

Hector City Council Workshop
Wednesday, February 27, 2019
5:30 p.m.
Hector Community Center

The workshop began at approximately 5:30 p.m.

Members present: Janis Weikle, Penny Kandt, Amy Hollan, Jeff Heerdt (arrived approximately 5:45 pm), Doug Best (arrived for Council Meeting)

Others present: Admin. Aukrust, Supv. Ken Rodmyre, Jerome Schueller, Police Chief Zach Pierce, Clifton Allen of Moore Engineering

Per Steve Altmann, our city IT contractor, when the GoDaddy account was set up for city emails and website under the direction of former City Clerk Blackwell in 2014, the archiving of emails was not selected. The archiving is \$60/year per user. We have 16 users at this time so it would be \$916/year additional. One thing to bring down costs would be to suspend obsolete accounts. When Admin. Aukrust started employment, she inquired if the city's computer system and email had automatic archiving, and she was told by Blackwell that the city did. After further review it was determined that this was not the case and the Admin. informed all employees not to delete emails or empty the trash can on their computers per Statute. This will be added to the agenda for approval.

Two batches of payables have gone out since the past council meeting and will need to be approved.

It was suggested that next year when the Christmas decorations are taken down, that city banners not be put up until spring. Weather is hard on them during the winter months.

In early 2018 the council approved waiving the water and sewer access fees on the lots with no bldgs for the remainder of 2018. Need to get information on this to make certain billing is accurate. Mayor would like to know how many potential lots vs. how many billable lots vs. how many lots with actual facilities using water/sewer.

Ken Rodmyre

- City signage updates. Cost is about \$150/per intersection. Approximately 90 intersections. Looking at an approximate cost of \$12,500. Should this be done over a couple of years? Budgeted for \$7,000. Could be a small price break if all done at one time. Council will need to select signs. Ken will bring samples. High eye display can be too much for small towns. Looking at an 8-week lead time.
- Snow removal on the street between Hill's Unique Gifts and Nifty Thrifty building is narrowing. The narrow street by Macik's is still kept as wide as possible. Probably over budget on fuel.
- On the ambulance, in a typical year, there are 100-109 calls (about 8-9 calls a month). Since January 1st to date, we have done 38 patient cares.
- Ken reviewed the snow removal routes (emergency routes first)

City Hall

- Zach and Andrea looked at the old NAPA building as a potential city hall/police dept. facility. Original price was \$79,900, and since lowered to \$64,900. Would like council approval to continue looking into options.
- Airport house purchase is complete. Next question is what do we do with it. It is a 1985 modular home which typically has a 30-year life span. There are some expenses that we will incur to update and maintain the house in the future. Estimated expenses received to cover the complete roof, siding, windows, interior repairs if windows replaced, deck replaced up to code, flooring, are well over \$100,000 (now and future expenses). Cost to replace the house could be under \$100,000. Nic would like to stay there, but we can't make managerial arrangements until we determine what we want to do with the residence. Bollig has requested not to make any permanent decisions on the house until later in the ALP process. CM Hollan's preference is to keep the residence there. CM Kandt suggested replacing the house rather than put money into the existing facility if the decision to keep the facility. If it is replaced, can it be moved elsewhere on the property where it wouldn't be affected by future expansion. Can't just give Nic the job. Would need to do an RFP for airport manager. It is more common for cities to manage airports vs. to hire an airport manager. Will move forward with the RFP.
- They have reviewed easement information from Steve Squibb on his tiling project. If the city chooses not to assist with the cost of the tiling project, then they would need to forfeit their rites to future decisions of who may tie into the tile line. Steve presented a draft of the easement document. They are looking for council agreement to allow access to get to the pond for drain purposes. Will add this to the March meeting.
- Clifton has a PowerPoint presentation on pavement assessments surveys and 3 task orders.

Hector City Council Meeting

February 27, 2019

7:00 p.m.

Hector Community Center

MINUTES

The meeting was called to order at 7:00 p.m. by Mayor Weikle, followed by the Pledge of Allegiance. Members present: Jeff Heerd, Doug Best, Amy Hollan, and Penny Kandt. Also present: Admin. Aukrust, Clifton Allen of Moore Engineering and Brad Falteysek of AEM.

Oath of Office was administered by Admin. Aukrust to Amy Hollan (council member). (Video recording was not started until after Amy Hollan Oath of Office.)

Changes/Additions/Deletions to Agenda

- Add GoDaddy Archiving under New Business

- Remove Airport Document report
- Addressing the Council: 3 task order agreements from Moore Engineering

On a motion by CM Heerdt, seconded by CM Hollan and unanimously carried, agenda was approved with changes.

Consent Agenda: January 7, 2019 Workshop, Public Meeting, and Council Meeting

On a motion by CM Kandt, seconded by CM Best and unanimously carried, Consent Agenda was approved.

Clifton Allen of Moore Engineering then presented a PowerPoint presentation on a pavement analysis/assessment with proposed improvements for the coming year. There is an annual amount budgeted for seal coating/chip sealing of the streets. Task Order 2 puts this in a workable form and provides the fee. \$7K lump sum fee to set up the program. This provides paper and electronic documents. Task Order 3 is basic services as needed and rates charged as presented.

- Task Order 1: Agreement between owner and engineer for professional services, 2018 Street Improvement Project, Moore Project 17924A, Sampson 3rd Addition/Cedar street. On a motion by CM Best, seconded by CM Hollan and unanimously approved, Task Order 1 is approved.
- Task Order 2: Agreement between owner and engineer for professional services, Project City of Hector Road Inventory and Improvement Study. The basic cost for the study and report phase A1.01 is \$7,000.00. On a motion by CM Kandt, seconded by CM Heerdt and unanimously carried, Task Order 2 is approved.
- Task Order 3: Agreement between owner and engineer for professional services, General Engineering Services to include attendance to meetings, etc. billed at an hourly rate of \$140/hour. On a motion by CM Best, seconded by CM Hollan and unanimously carried, Task Order 3 is approved.

Frandsen Bank & Trust has requested use of the Community Center for an event and is allowed to serve wine and beer. Our insurance agent said there would be no liability concerns. On a motion by CM Best, seconded by CM Kandt and unanimously carried, to approve the Frandsen Bank request.

Resolution 2019-6 Approving plans and specifications and ordering advertisement for bids.

On a motion by CM Heerdt, seconded by CM Best and unanimously carried, Resolution 2019-6 is approved. A schedule for the bidding was presented by Clifton.

Admin. Aukrust is looking for permission from the council to continue looking into the NAPA building as an acquisition for city/police office. CM Heerdt would prefer to see a business in that building. The roof was repaired recently. Council approved additional research.

The current employee manual does not provide vacation time until after employed one year. Personnel Committee proposes awarding one week to at six months of employment. This one

week vacation will be awarded to Ken, Jen, and Zach. On a motion by CM Best, seconded by CM Hollan and unanimously carried, vacation policy amendment is approved.

Airport – Have received and accepted the resignation of Ed Newberg as Manager of the Hector Airport. Need to do an RFP for the manager at the airport. Keith Hallquist will also put together an estimate of repair options.

Emergency Services

Have had 38 calls for service so far this year.

Police

Officer Pierce presented a draft of the Shared Services Agreement. It has been presented to the school board for consideration. They are receptive and will discuss at the March meeting if accepted or not. Will be proposed to Buffalo Lake council this month. Current suggested rates of 65% Hector expense and 35% Buffalo Lake expense. School is considering a potential \$10K contribution. This officer will also spend a percentage of time with overlap between communities. Originally we were planning for a 60/40 split allocation, but we also were not aware of the potential \$10K school allocation which would offset the difference. The individual would be a city of Hector employee (calculated at \$22.50/hour), using Hector equipment and Hector would provide the vehicle.

Will need to replace a few tools in the public works dept. Are the employees working on an inventory of tools? Need to put a program into place to document city-owned property.

Joey Peltier from Geronimo asked for permission from the city to do dust control on the gravel road going in front of the solar property. Dust control is effective up until you grade the road.

We discovered we do not have to archive on our city email accounts and we need to add this. On a motion by CM Best, seconded by CM Kandt and unanimously carried, it is approved to add archiving on our city email accounts with GoDaddy.

On a motion by CM Heerdt, seconded by CM Kandt, the meeting adjourned at 6:56 p.m.

Respectfully submitted by:



Andrea Aukrust, City Administrator