

Whalan City Council
Regular Meeting Minutes
Tuesday, December 12, 2023
Meeting held at the Whalan Town Hall and via Zoom

Present: David Hallum, Sheila Higbe, Kim Berekvam, Thore E. Johnson (in person); and Owen Lewis via Zoom

Absent: None

Visitors: Randy Berekvam and Barb Jeffers (in person); and Melanie Murphy, Jane Lewis, and Dave Ruberg via Zoom

Regular Meeting:

Mayor Hallum called the Regular Meeting to order at 5:00 p.m.

A. The Pledge of Allegiance was recited.

B. Agenda: Member Johnson motioned to approve the agenda with the addition of the following 2 topics:

*SEMAC Grant Rec'd for 2024

*Fillmore County Land Use Notice

Member Higbe seconded the motion. Motion carried, with all in favor, via a Roll Call Vote.

C. Approval of Minutes: Minutes of the November 13, 2023 Council Meeting were read by Mayor Hallum. Member Higbe motioned to approve the minutes of the Council Meeting as presented; Member Berekvam seconded the motion. Motion carried, with all in favor, via a Roll Call Vote.

D. Treasurer's Report: Clerk Grossell provided the treasurer's report. The following are the bank balances as of 11/30/2023: General Fund \$43,293.30 Court Reimbursement Fund \$2,103.19, Taste of the Trail \$2900.98, Ballfield Fund \$935.06, Beautification Fund \$187.00, General Capital \$27,720.54, and Electric Fund \$53,475.78.

Member Johnson motioned to approve the treasurer's report including the following accounts payable:

Claim No	Vendor	Detail	Amount	Check Number
	Payroll Period Ending			
Payroll	11/30/2023	November Payroll – R. Berekvam	\$ 577.80	6269
	Payroll Period Ending			
Payroll	11/30/2023	November Payroll – T. Grossell	\$ 500.00	6270
12122301	Plunkett's Pest Control	Nov Pest Control	\$ 44.52	6271
12122302	Acentek	Dec 2023 Phone and one-time line chgs	\$ 151.34	6272
12122303	Whalan Museum	December Internet Expense (in full)	\$ 70.26	6273
12122316	MiEnergy	Purchase Power, invoice	\$ 3511.00	6274
12122304	Rushford Hardware	Parts	\$ 38.58	6275
12122305	Connaughty Sales	Lovejoy Sleeve	\$ 59.00	6276
12122306	Bolton & Menk	LRIP Applic	\$ 4123.00	6277
12122307	Visit Bluff Country	Advertising 2024	\$ 193.34	6278
12122308	Sveen Excavating	Seasonal Road Maint 2023	\$ 500.00	6279
12122309	M & M Lawn & Leisure	Inv 139055	\$ 25.98	6280
12122310	David Hallum	Mayor Stipend July – Dec 2023	\$ 450.00	6281
12122311	Sheila Higbe	Council Stipend July – Dec 2023	\$ 300.00	6282
12122312	Kim Berekvam	Council Stipend July – Dec 2023	\$ 300.00	6283

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12122313	Owen Lewis	Council Stipend July – Dec 2023	\$ 300.00	6284
12122314	Thore E. Johnson	Council Stipend July – Dec 2023	\$ 300.00	6285
12122315	Randy Berekvam	Compound to fix gas tank leak	\$ 6.29	6286
12122317	Connaughty Sales	Parts for repairs	\$ 8.44	6287
12122318	Bolton & Menk	LRIP Grant Application	\$ 2893.50	6288

A. Member Higbe seconded the motion. Motion carried, with all in favor, via a Roll Call Vote.

B. **Welcome to Visitors and Visitor Comments:** No comments were shared.

C. **New Business:**

- a) **Zoning Committee Membership / Resolution 2023-13:** Member Higbe motioned to approve the resolution re-appointing the two current Planning & Zoning Commission Members (D. Snyder and J. Julianne) to another 3-year term serving through Dec 2026; Member Berekvam seconded the motion. Motion carried, with all in favor, via a Roll Call Vote.
- b) **Secure storage for city files:** It was agreed that a fireproof file cabinet should be purchased to securely store the official Whalan files in and to be stored onsite in the Town Hall Bldg. The exact size and location within the Town Hall Building is yet to be determined, but the Clerk/Treasurer was asked to find a few options to be considered at next month's meeting. No official action was needed/taken.
- c) **Meeting Schedule for 2024:** The tentative meeting schedule for 2024 was reviewed, assuming the Council will continue to meet on the 2nd Monday of each month. No official action was needed/taken.
- d) **SEMAC (Southeast MN Arts Council) Grant Rec'd for 2024:** It was reported that the City of Whalan received a \$5,000 Small Towns/Rural Areas grant for Music in the Bluffs, for the summer of 2024. There will be live music scheduled on one Saturday late afternoon/evening each month (June – August) time TBD. Thank you to Jane Lewis for submitting this grant request for our city. Member Higbe motioned that we accept the grant funds; Member Johnson seconded the motion. Motion carried, with all in favor, via a Roll Call Vote. Member Berekvam motioned to extend a contract to The Rutabaga Brothers for the August 17 event; Member Lewis seconded the motion. Motion carried, with all in favor, via a Roll Call Vote.
- e) **Fillmore County Land Use Notice:** Clerk Grossell read an announcement received from Fillmore County Land Use about a Public Hearing scheduled for 12/21/23 on 2 proposed ordinance amendments. She will post these details on the city's official website as well. No official action was needed/taken.

D. **Continued Business:**

- a) **2024 Budget:** Reviewed YTD 2023 figures, revised some budget line items, and finalized the 2024 budget, but there was no change in the final amount needed (\$64,613) from the 2024 levy. Member Berekvam motioned to approve Resolution 2023-12 approving Final 2024 Tax Levy due to County by 12/29/23; Member Johnson seconded the motion. Motion carried, with all in favor, via a Roll Call Vote.

E. **Miscellaneous:**

a) **Updates from the Clerk/Treasurer:**

- i. Letters of Support for road improvement project grant submission collected from nearly 10 local businesses; and Workers Comp Audit Completed this past month.
- ii. Notification from Social Security Administration questioning amounts included on 2022 Fed Tax Reports: She will need to investigate this further and report back her findings next month
- iii. Invoice for \$100 sent for Hall rent for Friday, October 20, but funds not received yet. Member Johnson will send a follow-up email to his contact for this reservation.
- iv. Invoice for \$750 sent for new electric connection @ 114 First Ave, and was received this week.

- b) **Phone Line Update:** Per a motion by Berekvam, the City Clerk will cancel the Call Forwarding Feature since it is not needed after all, and she will personalize the voicemail greeting to notify callers that this phone number is not staffed and leaving a voicemail is the best way to connect with us; the motion was seconded by Member Higbe. Motion carried, with all in favor, via a Roll Call Vote.

Approved on 01/08/2024

Next Meeting: Monday, January 8, 2024 at 5:00 p.m.

ADJOURN: Member Johnson moved to adjourn at 6:10 p.m.; motion seconded by Member Higbe. Motion carried, with all in favor, via a Roll Call Vote.

Respectfully Submitted,

Teresa L. Grossell
City Clerk/Treasurer