

Hector City Council Workshop
Monday, March 11, 2019
5:30 p.m.
Hector Community Center

Workshop began at approximately 5:35 p.m.

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

Members absent: Penny Kandt.

Others in attendance: Jeremy Boots from Moore Engineering, Brad Falteysek from AEM (arrived after the meeting started), Nic and Sam Heiderscheidt from Sky Apply, City employee Ken Rodmyre (arrived for council meeting) and Chief of Police Zach Pierce (arrived for council meeting).

- Administrator reviewed potential new city office facility at former NAPA building. One suggestion was to have police dept. located in back half of building and city offices in front half. The city would look into applying for a low-interest loan thru Rural Development for new police and city offices.
- The EDA needs to establish criteria for purchasing lots in Sampson 3rd Addition. Former council action provided a window where the lots were sold for little or nothing with the stipulation of building within an established timeframe. EDA has worked on parameters to sell those lots which need to be finalized and presented to council. Need action on this sooner rather than later as there may be an interested party looking to purchase/build. Also, EDA should look into creating another property similar to Hummingbird homes.
- Administrator Aukrust reported on the billing for the Hector trailer court, and that all lots are run thru one billing. Suggested reviewing billings of December 2017 thru March 2018 to see if the changes can be recognized.
- Airport: Nic Heiderscheidt reviewed the email he submitted suggesting the establishment of Sky Apply as an FBO (Fixed Base Operator), doing managerial duties and renting the residence facility for an office. Nic feels when cities take over managing airports, the airport care becomes neglected. He would prefer to see the airport have an actual manager to maintain the airport in pristine condition and operation. Becoming an FBO would not benefit Sky Apply as a business. The city needs to do a Request for Proposal to offer the residence facility as an office building for an aeronautical-related business. City Administrator does the manager duties of compliance, maintain leases, billings, reimbursements, etc. We are actually in need of someone for the grounds maintenance operations and safety. If the city moves forward with an FBO, the documents would go thru city attorney. At this time Nic is paying the utilities for the residence facility, currently around \$600/month. Nic also pointed out a water shower is needed for their business in the event there is a chemical spill. Handicap accessibility may be an issue if an office building. This would need to be defined prior to renting out. Mayor Weikle asked what the approximate cost to build A/D building was. Connie Newberg may have that information. Mayor Weikle would like to see the A/D building expanded, maybe add an office or two and building hangars vs. investing money into

residence facility. Mayor Weikle stated "I don't believe we budgeted funds to pay a manager for the airport in year 2019." Maybe a hybrid position working with the city crew to maintain the grounds and safety is an option. It is understood that Bollig (Engineers) requested no official action regarding the house facility be taken until later on in the ALP process.

- Jeremy Boots from Moore Engineering stated borings should take place in the next week or so on road in Sampson 3rd Addition.
- We discussed the transfer of funds from Triple J money to cover the difference between the sale and bond price of Prairie View. \$100,000 had been transferred but Mayor Weikle thought \$300,000 would be transferred (from sewer fund where Triple J money is held) as opposed to taking the funds from the capital fund. By doing so, the capital fund would be more in line with the budgeted year-end expectations. Brad (AEM) will make the adjustment to reflect what was understood would take place. Brad said the January 1st 2019 cash balance would be back up to \$450,000 (page 4 of 4th quarter report) with the adjustment. Brad also reviewed the funds to be transferred at year-end which will be covered in a resolution.
- Jeremy Boots of Moore Engineering reported soil testing scheduled to take place next week on the Cedar Ave/Sampson 3rd Add'n pave/curb project.

Hector City Council Meeting
March 11, 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 Amy Hollan. Members absent: Penny Kandt.

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

Changes/Additions/Deletions to Agenda:

- 5.01 Remove Minutes of February meeting from Consent Agenda
- Addressing the council – Jeremy Boots of Moore Engineering will not have an update, but will present an amendment to a previous resolution
- Documents under Airport section are not ready for presentation
- Nothing to present by Kirgiss tiling project and Colfax alley catch basin

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

Consent Agenda will include 5.02 Payables and Additions and 5.03 Personnel Committee recommendations. On motion by CM Heerdt, seconded by CM Best and unanimously carried, consent agenda was approved.

No residents addressing the council.

Brad Falteysek from AEM reported on pre-audit year-end 2018 financial information.

- Fire and ambulance calls were much lower than budgeted. \$30K
- Mayor & Council expense (included Administrator search fee, building inspector) was over. \$30K
- Andrea to speak with Brad on building inspector correction needed.
- End of year capital fund will be at around \$500K
- 2019 should show increase in sewer sales

Mayor Weikle noted on page 14 under sewer fund (Triple-J account) the \$300 credit came off their billing but there should have been a charge to offset that and the payment is not off their debt. Brad will move to miscellaneous.

Admin. Aukrust asked what the city could do to protect themselves should the meat plant become active again. Option to look at a deposit up front and put in escrow.

CM Hollan asked about where the money allocated to Generator Fund for Prairie View is at. These funds were transferred to St. Francis and Amy will follow up with St. Francis on the status of those funds.

Resolution 2019-6 – Approving Plans and Specifications and Ordering Advertisement of Bids was approved in February 2019. We are amending the dates of that resolution. On motion by CM Best, seconded by CM Hollan and unanimously carried, Resolution 2019-6 was amended.

Resolution 2019-7 – Transfers from the Capital Fund including \$72,441.00 from Capital Fund 401 to specified designated funds (2004 Debt Service Fund 315); and \$221,365 transferred from the Sewer Fund to the Prairie View Enterprise Fund 330. On motion by CM Hollan, seconded by CM Heerdt and unanimously carried, Resolution 2019-7 was approved.

Resolution 2019-8 – Transfer to the Capital Fund including unspent sealcoat/overlay \$61,000 from the General Fund 101 to the Capital Fund 401. On motion by CM Heerdt, seconded by CM Best and unanimously carried, Resolution 2019-8 was approved.

Admin. Aukrust asked for approval to get quotes for recodification of city ordinances and resolutions. Admin. Aukrust should move forward.

The city would like to eliminated comp time for the city hourly staff (this does not include the police department who is on a separate 12-hour schedule). Currently comp time is paid at time and a half and becomes a challenge for planning/scheduling purposes. By eliminating comp time, overtime would be paid on a current basis. This has been discussed with the employees and would be effective March 15th, 2019 and existing balances would be paid out to employees in that payroll.

On motion by Mayor Weikle to discontinue comp time and pay out existing balances effective March 15, 2019. CM Best, CM Hollan and Mayor Weikle voted in favor. CM Heerdt voted against. Motion approved.

Airport

On motion by CM Best, seconded by CM Heerdt and unanimously carried, to allow Nic Heiderscheidt to continue living in the residence at the airport at a rate of \$0.00 monthly rent and Heiderscheidt is to pay all utilities, until an official action is taken on the house.

A land rent bid has been accepted by the airport advisory committee from Tom Janson from Olivia at the rate of \$228/acre. A rental agreement is being created. There were 5 bidders ranging from \$75/acres to \$228/acre.

On motion by CM Hollan, seconded by CM Heerdt and unanimously carried, council accepts the bid of \$228/acre from Tom Janson of Olivia.

Cemetery

Mayor Weikle asked if there are any scouts looking for an eagle scout project. Cemetery committee is looking to create a seating area at the cemetery.

EDA

Next meeting is March 21st at City Hall. Need to make a decision on Sampson 3rd Addition lots offering.

Police

Some tickets have been issued for snow removal parking problems. SRO position is still being worked on. The 2018 police payroll budget was over. There were two times during the year where our fulltime officers were receiving pay while not working and additional wage expenses were incurred by hiring part-time to cover those periods.

Public Works

Ken Rodmyre reported there have been about 50-51 ambulance calls to date. Ken and Jerome attended water conference at St. Cloud last week. Snow removal has been constant. Will look at street signage next month.

On motion by CM Best, seconded by CM Hollan and unanimously approved, motion to adjourn at 7:53 p.m.

Respectfully submitted by:



Andrea Aukrust, City Administrator