Working Meeting Minutes

Call to Order: October 2, 2023 @ 6:00 PM

Pledge of Allegiance

Go over minutes from last meeting.

Go over claims for September.

Go over payroll for September

Go over Cash Control statement.

Create an agenda for the regular meeting.

**Visitors**

Brian Koehn- CPA Discussed CTAS Training for Clerks. The council would like to put Brian’s contract on the Oct 9th agenda.

**FDSP**

**Old Business**

Hawkinson’s Gravel- 2 loads for the Zion Harbor Road will be put off until Spring of 2024.

Complaint Form from resident update. The council would like the clerk to call the county and ask if the resident has any licenses or permits.

Storage Shed for Treatment Plant discussion. The council would like a spot for all sewer blankets to be stored. Thinking 10 by 12.

DBS sent a letter to the city with a new quote and explanations why work ceased in August.

**New Business**

The council would like to hire a new lawyer. We will start looking immediately.

Procedure of Recording and Publishing Minutes was discussed. By law, because we are a city with under 1000 residents, we do not have to record meetings or publish them. We only need to have approved minutes on file and available if requested. Closed meetings do need to be recorded with a digital recorder and stored for 3 years.

Digital Recorder needs to be purchased.

Kathy Nevins from Cass County Opioid Settlement Committee will speak at our 10/09/2023 meeting.

Enbridge purchased an AED for the City Hall. A thank you needs to be sent out.

An AED is also going to the Church, and one to be placed in Isle Harbor.

CPR and AED training will be held 10/28/2023 at Pier’s residence at 10AM. Everyone is welcome to attend this training.

Lott Excavating needs to be called again about roadside mowing.

Lego asked if we have received an invoice from Isle Harbor for the$ 5,000 agreed upon payment. Lego explained that the invoice was supposed to be itemized for our portion of the bill. This needs to be itemized moving forward.

Knox asked what reports the council would like to see at each meeting. Clerks are learning what reports we can run and present to better inform the council of our finances.

Council member Kunnari would like a clear picture of what we spend each year out of each fund, so we have a clear picture of how to decide what we want to decide for our levy.

Maintenance worker Payment will be paid $20.00 an hour.

Knox asked about banking info and how she can get access to information to start the balancing process. Mayor Raines said he will call the bank tomorrow and get Knox approved as a signer for our account.

The bank will need to see the minutes after a M/S/P is made at the next meeting.

**Clerk notes:**

**ADJ:**

**6:45 PM**