

CITY OF BARRETT
PO BOX 155
BARRETT, MINNESOTA 56311
www.barrettmn.com
Email - barrett@runestone.net
320-528-2440 Phone
320-528-6639 Fax

MAYOR: *Les Alvstad*

CLERK / TREASURER: *Marita Rhude*

COUNCIL MEMBERS:

Earl Janshen Todd Lang

Brian Tucker Jason Wendt

=====
Barrett City Council Meeting Agenda
Monday, November 13, 2017
6:30 p.m. - Regular Meeting

Call to Order
Visitor Comments
Additions to Agenda
Approval of minutes

Committee Reports

1. Accept Tucker Council Resignation/Resolution Declaring Council Vacancy
2. Appoint new Council Person
3. Loss Control Recommendation
4. PWP Wine License Renewal

Maintenance Update - Gerald Puchalski
Clerk Update - Marita Rhude
Accept Donations
Approval of Bills

Barrett City Council Meeting Minutes
Tuesday, October 10, 2017
6:30 p.m.
Barrett City Office

Present: Mayor-Les Alvstad ; Council-Todd Lang, Earl Janshen, Brian Tucker, Jason Wendt; Clerk/Treasurer-Marita Rhude; Guests: Trenton Gatzlaff, Hunter Clow, Jason Clow, Beri Clow.

Absent: Maintenance-Gerald Puchalski;

Mayor Alvstad called the meeting to order at 6:30 p.m.

Lang made a motion to approve the agenda as presented, seconded by Wendt. MCU

Janshen made a motion to approve the minutes of the September 11, 2017 meeting, seconded by Lang. MCU

Wendt made a motion to issue Farm & Home Oil an Off Sale Liquor License, seconded by Janshen. MCU

Someone is looking at purchasing the lot at 202 County Road 10 and is wondering about City water and sewer services. Water and sewer was not run to that lot when the extension was put in. The lot was accessed the \$6,000 assessment. Lang made a motion to extend water and sewer service to 202 County Road 10, seconded by Alvstad. MCU

Lang made a motion to discontinue health insurance through Lakes Country Service Cooperative effective December 31, seconded by Janshen. MCU

Lang made a motion to purchase health insurance through (PEIP) Public Employee Insurance Program effective January 1, 2018, seconded by Janshen. MCU

Council reviewed 2017 budget through end of 3rd quarter.

Les gave maintenance update: We need to purchase a new furnace at the Water Treatment plant as one is not working at all.

Marita will be going to Rural Development on Wednesday, October 18th for a work session to begin of applying for funding. Marita will be on vacation the week of October 23rd.

Wendt made a motion to pay bills in the amount of \$36,815.70 plus Verizon Wireless, seconded by Lang. MCU

Lang made a motion to adjourn at 6:57 p.m., seconded by Janshen. MCU

Marita Rhude
Clerk/Treasurer

OCTOBER 18, 2017

City of Barrett

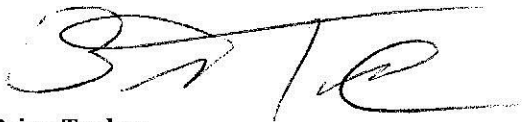
Dear City Council members,

My family and I have decided to move away from Barrett. We have purchased a house in Fergus Falls, Mn and will be closing and moving at the end of November. Due to a work conflict I will be unable to attend the November meeting.

Please consider this letter as my intent to formally resign my position of City Council Member effective immediately.

I have enjoyed my time on the council and have learned much.

Kind regards,

A handwritten signature in black ink, appearing to read 'B. Tucker', written in a cursive style.

Brian Tucker



CONNECTING & INNOVATING
SINCE 1913

November 3, 2017

Marita Rhude – barrett@runestone.net
Clerk-Treasurer
City of Barrett
PO Box 155
Barrett, MN 56311-0155

Re: ADA Survey Conducted on November 2, 2017

Dear Ms. Rhude,

On the above date, I met with you to discuss loss control topics pertaining to the City of Barrett. This was in conjunction with the city's participation in the League of Minnesota Cities Insurance Trust (LMCIT) property, liability and/or workers' compensation program.

Purpose of Visit

The primary purpose of my visit was to discuss the Americans with Disabilities Act (ADA) and complete a basic review of key provisions. ADA became law in 1990, with the purpose being to allow people with disabilities the same opportunities as everyone else, including all areas of public life, schools, transportation, jobs, and all public and private places open to the public.

Key Provisions

- **New Construction and Alterations:** Facilities constructed or altered after January 26, 1992, must comply with the ADA Standards for Accessible Design (ADA Standards), which are available online ([ADA Standards 2010](#))
- **Program Access in Existing Facilities:** state and local government's services, programs, and activities, when viewed in their entirety, must be readily accessible to and usable by persons with disabilities, known as "program access".
- **2010 ADA Standard include Recreational Facilities:** The 2010 ADA Standards contain requirements for recreational facilities that were not addressed in the 1991 Standards. Because there were no previous accessibility standards for these types of facilities, the safe harbor does not apply. So even if one of the city's recreational facilities was built prior to 2010, the rules still apply.

Lawsuits and Claims

While many ADA lawsuits are genuinely concerned with accessibility for the good of the disabled public, the ADA has also been abused by certain attorneys seeking fees. Because of the complexities of ADA's technical requirements, they can easily find something out of compliance at the city. In

addition, since there is no pre-litigation notice, the city does not see it coming. However, several indicators that a lawsuit is about to occur include:

- Open records requests regarding the ADA assessments
- An increase in complaints regarding accessibility
- Numerous businesses in your city being sued by the same plaintiff for accessibility violations

Common ADA Problem Areas at Cities

- Parking Designation
- Routes to Building Access
- Building and Facility Access
- Event Seating
- Bathroom Accessibility
- Program Access
- Recreational Facilities
- Websites and Communication

How to Make Progress

If the city has not already done so, an ADA Self-evaluation should be completed, prioritized, and implemented. Cities could use seasonal employees, volunteers, safety committee, in some instances, a city may choose to hire a vendor, or use a local advocacy group to perform these evaluations.

MN State Council on Disabilities: Building Access Survey

Technical Assistance and Training

The ADA requires the Department of Justice, (DOJ) to provide technical assistance to businesses, state and local governments, and individuals with rights or responsibilities under the law which it does through its ADA Website: www.ada.gov

For local expertise from the MN State Council on Disabilities, training and consultants are linked below:

[ADA Training](#)
[Access Specialist](#)

Summary of Solutions

Though no amount of risk prevention can eliminate the risk of ADA litigation, the following efforts go a long way:

- Make sure your city has an ADA coordinator (50 or more employees), who understands the need to coordinate the city's efforts to comply with and carry out the ADA mandates.
- Make sure your city has established a grievance procedure (50 or more employees), for resolving complaints of violations.
- Confirm that a self-evaluation was conducted.
- Confirm the implementation of a transition plan.

Conclusions

- The City of Barrette has several provisions to meet ADA requirements in place including: ramps, power doors, accessible bathrooms, playground w/accessible surfacing, and others.
- Taking additional steps will strengthen the city's efforts to meet ADA requirements and improve accessibility.
- Areas we discussed for an evaluation include: signed ADA accessible parking at pavilion

Recommendations and comments are provided for loss control and risk exposure improvement purposes only. They are not made for the purpose of complying with the requirements of any law, rule or regulation. We do not infer or imply in the making of these recommendations and comments that all sites were reviewed or that all possible hazards were noted. The final responsibility for conducting loss control and risk management programs rests with the member.

Resources

MN State Council on Disabilities: Building Access Survey
Playgrounds: Access Board
Recreational Facilities: Access Board
Outdoor Developed Areas: Access Board
ADA Update: A Primer for State and Local Governments
ADA Best Practices Tool Kit for State and Local Governments
ADA Transition Plan: City of Richfield
ADA: Websites

Recommendations

I've included loss control recommendations to strengthen ADA elements for your consideration in the appendix. We also reviewed previous recommendations which have been completed.

Service Plan

We discussed possible areas of focus for our next Loss Control visit. Employee Safety is one option we discussed, but we can consider others next year. I will plan to contact you in approximately one year to schedule the next loss control meeting.

60 Day Response

I have submitted recommendations for your consideration as a tool to help guide your risk management efforts. The decision to complete the recommendations, either in part or in full or the decision not to complete recommendations, lies entirely with the city. LMCIT believes completion of recommendations can ultimately reduce property, liability or workers' compensation losses.

Please contact me by telephone or e-mail within the next 60 days to let me know what, if any, progress you are making on each recommendation. I look forward to hearing from you.

Thanks again for the time and courtesy extended to me during my visit. As always, if you have safety or loss control related questions, please do not hesitate to contact me.

Sincerely,



Joe Ingebrand, CSP, MIS
Senior Loss Control Consultant
612-968-1449
jingebrand@lmc.org

c: Larson Insurance Services, Inc. - camil@larsoninsurance.com

Resources Left at Time of Visit:

- Accessible Parking
- Accessibility Summary IBC
- ADA Compliance

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Recommendation Appendix

Minnesota State Council on Disabilities: Building Access Survey Building Access Survey

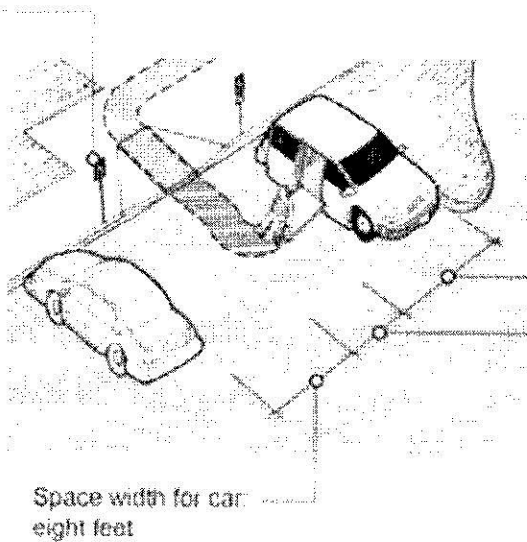
Recommendations generated from today's visit:

1-11/17 Consider designating an accessible parking spot at the pavilion. It should be in close proximity to an accessible route of travel and doorway.



Signage, international symbol of accessibility placed in front of the parking space mounted at least five feet above the ground, measured to the bottom of the sign. Van accessible spaces include the designation "van accessible".

Van Accessible Spaces: 2010 Standards—one for every six accessible spaces (1991 Standards required one for every eight)



Space width for van: 11 feet (although it may be eight feet wide if its access aisle is eight feet wide)

Access aisle:
Width: five feet (if aisle serves car and van spaces)
Length: full length of parking space

Space width for car: eight feet

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BOX 246 BARRETT, MINNESOTA 56311-0246

Oct. 30, 2017

Barrett City Council

Barrett, MN 56311

Re: Request for Waiver of Liquor Liability Insurance

Dear Mayor Alvstad and City Council Members:

The Prairie Wind Players would like to thank you for waiving the Liquor Liability Insurance for our wine license for the past several seasons. Prairie Wind Players continues to sell wine only in conjunction with our theater performances and events. As in previous years, we did keep separate line items, and to date this year sold wine for \$2963.00 in income and had \$1047.97 for a net of \$1915.03. We have one performance week-end left and one special appreciation event at which wine will be sold, so those numbers will change by year end. We would like to continue serving wine at our dinners and events in 2018 as our audiences seem to appreciate this added touch. In addition, we have had a lot of requests to serve 3-2 beer, and are looking into the insurance options for that. At this time we have not made a decision requesting this addition to our dinner options.

Thank you.

Sincerely,


Karen Alvstad, Treasurer

City of Barrett ACCOUNTS PAYABLE 11/8/17

	<u>INVOICE #</u>	<u>AMT DUE</u>	
Bollig Inc.	3915	\$3,846.00	
Bollig Inc.	3927	\$841.25	
Culligan		\$21.25	
EFTPS		\$1,643.28	monthly tax withhold
Farm & Home Oil		\$319.51	
Gopher State One Call		\$1.35	
Avenet, LLC	41411	\$425.00	Webpage
Grant County Auditor		\$4,150.17	Solid Waste/Recyclin
Grant County Herald		\$273.00	
Hawkins Inc.	4170753	\$487.16	
Innovative Office Solutions		\$24.37	
Johnson-Frykman Lawn Care		\$880.00	October
Lakes Country Co-op		\$2,558.00	Health Insurance
MN Department of Revenue		\$588.00	Sales Tax
MN NCPERS Group Life		\$32.00	Life Insurance
Mohagens's Hardware		\$14.99	
Ottertail Power		\$856.84	street lights
Ottertail Power		\$53.25	Watertower
Ottertail Power		\$223.59	pump house
Ottertail Power		\$174.13	Forced sewer main
Ottertail Power		\$27.15	Sewer Lift #1
Ottertail Power		\$21.32	Sewer Lift #2
Ottertail Power		\$118.92	Community Center
Ottertail Power		\$75.19	Pavilion
Ottertail Power		\$28.74	Storage Building
PERA		\$1,059.13	
Petty Cash		\$23.00	
RMB Environmental Lab	378078	\$76.00	
RMB Environmental Lab	377436	\$76.00	
Tony Ray		\$25.00	CC cleaning
Marita Rhude		\$64.20	mileage
Runestone Telephone		\$33.02	Community Center
Runestone Telephone		\$180.62	Office/Firehall
Soberg's Standard		\$916.00	Tire/Oil Change
Sturdevant's Auto Parts		\$62.95	
Verizon Wireless			
Weets Custom Service	2031	\$1,500.00	Snow removal contr:
TOTAL		\$21,700.38	

Credit Card Purchase

Balance in Checking	\$624,658.59
General Fund	\$474,541.01
Sewer Fund	\$249.64
Water Fund	\$93,491.36
Fire Dept.	\$50,949.28
Fire-Grain Tube	\$255.57
Pavilion Fund	\$1,234.56
Community Center Fund	(\$154.72)
Old Time Photos	\$147.25

Park Fund		\$252.00
Beach Fund		(\$60.95)
Housing Rehab. Fund		\$0.32
Short Lived Assest Reserve-Sewer		\$9,988.50
Short Lived Assest Reserve-Water		\$28,325.93
2016 Debt Service Account		\$131,446.08
Petty Cash	\$	477.00
Contingency-Water	\$	19,007.54
Contingency-Sewer	\$	9,698.83

Fire Dept.

American Welding & Gas	5096056	\$	44.55	
Barrett Flames		\$	100.19	Fire Prevention
MN State Fire Dept. Assoc		\$	110.00	Fire Prevention
Otter Tail Power		\$	147.83	
	Total	\$	402.57	

Grand Total **\$22,102.95**

Community Center Rent	October	\$	-
Pavilion Rent	October	\$	850.00

City of Barrett

11/8/2017 1:35 PM

Register: Checking:General Account

From 10/05/2017 through 11/08/2017

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/05/2017			-split-	Deposit		X	1,263.81	654,599.56
10/06/2017			Undeposited Funds	Deposit		X	124.70	654,724.26
10/10/2017			-split-	Deposit		X	2,535.98	657,260.24
10/10/2017	17605	Allied Medical Train...	GENERAL FD EXP:F...		195.00	X		657,065.24
10/10/2017	17606	Grant County Herald	GENERAL FD EXP:F...		10.00	X		657,055.24
10/10/2017	17607	Mid-Minnesota EMS...	GENERAL FD EXP:F...		180.00	X		656,875.24
10/10/2017	17609	Farm & Home Oil C...	-split-		15.75	X		656,859.49
10/10/2017	17619	Otter Tail Power Co...	GENERAL FD EXP:F...		193.98	X		656,665.51
10/10/2017		EFTPS	-split-		1,785.39	X		654,880.12
10/10/2017		PERA	Payroll Liabilities:PERA		1,004.10	X		653,876.02
10/10/2017		MN Department of R...	Sales Tax Payable		604.00	X		653,272.02
10/10/2017		MN Department of R...	Payroll Liabilities:State...		919.17	X		652,352.85
10/10/2017	17608	Culligan	-split-		40.00	X		652,312.85
10/10/2017	17609	Farm & Home Oil C...	-split-		281.97	X		652,030.88
10/10/2017	17610	Gopher State One-Call	GENERAL FD EXP:G...		5.40	X		652,025.48
10/10/2017	17611	Grant County Auditor	-split-		4,150.17	X		647,875.31
10/10/2017	17612	Grant County Lumber	-split-		11.58	X		647,863.73
10/10/2017	17613	Innovative Office Sol...	-split-		245.97	X		647,617.76
10/10/2017	17614	JOhnson-Frykman L...	-split-		880.00	X		646,737.76
10/10/2017	17615	Lakes County Servic...	GENERAL FD EXP:G...		2,558.00	X		644,179.76
10/10/2017	17616	MN NCPERS Life In...	GENERAL FD EXP:G...		32.00	X		644,147.76
10/10/2017	17617	Marshall Law Office	-split-		200.00	X		643,947.76
10/10/2017	17618	Mohagens's Hardware	-split-		63.00	X		643,884.76
10/10/2017	17619	Otter Tail Power Co...	-split-		1,117.25	X		642,767.51
10/10/2017	17620	City of Barrett - Petty...	GENERAL FD EXP:G...		252.27	X		642,515.24
10/10/2017	17621	Terry Puchalski Cons...	GENERAL FD EXP:R...		17,900.00	X		624,615.24
10/10/2017	17622	.Tony Ray	-split-		312.50	X		624,302.74
10/10/2017	17623	Sturdevant's Inc.	-split-		19.74	X		624,283.00
10/10/2017	17619	Otter Tail Power Co...	SEWER FD EXP:Heat...		208.92	X		624,074.08
10/10/2017	17624	RMB Environmental ...	SEWER FD EXP:Slud...		61.00	X		624,013.08
10/10/2017	17625	Team Laboratory Ch...	SEWER FD EXP:Treat...		2,185.00	X		621,828.08
10/10/2017	17603	Hawkins Water Treat...	-split-		636.29	X		621,191.79
10/10/2017	17604	MN Rural Water Ass...	WATER FD EXPENS...		250.00	X		620,941.79
10/10/2017	17619	Otter Tail Power Co...	WATER FD EXPENS...		280.44	X		620,661.35
10/11/2017			-split-	Deposit		X	2,911.11	623,572.46
10/12/2017			-split-	Deposit		X	443.10	624,015.56
10/16/2017			-split-	Deposit		X	3,362.98	627,378.54
10/19/2017			-split-	Deposit		X	165.61	627,544.15
10/19/2017			-split-	Deposit		X	2,344.96	629,889.11
10/20/2017		Runestone Telephon...	GENERAL FD EXP:F...		76.54	X		629,812.57

City of Barrett

11/8/2017 1:35 PM

Register: Checking:General Account

From 10/05/2017 through 11/08/2017

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/20/2017		Runestone Telephon...	-split-		140.27	X		629,672.30
10/26/2017		Verizon Wireless	GENERAL FD EXP:G...		79.26	X		629,593.04
10/30/2017			GEN FD REV:INTER...	Deposit		X	309.89	629,902.93
10/30/2017			-split-	Deposit		X	4,420.90	634,323.83
10/31/2017			GEN FD REV:MISCE...	Interest		X	28.09	634,351.92
10/31/2017			Checking:General Acc...	October 2017	14,810.37	X		619,541.55
10/31/2017			Checking:General Acc...	October 2017	302.00	X		619,239.55
10/31/2017			Checking:General Acc...	October 2017	1,876.00	X		617,363.55
10/31/2017			-split-	October 2017		X	6,337.26	623,700.81
10/31/2017			-split-	October 2017	151.00	X		623,549.81
10/31/2017			-split-	October 2017	3,875.00	X		619,674.81
10/31/2017			Checking:General Acc...	October 2017		X	8,473.11	628,147.92
11/01/2017	17626	Puchalski, Gerald D.	-split-		2,471.56			625,676.36
11/01/2017	17627	Rhude, Marita H	-split-		2,230.36			623,446.00
11/01/2017			-split-	Allocate Wages			2,817.24	626,263.24
11/01/2017			Checking:General Acc...	Allocate Wages	1,408.62			624,854.62
11/01/2017			Checking:General Acc...	Allocate Wages	1,408.62			623,446.00
11/02/2017			-split-	Deposit			907.76	624,353.76
11/06/2017			Undeposited Funds	Deposit			90.05	624,443.81
11/06/2017			-split-	Deposit			2,945.97	627,389.78
11/08/2017			-split-	Deposit			559.22	627,949.00