

**Hector City Council Workshop**  
**Monday, January 7, 2019**  
**5:30 p.m.**

Workshop began at 5:40 p.m.

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

Others in attendance: Officer Zach Pierce, Jeremy Boots and Tyson Hajicek from Moore Engineering. Brad Falteysek from AEM

#### Task Order Agreement

- We reviewed the Task Order Agreement (engineering agreement) presented from Moore Engineering and the items of interest recommended for review by Griffin Lietsch (city attorney).
- Each task will address the cost of each project. Having a Task Order Agreement allows Moore to streamline the process.
- Will need to create Resolution 2019-5 for approval of the Task Order Agreement with Moore Engineering for a three (3) year term effective January 7, 2019.

#### Police Department

- Have taken delivery of the new police car. Scheduling the outfitting.

#### Task Order for Cedar/Sampson Road pavement, curb and gutter

- CM Heerdt suggested we have a plan for the assessments associated with Cedar Ave & Sampson Road. We will be assessing 100%. Standard practice is assessment is paid off when property sold. Terms are defined at the time of the final assessment hearing. Of the \$200,000, about 75% is city-owned property. Brad from AEM recommends financing at least some of the project.

#### Financing

- Only \$100,000 was taken out of sewer fund (Triple J money) to cover EDA shortage on Prairie View sale.

#### Public Works

- We discussed sealcoating the streets. We need a sealcoating 4-year plan. We have been transferring funds into the capital fund for the past few years. Bids should be obtained in March/April. Piggyback on a neighboring town may not necessarily be a cost savings. Sealcoating needs to take place in mid-summer when warm. Ken will work on it with Moore Engineering. Best way to do it is quadrant the city.
- We have two, possibly three new members taking the ambulance training.
- Improvements made to the water and wastewater plants should provide additional opportunities to improve processes. Are we utilizing the facilities as best we can? Were manuals provided at the time of start-up? Yes. Contractor was out and training was done at the time of start-up. Moore can assist with setting up a review/tour of the facilities and processes.
- There is a man-lift available that the city could utilize. Cost is \$100/day to rent it.
- Has there been an agreement signed for street sweeping for 2019? Andrea to look into.

- The metal fence around the tennis court in the city park. There is a lot of rust and needs to be looked at for safety.
- We were hoping to create an ice rink near the pool. Weather didn't cooperate this year.
- Catch basin in the alley at Colfax is on hold until this spring.

#### Airport

- We have numerous applicants for the airport advisory committee. Regarding the Airport Advisory Committee by-laws, the wording was rephrased from from "Hector residents will take precedence in the application process" to read "City Council shall consider applicants with Hector residency whenever possible." Removed the vice-chair position. In absence of the chair, chair will appoint person to conduct the meeting. Unexcused absence defined as failure to notify committee of absence from the meeting, prior to the start of the meeting.

**Hector City Council Meeting  
January 7, 2019  
7:00 p.m.  
Hector Community Center**

**MINUTES**

Meeting was called to order at 7:00 p.m. by Mayor Weikle, followed by the Pledge of Allegiance. Members present: Jeff Heerdt, Doug Best and Penny Kandt. Members absent: Amy Hollan.

Also present: Admin. Aukrust, Jeremy Boots and Tyson Hajicek from Moore Engineering and Brad Falteysek of AEM.

Residents: Steven Squibb and Paul Kokesch

Oath of Office was administered by Admin. Aukrust to: Penny Kandt (council member), Amy Hollan (council member) and Janis Weikle (Mayor).

**Additions to Agenda:**

- Ordinances & Resolutions, add letter D. Resolution 2019-4 Ordering improvement and preparation of plans for street project; and E. Resolution 2019-5 Approval of Task Order Agreement with Moore Engineering.
- Under Emergency services: Add reimbursement to ambulance staff for training.
- Remove Al Kirgiss on update of tile project – nothing new.
- Remove catch basin install at Colfax alley – scheduled for spring.
- Under airport: 1. By-laws; 2. Applications for Airport Advisory Committee; and 3. Update on house.

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

**Consent Agenda:**

- Approve workshop and council meeting minutes of December 10<sup>th</sup>, 2018
- Approval of the payables and additions.

On motion by CM Best, seconded by CM Kandt and unanimously carried, the consent agenda is approved.

**Public Hearing:**

- Regarding the 2018 Improvements to Sampson Circle and Cedar Avenue NE.
- Jeremy Boots of Moore Engineering presented the proposal.
- Agenda for this hearing includes go through the assessment process, review estimated project costs, present basis assessment, open for public comment and take formal action. There is a timeline on page 10 of the presented documents.

- The assessment hearing can be held before or after the completion of the project. It is more typical to hold the assessment hearing at the completion of the project. City will need to decide.
- Page 4 of presentation is the location maps.
- Page 5 is the parcel map identifying the parcels to be assessed.
- Page 6 is the proposed improvements to take place in this project.
- Page 7 is the preliminary estimated project costs for completion of \$192,965.00.
- New construction means properties will be 100% assessed.
- Page 9 is the parcel and assessment amounts.

Meeting was then open for public for questions or comment.

Steve Squibb inquired on calculation for John Matthew's property. His calculation is based on the short side of the lot and is calculated at 100%.

There being no further questions or comments, this Public Hearing is closed.

Brad Falteysek of AEM next presented the 3<sup>rd</sup> Quarter financial information. 4<sup>th</sup> Quarter should be available at the February meeting. As of 9/30/2018, city is about \$570,000 less in cash from 12/31/2017. Overall, the general fund budgeted revenue vs. actual is approximately 91-92% of budgeted thru September. Expenditures, is about 81% thru September budgeted vs actual. Water collections is right in line with 2017. Water & sewer rates will be need to be increased to keep up. Until we know how much we are getting from R&D, Brad recommends bonding for the street project. This can be changed down the road.

Resolution 2019-1 Official Designations for 2019. On motion by CM Heerdt, seconded by CM Kandt and unanimously approved, Resolution 2019-1 is adopted.

Resolution 2019-2 Resolution for Designating a Financial Institution for the City of Hector. On motion by CM Best, seconded by CM Heerdt and unanimously approved, Resolution 2019-2 is adopted.

Resolution 2019-3 Resolution Allowing Electronic Funds Transfers Transactions. On motion by CM Kandt, seconded by CM Best and unanimously approved, Resolution 2019-3 is adopted.

Resolution 2019-4 Motion for Moore Engineering to prepare plans and specifications for the 2018 Street Improvements. On motion by CM Heerdt, seconded by CM Kandt and unanimously approved, Resolution 2019-4 is adopted.

Resolution 2019-5 Approval of Task Order Agreement between the City of Hector and Moore Engineering for a term of 3 years effective today, January 7, 2019. On motion by CM Best, seconded by CM Kandt and unanimously approved, Resolution 2019-5 is adopted.

#### Monthly Reports

- On motion by CM Best, seconded by CM Kandt and unanimously carried, to approve the off-sale liquor license for The Other Place.

## Airport

- On motion by CM Heerdt, seconded by CM Kandt and unanimously carried, to approve the Airport Advisory Committee By-Laws as presented.
- Applicants for the airport advisory committee were received and reviewed. Of the applications Mayor Weikle's recommendation to council is to appoint Dave Nelson and Sam Heiderscheidt as the two pilot positions, and Mike Skucius and Jerome Schueller as the two Hector resident positions. On motion by CM Best, seconded by CM Heerdt and unanimously carried, to appoint Dave Nelson, Sam Heiderschedt, Mike Skucius and Jerome Schueller.
- House update – the purchase is complete. Now working on the future of the house and the manager position. Hope to have action ready for February meeting.

Cemetery and EDA will resume in the coming months.

## Emergency Services

- Township Ambulance Agreements (\$210/section/year – an increase of \$5)
- Township Fire Agreements (\$95/section/year – no change from 2018)
- Townships: Brookfield, Martinsburg, Osceola, Melville, Palmyra, Hector.

On motion by CM Best, seconded by CM Kandt, and unanimously carried, the township agreements are approved.

- Mutual Aid Agreement: Between Olivia Ambulance Service and Hector Ambulance Service as backup triage treatments and transfer guidelines.

On motion by CM Kandt, seconded by CM Best and unanimously carried, the agreement was approved.

- Fire Department recommends adding Brad Ebbers as a firefighter.

On motion by CM Best, seconded by CM Heerdt and unanimously carried, approval of adding Brad Ebbers as a firefighter.

- Required training for EMS providers previously held in Duluth, Minneapolis or Breezy Point over the course of two or three days. Required training is 40.0 hours every two years. It was suggested the city pay the government rate for mileage and accommodations. A schedule should be made and we could add in the budget. Andrea and Ken will set up a rotation and plan going forward.

On motion by CM Heerdt, seconded by CM Kandt and unanimously approved, motion to adjourn at 7:45 p.m.

Respectfully submitted by:



Andrea Aukrust, City Administrator