

**HECTOR CITY COUNCIL MEETING**  
**6:00 pm Monday, February 3, 2020**  
**HECTOR COMMUNITY CENTER**  
**Minutes**

The meeting called to order at 6:00 pm by Mayor Weikle, followed by the Pledge of Allegiance.

Members present: Mayor Weikle, CM Best, CM Hollan, CM Heerdt

Members absent: CM Kandt

Others present: Administrator Aukrust, Chief Pierce, Deputy Clerk Beckler, Public Works—Gina Schellenberg, Fire Chief Kramer, Jeremy Boots, Moore Engineering, Paul Jurek, Bollig Engineering.

Absent: Public Utilities/Ambulance Supervisor—Ken Rodmyre. *Mr. Rodmyre was attending the Hector Ambulance meeting and required 44 Plan Training that was at the same time as tonight's council meeting.*

**Agenda and Additions to the Agenda**

- 1.) #6 add c.) Seal-coating update
- 2.) #9 add d.) Interim Chief of Police— Doug Best February 9, 2020, through February 19, 2020, to cover Chief Pierce's vacation

A motion made by CM Best, seconded by CM Hollan and unanimously carried, to approve the agenda as presented.

**Consent Agenda**

- 4.01 Approve Proposed Minutes from December 13, 2020, City Council Meeting Minutes
- 4.02 Approval of Payables & Additions
- 4.03 The Other Place—Off Sale, On Sale and Sunday Liquor License Approval

A motion made by CM Heerdt, seconded by CM Best and unanimously carried, to approve the Consent Agenda.

**Airport Engineering Report: Paul Jurek, Bollig Engineering**

Jurek requested that the city go out for bids for the Runway and Apron Rehabilitation Project.

- Plans include removing striping, micro sealing, and then restriping
- Bid opening will be on March 5, 2020, at the Hector City Council Chambers
- Bollig will submit to the FAA for a grant and then award the project

- The project will be completed in September 2020 by the Fly-in.

**RESOLUTION 2020-5 Approving Plans and Specifications and Ordering Advertisement for Bids for the Hector Municipal Airport Runway 12/30 & Apron Rehabilitation Project**

A motion by CM Hollan, seconded by CM Heerdt, unanimously carried, allowing Bollig Engineering to advertise for bids for the airport project.

**Engineering Report: Jeremy Boots, Moore Engineering**

- PPL submittal:
- Deadline is March 3, 2020, for Sewer 2021 construction season projects
- Deadline is May 1, 2020, for Water 2021 construction season projects
- Boots will talk with Rodmyre and Aukrust to create an intended use plan
- Boots will place items on the PPL list, and the items will then be ranked to see if funding is available.

**Resolution 2020-6 Resolution Authorizing the Preparations of Plans for the City of Hector 2020 FEMA Street Repair & Fire Hall Parking Lot Project**

A motion by CM Best, seconded by CM Hollan, unanimously carried, allowing Moore Engineering to prepare plans and specs for the FEMA street repair and the Fire Hall parking lot project.

2020 Seal coating update:

- Boots will be sending out the plans and specs for the 2020 seal-coating project before the March 9, 2020 meeting
- Council will need to authorize Moore Engineering to advertise for bids at the March 9, 2020 meeting

**Mayor Weikle**

Mayor Weikle shared a Memo from the LMC regarding the individual roles of Council members, so council members and the community understands everyone's roles.

- The Mayor's role is to be the Presiding Officer of official meetings, and in the Mayor's absence, the Acting Mayor fills this role.
- The Mayor does not have individual authority to make decisions or give directives to staff or contractors, nor does any other Council Member.
- The Council can only work as a whole to make decisions or give directives.
- The City Administrator, Andrea Aukrust, directs the day-to-day operations of the city, not individual council members or the Mayor.

**Administration – City Administrator A. Aukrust**

FEMA project update:

- FEMA has assigned a new liaison to the City of Hector.
- The FEMA liaison has instructed the city to move forward with the Procurement process and advertise for bids.

- Council will be notified as additional information comes in from FEMA.

Approve the sale of city property:

- Steffes online auction house will sell the city's Honey wagon and sickle mower.

A motion by CM Best, seconded by CM Hollan, unanimously carried, allowing Administrator Aukrust to sell the honey wagon and sickle mower.

Downtown sidewalk snow removal:

- When the city calls a "Snow Emergency," meaning three (3) inches or more snow accumulates in one snowstorm, the city will continue to clean all of the downtown business district sidewalks, early in the morning, so that the snow can be hauled away, so it doesn't cause a public safety issue for both pedestrians and drivers. *\*The downtown sidewalks are cleaned by the city staff, and the snow is hauled away because there are no setbacks or boulevards to put the snow, no other sidewalks in Hector will be cleaned by city staff in a snow emergency.*
- Any drifting or icing of the downtown property, after the initial snow emergency cleanup, is the property owner's responsibility to monitor and maintain, so it does not become a public safety issue for the community members navigating the downtown sidewalks.

The Council discussed the situation and on a Motion by CM Heerdt, seconded by CM Hollan, and Mayor Weikle abstaining, vote unanimously carried that those property owners that received an invoice for downtown sidewalk snow removal on January 26, 2020, shall consider that invoice a **warning**. City Hall will send out a letter to those property owners. However, this will be the only warning given, and should property owners fail to maintain their property in the future; the city will clean their property and invoice them \$95.00 each time the city cleans their property.

a.) Personnel Committee: Public Utilities Maintenance Worker job description change—  
Gina Schellenberg

- Under advisement from the city's Auditor, the fuel farm management must be in complete control of city employees.
- The city would like the airport to be managed by Gina Schellenberg, a full-time city employee.
- Employees are accountable to city policies, and having this control is in the best interest of the city and its airport.
- The discussion was tabled for the evening.

1. Police Department – Police Chief Z. Pierce

a.) Software:

- Lexipol is the most widely used program.
- Software is \$2500 per year.

- Chief Pierce did not include the software in his 2020 Budget. However, he stressed that it is needed, as policy updating is very time-consuming.
- CM Best and Administrator Aukrust both stated they would rather be over budget than have a lawsuit.
- Chief Pierce is going to look into some grants.
- The purchase was Tabled, and the discussion will continue at the March meeting.

b.) Firearms

- Hector officers own their service weapons. This practice is not standard in law enforcement and can become an issue for a city.
- Chief Pierce recommends that the city supply service weapons to its employees.
- It would cost \$1,724 for four weapons (three full-time and one part-time).
- Council recommended the city purchase three weapons now and purchase one later in the year as the budget allows.

A motion by CM Best, seconded by CM Hollan, unanimously carried, allowing Chief Pierce to purchase three (3) firearms at a purchase price of \$1,293.

c.) Furnace

- Chief Pierce had the furnace fixed at the Police Department. It was approximately \$460 to fix the broken furnace.
- Furnace purchased in 2002. How long will it last?
- The city will budget for a new furnace in 2021.

d.) Appointment of Interim Chief of Police:

CM Best will be the acting interim Chief of Police while Chief Pierce is out of the country from February 9-19, 2020.

A motion by CM Heerdt, seconded by CM Hollan, and CM Best abstaining, vote unanimously carried to appoint CM Best as Interim Chief of Police.

2. Fire Department – Fire Chief R. Kramer

a.) Turnout gear update

- Chief Kramer stated that a few members had been fitted for turnout gear.
- Chief Kramer and Administrator Aurkrust are looking into writing the AFG grant for the turnout gear. The city may still hire a grant writer, as the AFG grant is extremely in-depth, and there is a tight timeline.

b.) Insurance claim update

- The LMCIT insurance adjuster inspected the damaged turnout gear
- The Adjuster stated that turnout gear might be covered 100%

c.) Benefit level increase

- Fire Chief Kramer would like to increase the benefit level from \$1,400 to \$1,800 per year of service at retirement.
- The city does not contribute to this fund.
- The Relief Association would have enough funds to cover every member, plus more if the fire department were to dissolve today.
- Volunteers are required to attend half the meetings/training.
- The Fire Department meets twice a month. One meeting and one training.

A motion by CM Hollan, seconded by CM Heerdt, and CM Best abstaining, vote unanimously carried to increase the benefit level from \$1,400 to \$1,800 per year of service at retirement.

3. Airport – City Administrator A. Aukrust

a.) Update on RFP process: Airport Office

- Nick Pratt and Andy Peak from the FAA are looking over the city's RFP and giving their recommendations.
- The City Administrator would like to advertise when the FAA has approved the RFP.

A motion by CM Best, seconded by CM Heerdt, unanimously carried allowing Administrator Aukrust to post the RFP when it is approved by the FAA.

b.) Snow removal process

- No sand, salt, gravel, chemicals, or any ice removing products are allowed on the grounds of the Hector Municipal Airport.
- Nic Heiderscheidt interjected that on a warmer day, the city might need to use their payloaders to scrape the runway and taxiway.

4. EDA – Next meeting March 19 @ Noon

- The EDA has looked into building another Hummingbird Court.
- With the current building costs, the EDA would not be able to cash flow a new property.
- The EDA still owes over \$180,000 in Special Assessments for their properties on Cedar Ave E and in Sampson's Circle.

5. Petitions, Requests & Communications

a.) Residents Addressing the Council

1. Ron Ebbers

- Ebbers stated that the city staff left snow on the sidewalk by the clinic.
- Ebbers stated that in the past, he worked very closely with the city staff moving snow and that they talked all the time, and had agreements on how things would be done.

- Gina Schellenberg stated that the city staff is not aware of these past agreements between former city staff and Mr. Ebbers. She went on to say that if the new city staff has not been told any information, how would we know about these agreements?
- Ron, staff, and the Council asked for there to be more communication on both ends.
- Mr. Ebbers has never contacted City Hall about his complaints with city staff removing snow.
- 2. Bill Doorman
  - Piling snow and cannot see over it.

6. ADJOURNMENT

A motion by CM Hollan, seconded by CM Heerdt, unanimously carried, meeting adjourned at 7:32 pm.

Respectfully submitted,



Andrea Aukrust  
Hector City Administrator