program.

There was a motion by Boes to approve the consent agenda. Second by Abendroth. The motion carried with all in favor.

Disbursements and Payroll. The disbursement and payroll reports were reviewed. *There was a motion by Abendroth to approve disbursements in the amount of \$30,423.82, check #19635-19677 and ACH 17723E-17733E, and January payroll. Second by Boes. The motion carried with all in favor.*

Liquor Report. Linda Dey was present for a report. A prime rib sandwich diner will be held on February 25th as a special event. New microwaves need to be purchased. Carol Burmeister will be trained in on the POS system for backup for Linda for programming items. The deck was discussed, noting that runoff from the roof causes icy patches. Ideas about a roof were talked discussed, with the clerk noting that the Clean Indoor Air Act would need to be complied with. The council agreed to host Customer Appreciation on April 23rd. The .25/hour minimum wage was noted, as well as the same increase for all liquor employees that were above that rate, with the exception of the manager. *There was a motion to approve the liquor report by Abendroth. Second by Boes. The motion carried.*

Fire/EMS. Bill Pihlaja was not present for a report.

Maintenance Report. Terry Baird was present for a report. He informed the council that he will have a planned medical leave starting April 21st. He will be taking the pickup to Bemidji to have the heater repaired. *There was a motion by Boes to approve the maintenance report. Second by Sursely. The motion carried.*

Clerk's Report. Falls Hunger Coalition is looking for options to place a food shelf in Big Falls. The city does not have any space that would be suitable, and recommend that the collation speak to the local churches. The clerk informed the council that she would be willing to help as needed in the training process after her resignation date. *There was a motion by Abendroth to hire Joan Nelson as a temporary part-time position for training in the new clerk if needed at the 100% contract rate for the clerk/treasurer position. Second by Boes. The motion carried. The clerk spoke with SEH to see how much help their staff could provide in the DNR grant process this spring, and is waiting for a call back on this issue. There was a motion by Abendroth to approve the clerk's report. Second by Sursely. Motion carried.*

2021 Clerk/Treasurer's Report. The council reviewed the 2021 Financial report as presented by the clerk. *There was a motion to accept the report by Abendroth. Second by Oehlerking. Motion carried.*

Clerk/Treasure Applications. The council reviewed four applications received for the clerk position. All four applicants will be offered interviews to take place on Wednesday, February 16th beginning at 6 p.m. The council approved a contract with McDonnell Agency to do a basic background check on the successful applicant.

Maintenance Worker Position and Wage Discussion

The current union contract wage rates were discussed, and it was noted that the wage scale for the City of Big Falls is substantially less than competing job classes in Littlefork and International Falls, and that it is hard to attract new maintenance candidates at the wage that was previously offered. The clerk presented information on approximate costs to increase all three wage classes by \$2 per hour and \$3 per hour. She also informed the council that while it would fit in the 2022 budget, due to not hiring the new position yet, it would create a large deficit next year and will most likely require raising taxes or water and sewer rates substantially. *There was a motion by Oehlerking to approve a Union Contract MOU effective March 1st, 2022, that increases all three Union Wage Classes by \$3 per hour, while keeping the 5 steps to full pay provision as written.* Second to the motion by Abendroth. The motion carried with all in favor. The clerk is to repost the maintenance worker position with the new wage rate. *There was a motion by Boes to raise Miranda Olson's hourly rate to \$15 per hour.* Second by Abendroth. The motion carried with all in favor. The council discussed the liquor manager's wage. *There was a motion by Boes to increase Linda Dey's salary by \$2080.00 per year.* Second by Abendroth. The motion carried with all in favor.

The next regular meeting is set for Monday, March 14, 2022 at 7 p.m. in the council chambers.

There was a motion to adjourn by Oehlerking. Second by Abendroth. The motion carried with all in favor.

Shawn Pritchard, Mayor

Joan Nelson, City Clerk