

Hector City Council Workshop
5:30 p.m., Tuesday, November 13, 2018
Hector Community Center

MINUTES

Workshop began approximately 5:30 p.m.

Members present: Janis Weikle, Jeff Heerd, Amy Hollan, Penny Kandt.

Member absent: Doug Best.

Also present: Andrea Aukrust, Zach Pierce, Jen Beckler, Ken Rodmyre, Jerome Schueller, Mike Kenney and Clifton Allen from Moore Engineering.

Budget Items: Brad Falteysek of AEM will not be attending tonight but will be at the December meeting. Andrea suggested a review of the various budget line items with Brad to make certain things are coded correctly and items are budgeted correctly to specific areas. Also would like to know what the formats are for the reports. It was suggested that line items be adhered to as much as possible rather than departmental year-end spend downs just because the budgeted amounts haven't yet been met.

Airport Documents: Various documents were approved at the airport advisory committee and recommended be presented to the council for approval.

- Minimum Standards document is ready for approval.
- Commercial Operations Permit is new and ready for approval.
- Ground Lease and City Hangar Lease documents are ready for approval.
- By-Laws – Janis is recommending a couple changes from what the committee presented.
 - To allow for new member rotation, Janis is recommending city and pilot members have alternating terms, each having a three (3) year term, serving a maximum of two consecutive terms, then required to take one (1) year off before applying for membership again. Each current member will be assigned a term based on when they became a member of the committee.
 - The Hector City Airport Advisory Committee makes recommendations to the City of Hector. Janis is recommending additional wording to pilot and city member's criteria of "residents of the city of Hector will take precedence when considering applicants". This was also supported by Jeff and Penny.
 - This committee has a chair and a vice-chair. Is it necessary to have a vice-chair? If no vice-chair, chair would be responsible of assigning who would direct the meeting in their absence. Will eliminate the vice-chair position.
 - Should the manager of the airport be a non-voting member? This was further discussed and due to possible conflict of interest associated with FBO status, this will remain as non-voting.
 - Regarding vacancy of committee member and airport manager being a voting member until vacancy filled. Will remove the language to only include "a new

member will be appointed by the city council” and eliminate airport manager having voting power in the interim.

- Waiting List - document has conflicting language as it relates to “non-refundable deposit”. Janis suggests removal of “if you withdraw your name from the waiting list, your deposit will be refunded” due to difficulty of tracking deposits within the city office.
- You may decline the offer of a hangar and remain on the list. Janis suggested adding “you may decline the offer of a hangar up to three (3) times before being removed from the waiting list and forfeiting your deposit.”
- Do you need to own an aircraft at the time of signing the lease? It was decided this is not necessary. However, upon accepting a hangar you will be responsible for the monthly rent and you must provide proof of ownership of air-worthy aircraft within 90-days.

Jeff asked if similar conditions should be in place for other committee’s including EDA and Cemetery. EDA has its own by-laws which would need to be reviewed. Suggested the EDA members be residents of the city or be a business-owner.

Janis will re-write the by-laws and waiting list documents and submit with all other airport documents at the December council meeting.

Water rates for 2019: We will need to increase the water and sewer rates in 2019. Public meetings will need to be held prior to an increase so may need to have a special meeting prior to December meeting.

Labor rates and policies for city equipment and supplies (Resolution 2017-23)

- Combine pay loader w/bucket and pay loader w/blade and call “Pay loader w/attachment” Pay loader w/Attachment: \$125/hr plus man hours.
- Tractor w/Blower: \$125/hr plus man hours
- Tandem Truck w/Plow: \$125/hr plus man hours
- Tandem Truck w/o Plow: \$80/hr plus man hours
- One-Ton Truck w/o Attachments: \$80/hr plus man hours
- One-Ton Truck w/Plow: \$90/hr plus man hours
- One-Ton Truck w/Sander: \$75/half hr plus man hours or \$100/hr plus man hours
- Street Sweeper: Kolls current rate
- Weed Whip: \$25/hr plus man hours
- Chain Saw: \$45/hr plus man hours
- Small Tractor w/Attachments: \$50/hr plus man hours
- Mower (Toro or Bush Hog): \$45/hr plus man hours
- Jetter Truck: *Andrea to review* plus 2 operators at \$65/hr, plus mileage and surcharge
- City fee for mowing grass & weeds under Ordinance 234: \$125/hr (1 hr min), per piece of equipment.

February council meeting we will begin working on updating the blight ordinance.

Pool: Cement work is done at pool. Now need to replace pumps. Separate filtration system may necessitate some fencing and may need to generate income to recoup expenses. Maybe consider rate increase on concessions. Amy suggested an article in the paper explaining the updates/changes.

Sludge pumping was done October 30th. Went pretty quick and was completed in one day (228,000 gallons).

Jerome spoke to the county regarding the catch basin in the alley at Colfax. No permit fee is necessary. About \$5,000 cost to do so. Hjerpe's will be repairing a curb stand and will have them do the catch basin at the same time. Work expected to be completed sometime next week. Clifton suggested speaking with the county engineer on this project.

Need to submit something in writing to county about cleaning out ditch behind Lowell Grimm's and start documenting with pictures. Also need to clean south ditch between UFC and 3rd St. Need to look at reshaping the apron.

City charges and fees for city services and permits for 2019 - Rates under Resolution 2017-20 should be adjusted to:

- Vehicle Impound Fee: \$25/day
- Vehicle Towing Fee: rate charged by Carlson's Collision and Glass
- Vehicle Storage Fee: \$25/day
- Public Dance Permit: \$10/occasion or \$100/year
- Temporary Malt Liquor License: \$100/day (statute)
- Local Access Channel: \$5/wk or no charge for non-profit org.
- List of City Address: *Andrea to verify*
- *Community Center, Zoning Fees no changes*
- *Cemetery Rates: Andrea to review*
- *Removal of Snow, Peddler/Solicitor no changes*
- Ambulance Base Rates: need to add line item of Intercept Agreement

Workshop concluded approximately 6:50 p.m.

Hector City Council Meeting
7:00 p.m., Tuesday, November 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 Heerd, Amy Hollan, Penny Kandt.

Members absent: Doug Best

Also present: City Administrator Andrea Aukrust, Officer Zach Pierce

Agenda additions or changes:

Addressing the Council:

- Eliminate Brad Falteysek from AEM
- Add Clifton Allen of Moore Engineering
- Eliminate Girl Scout Troop #34216.
- Add Marlys Hagstrom as Residents addressing the council

New Business:

- Add Hector Community Spirit

Following the Consent Agenda on page 1 we will acknowledge the Public Hearing Regarding Special Assessments.

Motion by CM Heerd, seconded by CM Hollan and unanimously carried, agenda is approved with changes.

Consent Agenda:

- 5.01 Approve Proposed Council Minutes from October 9, 2018 Council Meeting
- 5.02 Approve Proposed Council Minutes from October 15, 2018 Special Council Meeting
- 5.03 Approve Proposed Council Minutes from October 22, 2018 Special Council Meeting
- 5.04 Approval of Payables & Additions

Motion by CM Hollan, seconded by CM Kandt and unanimously carried, consent agenda is approved.

NOTICE of Public Hearing by the Hector City Council to Establish Special Assessments For Delinquent Utilities, Delinquent West Central Sanitation Bills and Lawn Maintenance. The purpose of this public hearing is to hear comments or appeals from property owners regarding the pending assessments for delinquent utility bills, delinquent West Central Sanitation bills or lawn maintenance. Property owners present have the opportunity to express their views in regards to the pending 1-year assessments.

- Delinquent Utilities – 9 properties listed
- Lawn Maintenance – 5 properties listed
- Delinquent West Central Sanitation Billings – 19 properties plus 1 rental property

- \$23,819.60 total assessment

No one appeared before the council.

Motion made by CM Kandt, seconded by CM Hollan and unanimously carried, Resolution 2018-43 Establishing Special Assessments: Delinquent Utilities, Delinquent Lawn Maintenance Accounts and West Central Sanitation Delinquent Accounts is approved.

New employees were next introduced. Jen Beckler is the new Deputy Clerk and Ken Rodmyre is the new Ambulance Supervisor/Public Works & Utilities Supervisor. Welcome to the City of Hector.

Clifton Allen of Moore Engineering reported on a request from Mayor Weikle requesting information on the warranty periods. Clifton provided a summary of the various projects and warranty information on those projects. Clifton also provided some information as to what the financial sources for the various projects were.

Estimates provided included:

- Proj. 16212 – Phase II Wastewater Treatment Plant for \$2.915M
- Proj. 15081 – Part 1 (Water tower), \$714K; Part 2 (City wide-Kvam Project), \$7.1M; Part 3 (Ash Avenue/MnDOT), \$1.054M and Part 4 Water Treatment Plant, \$773K.
- Engineering of \$1.413M incl contract amendment
- Testing \$55K
- Total Known Costs: \$11,134,082.26

Funding Components

- Renville County: \$283K
 - MnDOT: \$269K
 - DEED/Triple J: \$1.4M
 - USDA Grants: 2012-2013 Letter of Conditions (2) indicate \$3,092,000
 - USDA Loans: Grant and \$8,306,000 in Loan Commitment from USDA
 - City Contribution:\$470,371.83
 - \$216,033.00 Part 2 Storm Sewer USDA Ineligible
 - \$ 28,640.18 Part 2 Declared USDA Ineligible
 - \$ 98,871.00 Part 3 Storm Sewer USDA Ineligible
 - \$126,827.65 Projected City Cost January 2018, Pending Final USDA Review
(this amount will change)
- \$470,371.83 Total City Costs Confirmed Pending USDA Review

Marlys Hagstrom brought up the street by Curt Kozel's corner (6th St & Cedar) from north going south, can a sign be installed warning of the dip. This intersection did not drain. The solution to repair this would be to install a catch basin in the corner and repave the intersection. It was suggested this be tacked on to another project in the coming year, particularly when Sampson 3rd Addition curb and paving is completed. **Action Item:** Need to take action on the Sampson 3rd Addition curb and paving project.

Joan Kirgiss inquired about improvement to the road in front of her home. Gravel is very poor on the road. Clifton will look into the material there and possibly make some suggestions. We should also consider this when we do Sampson 3rd Addition.

Resolution 2018-44 to accept Cemetery donation from The Steven and Louise Sjogren Family Foundation for the purchase of trees in the amount of \$2,000 (Corrected Resolution number from October meeting). Motion by CM Heerdt, seconded by CM Hollan and unanimously carried, resolution is approved.

Resolution 2018-42 Designated Polling Place for 2019: Hector Community Center. Motion by CM Kandt, seconded by CM Hollan and unanimously carried, resolution is approved.

Bids received for tiling at the city cemetery included:

- Litzau Farm Drainage, Inc. (Cosmos) of \$6,317.44 plus \$4,080.00 for gravel and restoration of roads, for a total of \$10,397.44.
- Schultz Tiling (Hector) of \$6,355.50 not including gravel and restoration of roads.

Resolution 2018-44 Accept Cemetery Tiling Bid of \$10,397.44 to include tiling, class 5 gravel and restoration of roads. Motion by CM Kandt, seconded by CM Heerdt and unanimously carried, resolution is approved.

Resolution 2018-45 Banking Authorization Resolution adding Jen Beckler. Motion by CM Hollan, seconded by CM Heerdt and unanimously carried, resolution is approved.

Proclamation – American Music Month

Whereas Music, the universal language of peace, is one of the great arts and an outstanding feature of our culture; and Whereas The National Federation of Music Clubs, having as a foremost objective, the promotion of American Music, will stage its annual “Parade of American Music” throughout the month of November; and Whereas The Minnesota Federation of Music Clubs and Club 88 join in encouraging and stimulating interest in American music and the enjoyment and appreciation thereof; and Whereas The “Parade of American Music” is designed to give our own worthy United States composers recognition, encouragement and support, and to impress upon the public of the United States that it has creative as well as performing musical artists and a musical culture equal to that of other countries; Now, Therefore, I, Janis Weikle, Mayor of Hector, Minnesota, In recognition of the American Composer and in order to encourage native creative musical art, do hereby proclaim November, 2018 as American Music Month and urge all our citizens to join in the observance and share the joy of music.

Monthly Reports

- Budget: We discussed at the workshop the plan to improve on the adjustments and continue working on the 2019 budget fine-tuning.
- Airport: Documents will be presented to council for approval at December meeting.

- Motion made by CM Heerdt, seconded by CM Hollan and unanimously carried, to approve Nic Heiderscheidt as Airport Assistant Manager.

Cemetery

- Cemetery meetings will resume again in the spring of 2019.

EDA

- Did not meet in October due unavailability
- Next meeting this Thursday, November 15th at 4:30 p.m. at the city office.
- Still have one vacancy open on the EDA.

Emergency Services

- Have not yet heard on the car.
- Received tasers last week and Zach will attend training next week.

Library

- Nothing new to report

Public Works

- Street sweeper started but was unable to finish. Will be returning to complete.

Al Kirgiss tiling project – just waiting on tiler.

Colfax alley – we will move forward with installing a catch basin to assist with draining.

New Business

Canvas Election Results were read and certified.

- Mayor elect: Janis Weikle
- Council member elect: Jeff Heerdt, Penny Kandt for 4 years.
- Special council member elect: Amy Hollan for 2 years.

Marty Lawson inquired why there was no write-up in the paper as to who the candidates were for council elections.

Surface Pro payout – Motion by Mayor Weikle, seconded by CM Kandt and unanimously carried, the option to receive \$250 in lieu of using the city provided Surface Pro to council members and Mayor is eliminated effective January 1, 2018.

Hector Community Spirit

- Unforgettable Christmas will be held December 6, 2018.
- In lieu of parade, HCS is planning a program in the park at 7:30 p.m.; plan to have a bonfire in the park; and use fire-pits for s'mores.

- Would like to have a tree of remembrance with plans to sell lights for a \$5 donation in honor/memory of someone and proceeds will go to Renville County Hospice.

Council supports Hector Community Spirit's request.

Motion made by Mayor Weikle, seconded by CM Hollan and unanimously carried, to approve a payment in the amount of \$45 from the City of Hector to Hector Community Spirit for the Unforgettable Christmas event.

Motion by CM Heerdt to adjourn at 7:52 p.m.

Respectfully submitted by:

A handwritten signature in cursive script that reads "Andrea Aukrust".

Andrea Aukrust, City Administrator