

BOVEY CITY COUNCIL MEETING

March 3, 2021

6:00 p.m. Council meeting

Virtual via Zoom

CALL TO ORDER:

ROLL CALL:

APPROVE AGENDA:

PUBLIC INPUT:

CONSENT AGENDA:

1. Minutes from February 17, 2021 council meeting
2. Disbursements for claims and payroll
3. January 2021 Treasurer's report

DEPARTMENT HEADS & COMMITTEES:

1. Public Works, Kevin Odden
 - a. Status Report
 - b. Resolution for Outdoor Recreation grant application
2. Police, William Hollom
 - a. Memorandum of Agreement (work comp)
 - b. Memorandum of Agreement (AFLAC language)
3. Council members
 - a. Meeting with department heads

**UNFINISHED
BUSINESS:**

NEW BUSINESS:

CORRESPONDENCE:

ADJOURNMENT:

BOVEY CITY COUNCIL MEETING

February 17, 2021

6:00 p.m. Council meeting

Virtual via Zoom

CALL TO ORDER: Mayor Robert Stein called the meeting to order at 6:00 p.m.

ROLL CALL: Members present were Robert Stein, Deborah Trbojevich, Bryan Johnson, Nancilyn Meyer-Nail. Clerk Tara DeGuisseppi was also present. Adam Hecimovich was absent.

APPROVE AGENDA: Trbojevich/Johnson/all in favor

GUESTS: None

PUBLIC FORUM: None

CONSENT AGENDA: 1. Minutes from February 3, 2021 council meeting
2. Disbursements for claims and payroll
Johnson/Meyer-Nail/all in favor

DEPARTMENT HEADS & COMMITTEES:

1. Police, Chief William Hollom
 - a. Squad repair - \$1253.29 for brakes, transmission flush was done, and another new motor has been installed at no cost to the City. Hollom will research a lease program. A new radiator has also been ordered.
 - b. Memorandum of Agreement – Johnson/Stein/all in favor. Motion was rescinded. Add to next agenda along with AFLAC language to be removed.
2. Engineer, Joe Pelawa – not present
3. Public Works, Kevin Odden
 - a. Status report – included for council review
4. Attorney, John Dimich – not present
5. City Council
 - a. Donation of Coke machine to VFW (Stein) – Trbojevich as long as plaque stating donated by citizens of Bovey and returned to City if no longer using/Johnson/all in favor
 - b. WWMPB (Meyer-Nail) - updated on meeting held this morning pertaining to drafting a bill to go to legislature to secure funding to draw down water in Canisteo Pit.

UNFINISHED BUSINESS: None

NEW BUSINESS: None

CORRESPONDENCE: None

ADJOURNMENT: Johnson/Trboyevich/all in favor. Meeting adjourned at 6:36 p.m.

Tara DeGuseppi, Clerk

Robert Stein, Mayor

Date approved

Date Range : 2/1/2021 To 3/1/2021

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
02/23/2021	AFSCME COUNCIL 65	PAYROLL ENDING 2/12/2021 PAY DATE 2/19/2021	2644	\$106.52			
					100-41425-103-	Clerk	\$17.58
					100-41940-101-	General Government Buildings and Plant	\$13.42
					100-43128-101-	STREETS, SIDEWALKS, CURBS	\$40.71
					211-45501-103-	Library Administration	\$9.05
					601-49440-101-	Water Utilities -	\$4.34
					603-49520-101-	Administration and General Refuse Utilities -	\$14.90
					602-49490-101-	Administration and General Sewer Utilities -	\$1.06
					100-45010-101-	Administration and General Culture-Recreation Administration	\$5.46
02/23/2021	AFSCME PEOPLE	payroll ending 2/12/21 \$4.20 Contribution - Justin Hoshal	2645	\$4.20			
					100-43128-101-	STREETS, SIDEWALKS, CURBS	\$2.57
					603-49520-101-	Refuse Utilities -	\$1.13
					601-49440-101-	Administration and General Water Utilities -	\$0.03
					602-49490-101-	Administration and General Sewer Utilities -	\$0.01
					100-41940-101-	Administration and General General Government Buildings and Plant	\$0.41
					100-45010-101-	Culture-Recreation Administration	\$0.05
02/28/2021	NORTHERN DRUG SCREENING	INVOICE 8214	2646	\$20.00			
					100-43128-306-	STREETS, SIDEWALKS, CURBS	\$20.00
02/28/2021	DARREL GOULD	DOT INSPECTIONS - INVOICE 954306	2647	\$150.00			
					100-43128-228-	STREETS, SIDEWALKS, CURBS	\$75.00
					603-49520-228-	Refuse Utilities - Administration and General	\$75.00

Date Range : 2/1/2021 To 3/1/2021

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
02/28/2021	SCENIC RANGE NEWS FORUM	JOHN DEERE TRACTOR AD	2648	\$18.00	100-43128-352-	STREETS, SIDEWALKS, CURBS	\$18.00
02/28/2021	TITAN MACHINERY	INVOICE 15163776 GP - EDGE KIT	2649	\$670.38	100-43128-229-	STREETS, SIDEWALKS, CURBS	\$670.38
Total For Selected Claims				\$969.10			\$969.10

ADAM M HECIMOVICH	City Council/Town Board	Date
BRYAN D JOHNSON	City Council/Town Board	Date
DEBORAH LEE TRBOYEVICH	City Council/Town Board	Date
NANCILYN MEYER	City Council/Town Board	Date
ROBERT M STEIN	City Council/Town Board, Mayor	Date

Fund Name: All Funds

Date Range: 02/18/2021 To 03/01/2021

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
02/19/2021	Payroll Period Ending 01/29/2021	66795	RETRO PAY 01/01/2020 - 01/29/2021	N	STREETS, SIDEWALKS, CURBS	100-43128-101-	\$ 1,631.59
	Total For Check	66795					\$ 1,631.59
02/19/2021	Payroll Period Ending 01/29/2021	66796	RETRO PAY 01/01/2020 - 01/29/2021	N	STREETS, SIDEWALKS, CURBS	100-43128-101-	\$ 1,760.55
	Total For Check	66796					\$ 1,760.55
02/19/2021	Payroll Period Ending 02/12/2021	66798	01/30/2021 - 02/12/2021	N	Clerk	100-41425-103-	\$ 656.66
		66798			Library Administration	211-45501-103-	\$ 338.28
	Total For Check	66798					\$ 994.94
02/19/2021	Payroll Period Ending 02/12/2021	66799	01/30/2021 - 02/12/2021	N	Library Administration	211-45501-103-	\$ 284.15
	Total For Check	66799					\$ 284.15
02/19/2021	Payroll Period Ending 02/12/2021	66800	01/30/2021 - 02/12/2021	N	Council/Town Board	100-41110-103-	\$ 233.87
	Total For Check	66800					\$ 233.87
02/19/2021	Payroll Period Ending 02/12/2021	66802	01/30/2021 - 02/12/2021	N	General Government Buildings and Plant	100-41940-101-	\$(0.01)
		66802				100-41940-101-	\$ 93.43
		66802			STREETS, SIDEWALKS, CURBS	100-43128-101-	\$ 590.42
		66802			Culture-Recreation Administration	100-45010-101-	\$ 10.59
		66802			Water Utilities - Administration and General	601-49440-101-	\$ 5.78
		66802			Sewer Utilities - Administration and General	602-49490-101-	\$ 1.93
		66802			Refuse Utilities - Administration and General	603-49520-101-	\$ 261.02
	Total For Check	66802					\$ 963.16
02/19/2021	Payroll Period Ending 02/12/2021	66803	01/30/2021 - 02/12/2021	N	Patrol	100-42123-103-	\$ 1,196.77
	Total For Check	66803					\$ 1,196.77
02/19/2021	Payroll Period Ending 02/12/2021	66804	01/30/2021 - 02/12/2021	N	Council/Town Board	100-41110-103-	\$ 233.87
	Total For Check	66804					\$ 233.87
02/19/2021	Payroll Period Ending 02/12/2021	66805	01/30/2021 - 02/12/2021	N	General Government Buildings and Plant	100-41940-101-	\$ 329.04

Fund Name: All Funds

Date Range: 02/18/2021 To 03/01/2021

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		66805				100-41940-101-	\$ 0.01
		66805			STREETS, SIDEWALKS, CURBS	100-43128-101-	\$ 741.50
		66805			Water Utilities - Administration and General	601-49440-101-	\$ 29.35
		66805			Refuse Utilities - Administration and General	603-49520-101-	\$ 444.90
		Total For Check	66805				\$ 1,544.80
02/19/2021	Payroll Period Ending 02/12/2021	66806	01/30/2021 - 02/12/2021	N	Council/Town Board	100-41110-103-	\$ 233.87
		Total For Check	66806				\$ 233.87
02/19/2021	Payroll Period Ending 02/12/2021	66807	01/30/2021 - 02/12/2021	N	General Government Buildings and Plant	100-41940-101-	\$ 257.07
		66807			STREETS, SIDEWALKS, CURBS	100-43128-101-	\$ 577.73
		66807			Culture-Recreation Administration	100-45010-101-	\$ 257.07
		66807			Water Utilities - Administration and General	601-49440-101-	\$ 182.86
		66807			Sewer Utilities - Administration and General	602-49490-101-	\$ 50.35
		Total For Check	66807				\$ 1,325.08
02/19/2021	Payroll Period Ending 02/12/2021	66808	01/30/2021 - 02/12/2021	N	Mayor	100-41310-103-	\$ 118.80
		Total For Check	66808				\$ 118.80
02/19/2021	Payroll Period Ending 02/12/2021	66810	01/30/2021 - 02/12/2021	N	Patrol	100-42123-101-	\$ 1,621.35
		Total For Check	66810				\$ 1,621.35
02/22/2021	FURTHER	2021HSA-STREE	HSA CONTRIBUTIONS FOR 2021	N	STREETS, SIDEWALKS, CURBS	100-43128-131-	\$ 15,000.00
		Total For Check	2021HSA-STREE				\$ 15,000.00
02/22/2021	Hollom Sick Leave	Jan 2021 Sick	Sick Leave Earned Jan 2021	N	Patrol	100-42123-106-	\$ 268.64
		Total For Check	Jan 2021 Sick				\$ 268.64
02/22/2021	CITY OF BOVEY - Sick Leave	Jan20-Jan21Sick	Jan 2020 thru Jan 2021 earned Street Dept	N	STREETS, SIDEWALKS, CURBS	100-43128-106-	\$ 7,408.24
		Total For Check	Jan20-Jan21Sick				\$ 7,408.24
02/22/2021	General Fund	Jan21-Jan21Use	Sick Leave Used Jan 20 - Jan 21 Street Dept	N	STREETS, SIDEWALKS, CURBS	804-43128-810-	\$ 634.50
		Jan21-Jan21Use				805-43128-810-	\$ 3,127.44
		Jan21-Jan21Use				807-43128-810-	\$ 2,187.60
		Total For Check	Jan21-Jan21Use				\$ 5,949.54

Fund Name: All Funds

Date Range: 02/18/2021 To 03/01/2021

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
02/23/2021	MSRS	210219HCSP	PAY DATE 02/19/21 - HCSP	N	Patrol	100-42123-101-	\$ 71.78
		Total For Check	210219HCSP				\$ 71.78
02/23/2021	Internal Revenue Service	210219IRS	Federal taxes pay date 02/19/2021	N	Council/Town Board	100-41110-103-	\$ 135.89
		210219IRS				100-41110-122-	\$ 15.50
		210219IRS				100-41110-135-	\$ 14.52
		210219IRS			Mayor	100-41310-103-	\$ 102.08
		210219IRS				100-41310-122-	\$ 18.60
		210219IRS				100-41310-135-	\$ 4.35
		210219IRS			Clerk	100-41425-103-	\$ 167.09
		210219IRS				100-41425-122-	\$ 61.98
		210219IRS				100-41425-135-	\$ 14.49
		210219IRS			General Government Buildings and Plant	100-41940-101-	\$ 113.00
		210219IRS				100-41940-122-	\$ 60.38
		210219IRS				100-41940-135-	\$ 14.12
		210219IRS			Patrol	100-42123-101-	\$ 216.75
		210219IRS				100-42123-103-	\$ 240.12
		210219IRS				100-42123-122-	\$ 100.44
		210219IRS				100-42123-135-	\$ 23.49
		210219IRS				100-42123-135-	\$ 39.03
		210219IRS			STREETS, SIDEWALKS, CURBS	100-43128-101-	\$ 1,255.79
		210219IRS				100-43128-122-	\$ 615.05
		210219IRS				100-43128-135-	\$ 143.84
		210219IRS			Culture-Recreation Administration	100-45010-101-	\$ 52.19
		210219IRS				100-45010-122-	\$ 26.72
		210219IRS				100-45010-135-	\$ 6.25
		210219IRS			Library Administration	211-45501-103-	\$ 111.41
		210219IRS				211-45501-122-	\$ 52.45
		210219IRS				211-45501-135-	\$ 12.27
		210219IRS			Water Utilities - Administration and General	601-49440-101-	\$ 39.94
		210219IRS				601-49440-122-	\$ 21.05
		210219IRS				601-49440-135-	\$ 4.92
		210219IRS			Sewer Utilities - Administration and General	602-49490-101-	\$ 10.18
		210219IRS				602-49490-122-	\$ 5.22
		210219IRS				602-49490-135-	\$ 1.22
		210219IRS			Refuse Utilities - Administration and General	603-49520-101-	\$ 124.58
		210219IRS				603-49520-122-	\$ 61.08

Fund Name: All Funds

Date Range: 02/18/2021 To 03/01/2021

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		210219IRS				603-49520-135-	\$ 14.27
		Total For Check	210219IRS				\$ 3,900.26
02/23/2021	MN DEPT OF HUMAN SERVICES	210219MNCH	PAY DATE 2/19/2021	N	General Government Buildings and Plant	100-41940-101-	\$ 11.73
		210219MNCH			STREETS, SIDEWALKS, CURBS	100-43128-101-	\$ 74.11
		210219MNCH			Culture-Recreation Administration	100-45010-101-	\$ 1.33
		210219MNCH			Water Utilities - Administration and General	601-49440-101-	\$ 0.73
		210219MNCH			Sewer Utilities - Administration and General	602-49490-101-	\$ 0.24
		210219MNCH			Refuse Utilities - Administration and General	603-49520-101-	\$ 32.76
		Total For Check	210219MNCH				\$ 120.90
02/23/2021	MN REVENUE	210219MNREV	pay date 2/19/2021	N	Council/Town Board	100-41110-103-	\$ 125.00
		210219MNREV			Mayor	100-41310-103-	\$ 79.12
		210219MNREV			Clerk	100-41425-103-	\$ 44.41
		210219MNREV			General Government Buildings and Plant	100-41940-101-	\$ 19.79
		210219MNREV			Patrol	100-42123-101-	\$ 87.71
		210219MNREV				100-42123-103-	\$ 77.81
		210219MNREV			STREETS, SIDEWALKS, CURBS	100-43128-101-	\$ 230.25
		210219MNREV			Culture-Recreation Administration	100-45010-101-	\$ 10.02
		210219MNREV			Library Administration	211-45501-103-	\$ 22.88
		210219MNREV			Water Utilities - Administration and General	601-49440-101-	\$ 7.29
		210219MNREV			Sewer Utilities - Administration and General	602-49490-101-	\$ 1.95
		210219MNREV			Refuse Utilities - Administration and General	603-49520-101-	\$ 24.69
		Total For Check	210219MNREV				\$ 730.92
02/23/2021	PERA	210219PERA	PAY DATE 2/19/2021	N	Council/Town Board	100-41110-103-	\$ 37.50
		210219PERA				100-41110-121-	\$ 37.50
		210219PERA			Clerk	100-41425-103-	\$ 69.10
		210219PERA				100-41425-121-	\$ 79.73
		210219PERA			General Government Buildings and Plant	100-41940-101-	\$ 67.25
		210219PERA				100-41940-121-	\$ 77.60
		210219PERA			Patrol	100-42123-101-	\$ 338.79
		210219PERA				100-42123-103-	\$ 105.30

Fund Name: All Funds

Date Range: 02/18/2021 To 03/01/2021

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		210219PERA				100-42123-121-	\$ 121.50
		210219PERA				100-42123-121-	\$ 508.18
		210219PERA			STREETS, SIDEWALKS, CURBS	100-43128-101-	\$ 654.98
		210219PERA				100-43128-121-	\$ 755.74
		210219PERA			Culture-Recreation Administration	100-45010-101-	\$ 29.78
		210219PERA				100-45010-121-	\$ 34.36
		210219PERA			Library Administration	211-45501-103-	\$ 57.10
		210219PERA				211-45501-121-	\$ 65.89
		210219PERA			Water Utilities - Administration and General	601-49440-101-	\$ 23.49
		210219PERA				601-49440-121-	\$ 27.11
		210219PERA			Sewer Utilities - Administration and General	602-49490-101-	\$ 5.82
		210219PERA				602-49490-121-	\$ 6.71
		210219PERA			Refuse Utilities - Administration and General	603-49520-101-	\$ 67.49
		210219PERA				603-49520-121-	\$ 77.86
		Total For Check	210219PERA				\$ 3,248.78
02/23/2021	WILLIAM HOLLOW	210219REIM	PAY DATE 2/19/2021 - INSURANCE PREMIUM REIMBURSEMENT	N	Patrol	100-42123-101-	\$ 125.00
		Total For Check	210219REIM				\$ 125.00
02/23/2021	MSRS	210221MSRS	PAY DATE 02/19/21 - DEFERRED COMP	N	Clerk	100-41425-103-	\$ 33.00
		210221MSRS				100-41425-125-	\$ 20.63
		210221MSRS			General Government Buildings and Plant	100-41940-101-	\$ 63.05
		210221MSRS				100-41940-125-	\$ 24.25
		210221MSRS			Patrol	100-42123-101-	\$ 275.00
		210221MSRS				100-42123-125-	\$ 100.00
		210221MSRS			STREETS, SIDEWALKS, CURBS	100-43128-101-	\$ 2,346.92
		210221MSRS				100-43128-125-	\$ 74.25
		210221MSRS			Culture-Recreation Administration	100-45010-101-	\$ 58.75
		210221MSRS				100-45010-125-	\$ 19.95
		210221MSRS			Library Administration	211-45501-103-	\$ 17.00
		210221MSRS				211-45501-125-	\$ 10.62
		210221MSRS			Water Utilities - Administration and General	601-49440-101-	\$ 41.70
		210221MSRS				601-49440-125-	\$ 14.10

Fund Name: All Funds

Date Range: 02/18/2021 To 03/01/2021

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		210221MSRS			Sewer Utilities - Administration and General	602-49490-101-	\$ 11.50
		210221MSRS				602-49490-125-	\$ 3.90
		210221MSRS			Refuse Utilities - Administration and General	603-49520-101-	\$ 13.55
		210221MSRS				603-49520-125-	\$ 13.55
		Total For Check	210221MSRS				\$ 3,141.72
Total For Selected Checks							\$ 52,108.58

For the Period : 1/1/2021 To 1/31/2021

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>	<u>Less Deposits In Transit</u>	<u>Plus Outstanding Checks</u>	<u>Total Per Bank Statement</u>
General Fund	\$440,284.17	\$4,651.56	\$131,368.22	\$313,567.51	\$0.00	\$17,110.88	\$330,678.39
SPECIAL REVENUE FUNDS (201 through 299)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash - Clerk	\$64.52	\$135.48	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00
Petty Cash - Police	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00
Gambling Funds	\$750.87	\$0.00	\$0.00	\$750.87	\$0.00	\$0.00	\$750.87
Tac Prod Tax - Fire Collaboration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CBT Sewer Savings	\$7,998.58	\$0.00	\$0.00	\$7,998.58	\$0.00	\$0.00	\$7,998.58
Refuse Savings	\$16,542.17	\$0.00	\$0.00	\$16,542.17	\$0.00	\$0.00	\$16,542.17
City Beautification	\$4,494.51	\$0.00	\$0.00	\$4,494.51	\$0.00	\$0.00	\$4,494.51
Library	\$21,852.07	\$0.00	\$2,316.32	\$19,535.75	\$0.00	\$18.10	\$19,553.85
Sweeper Fund	\$15,843.70	\$0.00	\$0.00	\$15,843.70	\$0.00	\$0.00	\$15,843.70
DEED SCDP PROGRAM	\$17,046.90	\$0.00	\$0.00	\$17,046.90	\$0.00	\$0.00	\$17,046.90
Playground Equipment Fundraiser	\$3,337.30	\$35,000.00	\$0.00	\$38,337.30	\$0.00	\$0.00	\$38,337.30
Playground Petty Cash	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00
DEBT SERVICE FUNDS (301 through 399)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2014A GO WATER REV BONDS	\$3,898.12	\$2,653.74	\$14,550.00	(\$7,998.14)	\$0.00	\$14,550.00	\$6,551.86
2016A GO REFUNDING BONDS	\$178,977.11	\$8,292.93	\$113,620.00	\$73,650.04	\$0.00	\$435.00	\$74,085.04
CAPITAL PROJECT FUNDS (401 through 499)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
General Capital Projects	\$77,055.24	\$1,098.12	\$0.00	\$78,153.36	\$0.00	\$0.00	\$78,153.36
Water	\$230,245.29	\$14,899.90	\$8,197.63	\$236,947.56	\$0.00	\$1,121.00	\$238,068.56
Sewage Collection and Disposal	\$252,912.98	\$24,951.73	\$21,436.89	\$256,427.82	\$0.00	\$132.45	\$256,560.27
Refuse or Garbage Collection	\$57,575.28	\$7,508.62	\$6,417.55	\$58,666.35	\$0.00	\$340.14	\$59,006.49
FIDUCIARY FUNDS (801 through 899)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sick Leave 975859 - Hollom	\$2,801.83	\$1,824.48	\$0.00	\$4,626.31	\$0.00	\$0.00	\$4,626.31
Sick Leave 975856 - Lawson	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sick Leave 975850 - Odden	\$17,742.09	\$0.00	\$0.00	\$17,742.09	\$0.00	\$0.00	\$17,742.09
Sick Leave 975862 - McCartney	\$1,600.68	\$0.00	\$0.00	\$1,600.68	\$0.00	\$0.00	\$1,600.68
Sick Leave 976015 - DeGuisseppi	\$5,589.22	\$0.00	\$0.00	\$5,589.22	\$0.00	\$0.00	\$5,589.22
Sick Leave 976030 - Hoshal	\$3,560.41	\$0.00	\$0.00	\$3,560.41	\$0.00	\$0.00	\$3,560.41

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>	<u>Less Deposits In Transit</u>	<u>Plus Outstanding Checks</u>	<u>Total Per Bank Statement</u>
Total	\$1,360,523.04	\$101,016.56	\$297,906.61	\$1,163,632.99	\$0.00	\$33,707.57	\$1,197,340.56

ADAM M HECIMOVICH	City Council/Town Board					Date
BRYAN D JOHNSON	City Council/Town Board					Date
DEBORAH LEE TRBOYEVICH	City Council/Town Board					Date
NANCILYN MEYER	City Council/Town Board					Date
ROBERT M STEIN	City Council/Town Board, Mayor					Date

CITY OF BOVEY
PUBLIC WORKS DEPARTMENT
MONTHLY REPORT

FEBRUARY 2021

Streets

- 1 Snow plowing and sanding as needed.
- 2 Removed snow piles from Main Street as needed.
- 3 Widen streets and alleys.
- 4 Cleaned Main St. boulevards with the ASV snowblower.
- 5 Opened storm drain grates.
- 6 Burned brush pile at dump site.
- 7 Submitted grant applications to Mn Power and Lake Country Power for the playground. Total amount submitted for was \$40,000 combined. Working on DNR Outdoor Grant in the amount range of \$200,000-250,000. Need to pass the attached resolution.
- 8 Hauled TV and computers to the landfill.
- 9 Had Darrel Gould perform DOT inspections on dump truck and garbage truck.
- 10 Senior citizen group asked to have the large snow pile at City hall removed, hauled to Post Office area.
- 11 Met with Bob Schwartz and discussed trail system project for park expansion.

Water

- 1 Finished and submitted the 2020 Annual Wellhead Evaluation report.
- 2 Have been having problems with the pump house electronics. Problems started during the cold spell we had. Spent many hours babysitting the controls to keep the tower level up to a normal range. Many hours were spent after hours and during the night. I only charged 1 call out and that was when the initial problem was found. It slowly improved after the weather warmed up. After discussing with Kraig from Total Control, we believe it may have been caused by an ice mass in the tower. Brian went to top of tower and looked inside. Ice mass all the way across the top. Did some research and this is normal in cold climates such as ours. Some municipalities do heat the water before it enters the tower or has mixers, most don't.
- 3 I have had 2 reports of frozen water service. 1 turned out to be inside the house, the other was a frozen service outside the house at 315 1/2 7th Ave.
- 4 Removed and cleaned overflow discharge screen on the water tower.
- 5 Called out Brian on Sunday, February 21st to the Enstrom building to shut off the water. Owner stated he couldn't get to the main shut off in the basement to shut off and he had several broken lines.
- 6 Attended on-line water training on 2/25.
- 7 After all the problems with the water tower icing, I discussed possible ways of keeping this from happening with Kraig from Total Control. VFD's (Variable Frequency Drive) would be a good way to better control the system as we can have the pumps running constantly at a slower speed. This would keep constant water movement in the tower which could help prevent ice formation. See attached quote.
- 8 Received a water quality award from the CDC and MDH.

Sewer

- 1 Performed weekly, monthly and quarterly maintenance for Trailview lift station.
- 2 Report of a sewer backup at 411 3rd St. Talked with owner and I explained the backup policy and gave her Rapid Rooters contact info. Owner called back saying sewer goes out to 3rd St. and I informed her there is no sewer main in 3rd St. Called and talked to Adam from Rapid Rooter and he said his jetter went towards 3rd St. I researched videos and had Rapid Rooter come and televise a line. Sewer line goes to alley.
- 3 Report of sewer backup at 214 7th Ave. Opened manholes and checked the main on the 200 block of 7th Ave. Flowing fine, called and informed owner it is their problem.
- 4 Attended an online sewer training seminar.

Garbage

- 1 Garbage hauled for February- 24.89 tons. Weekly average- 6.22 tons.

Vehicles

- 1 Dump Truck- installed new curb feeler on yellow plow we purchased from Greenway Township.
- 2 2002 Silverado- replaced the plastic discharge chute for the sander.
- 3 Garbage Truck- hydraulic line for lift bar started leaking. Replaced line and wrapped with rubber at rub areas. Swing gate pins not extending. Tore down and found broken spring. Installed new spring, reassembled and tested, works good.
- 4 Loader- throttle started sticking at a high rpm. Looked at gas pedal, all electronic, no linkage to lubricate. Called McCoy and they replaced a sensor.

Buildings

- 1 City Hall- cleaned as needed.
- 2 Completed the Milestone Condition 2 portion of the Conditions Assessment Grant for City Hall Uploaded to Mn Historic Society and had video conference for next step of grant. Completed Milestone Condition 3 and uploaded to MHS on 2/25. One more report and submission required before the MHS closes the grant at which time we can consider submitting for grants to begin repairs or ADA accessibility.
- 3 Performed semi-annual maintenance on steam radiators and traps at City Hall. Repaired as needed.
- 4 Purchased TV for audio/visual equipment at City Hall. Began hookup and testing. Couldn't get Zoom to recognize the camera but Google Meet did. Finally got Zoom to work and tested system.
- 5 Setup new library printer for network printing.
- 6 Boiler room sump pump locked up, replaced.

Respectfully submitted,

Kevin D Odden

Kevin Odden
Maintenance Supervisor



Total Control Systems, Inc
38841 Nyman Drive NE
PO Box 40
Stanchfield, MN 55080-0040
Phone 320-396-4442 / Fax 320-396-4443

February 25, 2021

To: Kevin Odden

Re: Bovey, MN. – WTP HSP & Well VFD Quote

Total Control Systems, Inc. (TCS) proposes the following equipment for the City of Bovey WTP HSP & Well Controls. Supply the following VFD & PLC hardware for the city WTP SCADA system. This upgrade will allow the SCADA system to operate more efficiently by minimizing start/stop cycles and allow for a more consistent system pressure.

Equipment & Labor – Install WTP HSP & Well PLC equipment, wire in all signals, modify PLC and SCADA programs for VFD / pressure control and verify all operations.

Qty. 1 – ABB ACS580 25 HP 480 Volt VFD For Well & Bluetooth Keypad **(\$2,165.40)**

Qty. 1 – ABB ACS580 15 HP 480 Volt VFD For Well & Bluetooth Keypad **(\$1,386.00)**

Qty. 1 – ABB ACS580 10 HP 480 Volt VFD For Well & Bluetooth Keypad **(\$1,095.00)**

Qty. 1 – Allen Bradley 1762-IF2OF2 PLC Analog Module **(\$353.33)**

Install PLC Equipment & Terminate Wiring
PLC programming
SCADA programming
Start-up / testing

Labor & Travel Cost - **\$2368.00**

Total Cost: \$7,367.73 (NO Tax Included)

Does **not** include:

VFD Install & Wire Installation

- **Sales tax exempt, City to supply exemption certificate**
- Terms are Net 30 days from invoice date. No retainage allowed. A 1.5% charge per month added to any past due balance. Price may be dependent on past credit history.
- This quote/proposal valid for 60 days.
- Work to commence after receipt of an acceptable written purchase order acknowledging acceptance of our terms.
- F.O.B. **job-site**.
- Start-up service/training, documentation and equipment adjustment is included as specified.
- TCSI does not accept any liquidated damages.
- ALL PANELS FURNISHED BY TCS WILL HAVE A UL 508 SERIALIZED OR UL698A ENCLOSED INDUSTRIAL CONTROL PANEL RELATING TO HAZARDOUS LOCATIONS WITH INTRINSICALLY SAFE CIRCUIT EXTENSIONS LABEL, AS REQUIRED.

If you have any questions regarding our proposal, please contact our office. We look forward to working with you on this project.

Sincerely,
TOTAL CONTROL SYSTEMS, INC.

Kraig LaFreniere

ATTACHMENT A - APPLICANT'S RESOLUTION

BE IT RESOLVED that City of Bovey act as legal sponsor for the project contained in the Outdoor Recreation grant application to be submitted on the 3rd day of March 2021, and that Bolton & Menk is hereby authorized to apply to the Department of Natural Resources for funding of this project on behalf of City of Bovey.

BE IT FURTHER RESOLVED that the applicant has read the Conflict of Interest Policy contained in the Outdoor Recreation Grant Program Manual and certifies it will report any actual, potential, perceived or organizational conflicts of interest upon discovery to the related to the application or a grant award to the State.

BE IT FURTHER RESOLVED that City of Bovey has the legal authority to apply for financial assistance, and financial capability to meet the match requirement (if any) and ensure adequate construction, operation, maintenance, and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that City of Bovey has not incurred any development costs and has not entered into a written purchase agreement to acquire the property described in the Cost Breakdown section on this application.

BE IT FURTHER RESOLVED that City of Bovey has or will acquire fee title or permanent easement over the land described in the site plan included in the application.

BE IT FURTHER RESOLVED that, upon approval of its application by the State, City of Bovey may enter into an agreement with the State for the above-referenced project, and that City of Bovey certifies that it will comply with all applicable laws and regulations as stated in the grant agreement including dedicating the park property for uses consistent with the funding grant program into perpetuity.

NOW, THEREFORE BE IT RESOLVED that Mayor of Bovey is hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the City Council of City of Bovey on the 3rd day of March 2021.

SIGNED:

WITNESSED:

(Signature)

(Signature)

(Title)

(Date)

(Title)

(Date)

March 2021