

Hector City Council Workshop
5:30 p.m., Monday, August 13, 2018
Hector Community Center

MINUTES

Workshop began approximately 5:30 p.m.

Members present: Janis Weikle, Jeff Heerdt, Doug Best, Member Penny Kandt arrived approximately 6:20 p.m. Member Amy Hollan is absent.

Also present: City Administrator Andrea Aukrust, Moore Engineering and city employees Jerome Schueller and Mike Kenney.

Ambulance: We are short staffing for ambulance. During the day in the summer months is the worst. Next, evening and weekends in the summer months and then all other. Two calls were missed earlier in the month. We need EMT's and staff to go out on the ambulance. We have had previous talks with neighboring communities, but shared efforts are not of interest. It is a problem in all communities statewide. We received no response from inquiry to North Memorial or Allina. Current staff is burned out. September 11th is a Fire and Ambulance Open House and hope to recruit for both.

Alternatives:

- State will shut down our service and assign our covered areas to other communities
- Drop down to First Responder service, which would prevent transport service.
- Find a way to hire somebody to man the ambulance service during the week. Possible solution would be a hybrid position to share public works and ambulance duties.
- Look at job description change for local police dept. personnel to take EMT training.

Need to throw money into budget for recruitment expenses and incentives. Personnel committee can look at hybrid position possibilities and present to council for consideration. If person works all week can they still take call in the evening or weekends? FLSA needs to be consulted.

Andrea is working on budgets and waiting for Brad from AEM to get back to her. Police budget for 2019 will be reduced due to police dept. changes. Still working on the shared services agreement for the school resources officer with Buffalo Lake. Allocation would run about 60% for Hector and 40% for Buffalo Lake. Reason for 60/40 is based on population. Would be looking for a commitment for 3 years. Buffalo Lake has a vehicle due for replacement next year which may be an option for additional vehicle. Plan is to budget for 2019.

Andrea is working on getting a posting out for deputy clerk position in the next few weeks. Will promote EMT experience or consideration with new position posting.

Patching of asphalt: Mike has provided a bid for 5 patch areas. Would like to piggy back on ITC sidewalk/street finishing.

We need to create a plan for sealcoating schedule. **Action Item:** Ask Squibb for the 5yr sealcoating plan previously created. Mike would like a street survey done to provide for planning purposes. A complete inventory plan (CIP) should be done rather than “react” to issues. Jerome asked about a street or city engineer. Our community is too small to fund a city engineer. We have contractual agreements with Moore for projects and they are willing to assist where possible. It is too late to do sealcoating yet in 2018. May need some of the sealcoating funds for overlay work.

Regarding the Sampson 3rd Addition, the street infrastructure is not that old but tweaking of storm sewer will need to be adjusted. On Bryant Avenue there are culvert and storm sewer issues that may need to be addressed. No residences on that road – businesses only. The city will need to carry the expense of the assessments until lots are sold. One option is to put old milled tar on Bryant, but that will not improve anything really. Won't fix water issues and wash-boarding. Bryant assessment would be 50% city 50% taxpayer. Sampson 3rd Addition would be new and would be 100% taxpayer. Clifton Allen of Moore Engineering asked if a petition for Sampson 3rd Addition had been submitted. City responded that we have received nothing.

Kirgiss tiling project is now waiting on Buffalo Creek Watershed response.

Blight issues in town are enforced by the police officer. Work needs to be done on the blight ordinance to clarify details of non-mowing issues and accelerate action on mowing issues. Jerome asked about a city-wide clean-up day. County has one. Maybe coordinate with county program.

Clifton discussed a quote for East Cedar and Sixth Street for installation of catch basin connecting to a nearby storm manhole. Previously didn't drain. Clifton suggestion is to lump into a future project or do the underground separately next year and then lump the rest into a future project.

Plan is to work on budget at September 10th meeting. Suggest workshop format again in September for council meeting night. Will plan for 5:30 p.m. workshop followed by 7:00 p.m. council meeting.

Workshop concluded approximately 6:50 p.m.

Hector City Council Meeting
7:00 p.m., Monday, August 13, 2018
Hector Community Center

MINUTES

Council Meeting called to order by Mayor Weikle at 7:00 p.m. immediately followed by Pledge of Allegiance.

Members present: Mayor Janis Weikle, Jeff Heerdt, Doug Best, Penny Kandt. Members absent: Amy Hollan.

Also present: City Administrator Andrea Aukrust, Clifton Allen and Jeremy Boots of Moore Engineering.

Agenda additions or changes:

1. Addressing the council first will be George Eilertson (A-0) from Northland Securities providing an update on EDA bonds followed by Clifton Allen/Jeremy Boots (A-1) of Moore Engineering.
2. Emergency services will be 3.1 with Doug addressing Mutual Aid agreement and 3.2 reviewing Advanced Life Support Intercept Agreement.
3. #1 under New Business – Zoning permit fee for Scout project by Community Gardens.
4. #1 under Miscellaneous – S&P Global Ratings

On motion by CM Best, seconded by CM Heerdt and unanimously carried, agenda with additions approved.

On motion by CM Kandt, seconded by CM Heerdt and unanimously carried, Consent Agenda including Council Minutes of July 9, 2018, Special Meeting Minutes of July 16, 2018 and July 20, 2018, Emergency Special Meeting Minutes of July 20, 2018 and Approval of Payables & Additions, is approved.

Addressing the Council

George Eilertson of Northland Securities presented a summary of Assisted Living Facility/EDA bond finalization. On July 19th the EDA approved the Defeasement of Bonds. Tonight the City of Hector will approve the Defeasement of Bonds authorizing Northland Securities to go out and purchase government securities tomorrow to pay off bonds. Approximate amount to pay off bonds is \$1,622,000.00. (The estimate the city is looking at for the difference between Prairie View sale and bond payoff is approximately \$309,000.00.)

On motion by CM Best, seconded by CM Kandt and unanimously carried, to approve Resolution #2018-26 Authorizing Defeasance of Certain General Obligation Housing Development Refunding Bonds, Series 2011A, City of Hector, Minnesota.

George offered to address the Standard & Poors notification of bond rating increase from AA+ to AAA.

Clif Allen next addressed the council on the water/sewer project. Still waiting for a little more detail before final payment can be requested and final change order closed out. Still a few warranty items out there including seeding, minor cracks in curbing, etc.

Jeremy Boots next addressed the council regarding PER for the Sampson's 3rd Addition and Bryant Avenue. Three parts include full reconstruction of Bryant Avenue (\$585,227.50), only milling of Bryant Avenue and re-shaping road (\$27,625.00) and Cedar Ave/Sampson 3rd Addition improvements (\$192,965.00). Bid prices are adjusted for work to be done in 2019. Moore Engineering is looking for a resolution to accept this feasibility report and then call for a public hearing. Assessments on EDA-owned lots may be deferred assessments if city has provision for this. The address side of the property (in feet) is what is assessed to the property. Sampson 3rd Add'n/Cedar would be assessed at 100%. Bryant Avenue would be assessed at 50% property owner, 50% city portion (approximately \$292,000.00+\$102,000.00 for Kramer Solar Garden portion). Need to discuss where to obtain the funding for this. The decision will be tabled until September meeting at which time we are discussing the budget.

Allan Kirgiss requested consideration of city to pay for 70% of tiling costs. Total tiling portion of expense is \$6,500.00 which includes rebuilding the road. Total footage is 500 feet. CM Best asked what the city street portion of the bill would be. Kirgiss will get this information defined.

On motion by CM Best, seconded by CM Heerdt and unanimously carried, Kirgiss is authorized to proceed with tiling project when easements in place and consideration of city partial payment to be presented at next meeting.

Judy Rice – not present

Dave Miller – Blight issues - on corner of 5th Street West & Birch and 5th Street East & Elm. Council will take a better look at blight ordinance including detail and enforcement.

Thomas Bowen – not present

Ordinance, Resolution or Proclamation

Resolution 2018-27 Lion's Club LG220 2019 Exempt Gambling Permit. On motion by CM Heerdt, seconded by CM Kandt and unanimously carried, Resolution approved.

Resolution 2018-28 MnDOT Permit Application for In-Street Pedestrian Crossing Signs. On motion by CM Best, seconded by CM Heerdt and unanimously carried, Resolution approved.

Resolution 2018-29 City of Hector, Minnesota, Economic Development Authority (EDA) Authorization. On motion by CM Kandt, seconded by CM Best and unanimously carried, Resolution approved.

Monthly Reports

Administration: Blight issues are a priority.

Airport: Received notification on an additional \$1B grant opportunity and will be applying. Still waiting on response for grant application for ALP project.

Cemetery: Working on bids for tiling. Next month plan to meet at cemetery and walk it.

EDA: Special meeting held to discuss the EDA vacant lots and options to sell.

Emergency Services: DM Best suggested Zach from Hector to participate in the Towards Zero Deaths (TZD) enforcement grant program. On motion by CM Best, seconded by CM Kandt and unanimously carried, approved Resolution 2018-30 City of Hector Agreement Mutual Aid Agreement For The Use Of Law Enforcement Personnel and Equipment for 2019 TZD enforcement grant. Note: This program does not include CM Best.

CM Best presented the Advanced Life Support (ALS) Intercept Agreement between Hector Ambulance Service and Buffalo Lake Ambulance Service gives Hector the authority to provide service and bill out for those services. On motion by CM Kandt, seconded by CM Heerdts and unanimously carried, approved Resolution 2018-31 To Adopt The Advanced Life Support (ALS) Intercept Agreement.

Library: No information

Public Works: No questions on reports provided. Updated bid on patchwork locations to include 5 locations. On motion by CM Best, seconded by CM Kandt and unanimously carried, approved bid from Wm Mueller & Sons to provide the following: Birch Avenue - Shape the existing gravel base in the 12' x 30' and 12' x 15' areas to a 3" depth for new bituminous. Dispose of any excess gravel. Patch the areas with 1.5" of bituminous base and 1.5" of bituminous wear, compacted thickness at a rate of \$1,925.00; and Mill & fill trench dips (3rd St. West & Cedar North, #141 3rd St. West, #121 2nd St. West) at a rate of \$2,590.00; both for a total of \$4,515.00.

New Business

There has been a request by a Boy Scout working on an Eagle Scout Project, for the city to waive the zoning permit fee of \$25 to put up a shed by the community gardens. On motion by CM Heerdts, seconded by CM Kandt and unanimously carried, request to waive fee is approved.

Motion to adjourn by CM Best, seconded by CM Heerdt and unanimously carried. Meeting adjourned at 7:57 p.m.

Respectfully Submitted by:

Andrea Aukrust

Andrea Aukrust, City Administrator