

SPECIAL MEETING OF THE HECTOR CITY COUNCIL
Monday, January 30, 2023
HECTOR COMMUNITY CENTER
6:00 p.m.
MINUTES

Mayor Weikle called the meeting to order at 6:00 p.m., followed by Roll Call to determine a quorum.

Members present: CM Ebbers, CM L. Krueger, CM Hollan, CM G. Krueger, and Mayor Weikle

Staff present: Deputy Clerk Beckler, Public Works/Airport Manager Schellenberg, and Chief Pierce

Staff absent: PW Bernardy

Residents/Visitors that signed in

1. Bollig: Angela Holm

- Airport FAA Meeting:
 - a) Master plan meets MN Dot and FAA requirements but not Hector's financial budget
 - b) Changed the order of events in the master plan to support Hector's budget
 - c) Discussed the following changes:
 - Temporarily close turf runway
 - Runway re-construction
 - Move the apron area
 - Possibly re-open the turf runway
 - d) Closing the runway involves the following changes:
 - Complete form 7480
 - Update notum
 - Update directory showing runway temporarily closed
 - e) FAA would pay to remove fuel farm, AD building, and house under the master plan
 - f) FAA pays 90%, MN Dot pays 5% and City pays remaining 5%
 - g) Federal documents must be completed for the environmental assessment
 - h) Will need a "band-aid" for the taxiway till reconstruction starts which is approximately \$1,900
 - i) Turf runway is currently listed as closed during the winter
 - j) When the runway is being constructed the turf runway will be reopened as a temporary runway

A motion made by CM G. Krueger, seconded by CM Ebbers, and unanimously approved to temporarily close the turf runway

- Bollig Task Order:
 - a) Task order #6 is for the design and bidding for crack sealing of pavements
 - b) It is a temporary fix
 - c) Design cost is \$38,000 and the city's share would be 5% of that amount
 - d) Estimated construction cost of \$206,000 which the city's share is 5% of that amount
 - e) Bids will be present at the February council meeting

A motion by CM Hollan, seconded by CM G. Krueger, and unanimously approved to approve task order #6

- SRE Acquisition:
 - a) Authorization to go to bid for the snow removal equipment
 - b) The city's share is between \$10,000 to \$11,000
 - c) SRE is for a tractor, blade, and blower
 - d) The current tractor can be traded or go out for bids
 - e) Must be American made

A motion by CM L. Krueger, seconded by CM Hollan, and unanimously approved to approve the SRE Acquisition

2. Administrator/Clerk Position:

- The City Attorney advised Mayor Weikle that the Special meeting in January should be open and not closed
- A firm was hired by the previous council for the vacant city administrator in early 2022 with no luck
- Discussed the possibility of current staff working together in city hall as a team
- Current ordinance states city administrator
- Council agrees there needs to be someone in a supervisory role and employees would report to that individual
- ABDO is interim assistance for the city
- Job description of the deputy clerk will get circulated to the council
- February meeting will have 5:00 p.m. workshop and 6:00 p.m. council meeting

3. ABDO Personnel Handbook Draft:

- Personnel committee compiled a list of recommendations/changes
- Current personnel handbook draft states "city administrator"

A motion by CM L. Krueger, seconded by CM Ebbers, and unanimously approved to change the ordinance start time to 5:00 p.m. for workshops and 6:00 p.m. for council meetings

4. CWL Proposal:

- Submitted proposal for the purchase of the two buildings by the water tower
- Appraisal was completed on July 7, 2022, at the price of \$43,000
- Proposal includes safety hazard shop would be removed by Hughes and Hughes Excavating in the amount of \$17,250 which would be taken off the appraisal price leaving the difference of \$25,750
- Mayor Wiekle stated the council is setting a precedence
- CWL has spent about \$3,000 on the 35 feet that were originally discussed
- CWL is in desperate need of this space

A motion by CM G Krueger, seconded by CM Ebbers to sell the parcels at the appraised price of \$43,000 and split the cost of the demo at 50% payable to Hughes and Hughes Excavating up to \$17,250. In the event, Country Wide Lumber chooses not to demolish the building, the cost-sharing for the demo would be forfeited. Country Wide Lumber will work with the city in regard to the city's belongings in the cold storage shed. The city plans to remove all of the city's contents from the cold storage by May 1, however, if the city needs more time, Country Wide Lumber will work with the city. The previous agreement of 35 feet would be included in the purchase price. There would need to be an easement due to the water tower.

5. Adjournment:

A motion by CM L. Krueger, seconded by CM Ebbers, and unanimously carried to adjourn the meeting at 8:07 p.m.