

**MEETING MINUTES  
CITY OF HECTOR  
PUBLIC HEARING AND REGULAR MEETING  
HECTOR COMMUNITY CENTER – 7:00 P.M.**

**NOVEMBER 9, 2015**

PRESENT: Mayor Steven Squibb, Council Members Bergsma, Doug Best, Jeff Heerd, and Penny Kandt.

STAFF PRESENT: Kathy Blackwell, Jerome Schueller, Clifton Allen, Gary Groen, and Staci Skoog-Bownik.

ALSO PRESENT: Anna Knapper, Lindsey Knapper, Mike Jacoby, Marty Lawson, Marlys Hagstrom, Rebecca Heerd, and David Ebnet.

Mayor Squibb opened the public hearing at 7:00 p.m. and asked if any property owners were present for the special assessment hearing. Hearing no response, the Mayor called for a motion to close the public hearing. MOTION by Ralph Bergsma, seconded by Doug Best and carried unanimously to close the hearing at 7:01 p.m.

Mayor Squibb called the regular meeting to order following the pledge of allegiance.

AGENDA - MOTION by Jeff Heerd, seconded by Ralph Bergsma and carried unanimously to approve the agenda with the addition of snow removal bids and a budget update. MOTION by Penny Kandt, seconded by Ralph Bergsma and carried unanimously to approve the consent agenda.

SPREAD THE WORD – Lindsey Knapper introduced her sister Anna Knapper. Anna presented information on her experiences and the “Spread the Word to End the Word” National Awareness Day. MOTION by Ralph Bergsma, seconded by Penny Kandt and carried unanimously to adopt Resolution 2015-29 recognizing March 2, 2016 as “Spread the Word to End the Word” National Awareness Day.

AEM – Gary Groen presented the third quarter report. Groen highlighted the city’s cash position and investments. Groen reviewed the capital fund balance and pending transfers. Mayor Squibb noted that the contract with AEM expires in December and asked Groen to prepare proposal to continue their service.

PROJECTS UPDATES – City Engineer Clifton Allen reviewed the five projects.

Gridor is approximately 50% done with the wastewater treatment plant. Change order #2 in the amount of \$11,421 and pay request #6 in the amount of \$597,205.12 are pending.

General Construction has been working on the water tower foundation. Fabrication of the tank will begin in December. Pay request #2 in the amount of \$94,050 is pending.

Quam Construction has the North part of town near complete. The first layer of pavement may not pass inspection in the Spring. Pay request #2 in the amount of \$428,731.60 is pending.

Hjerpe Construction is approximately 60% complete with the project. The ADA improvements at Cedar Ave and Trunk Highway 4 are scheduled for 2016 to coordinate with other work in that intersection. Similar concerns with the pavement not passing inspection exist with the pavement on Ash Ave. Change order #1 in the amount of \$12,454 and pay request #2 in the amount of \$284,614.58 are pending.

KHC Construction is approximately 96% done with the water treatment plant. A final walk through will be scheduled in December. Pay request #4 in the amount of \$165,193.42 is pending.

PROJECT QUESTIONS – Jerome Schueller asked Clif to define what substantially complete meant referring to the water treatment plant. Councilor Heerdt asked and Clif explained the warranty on the pavement as well as other warranties which are generally one year. Clif explained that if the pavement does not pass quality tests in the Spring that it is a contractor expense, not a city expense.

MOTION by Jeff Heerdt, seconded by Ralph Bergsma and carried unanimously to approve the five pay requests and two change orders as recapped by the Mayor and underlined above, pending approval from RD.

MOTION by Doug Best, seconded by Ralph Bergsma and carried unanimously to approve payments to Moore Engineering in the amounts of \$8,437.40, \$22,768.00, and \$18,480 pending approval from RD.

CAMPING – Following a discussion on allowing engineers or contractor to camp in the city during the next construction season, the council agreed not to allow any camping.

MOTION by Ralph Bergsma, seconded by Penny Kandt and carried unanimously to adopt Resolution 2015-25 Establishing Special Assessments.

RESIDENTS – David Ebnet was present to question the utility bill for his rental house. Ebnet's tenant moved out without paying the bill. As owner, Ebnet is responsible for the bill. The outstanding bill has grown to \$1,000 and is included in the accounts to be certified as a special assessment to be collected with the 2016 taxes. Following a discussion, the council agreed to have Clerk Blackwell calculate the amount of late fees on the account and consider waiving the late fees.

MOTION by Ralph Bergsma, seconded by Doug Best to rescind the motion previously made adopting Resolution 2015-25 Establishing Special Assessments. MOTION by Ralph Bergsma, seconded by Penny Kandt and carried unanimously to adopt Resolution 2015-25 after deleting David Ebnet's property from the list of special assessments to be collected with the 2016 taxes.

AIRPORT – Councilor Bergsma reported that the fuel storage and zoning projects are progressing and waiting for approval from the FAA. The value of the 2006 pick-up is estimated to be \$12,000. It will be determined if the city maintenance department could utilize the vehicle since it is no longer used at the airport.

AMBULANCE/FIRE – Mayor Squibb commented that negotiations on the fire truck are at a standstill and the purchase may not happen.

EDA – Mayor Squibb reported that the EDA has met a few times and reviewed the proposed remodeling project at Prairie View. When the EDA has agreed upon plans, a recommendation will be brought to the city council for approval. The EDA intends to request the city council approve a loan to fund the project.

CEMETERY – Mayor Squibb reported that the preliminary plat was reviewed and the committee will be working on a cemetery policy.

POLICE – Police Chief Doug Best stated that all is going well in the department and he had little to report. Best commended Officer Kozel for his work on a recent case. Best stated that the cameras are ordered and will be installed in the vehicles soon.

PUBLIC WORKS – Jerome Schueller stated he did not have time to complete a monthly report and gave a summary of activities in the maintenance department. Fall clean-up is scheduled for November 17-19. Bio solids have been hauled and street patching was done when a paving crew was in town. Schueller stated that Charlie Mathiowetz and Pat Wittenberg have agreed to help with snow removal.

DUBS RETIREMENT – MOTION by Doug Best, seconded by Ralph Bergsma and carried unanimously to accept the letter of resignation from Adrian “Dubs” Schiebel. The council wished Schiebel well in his retirement.

SNOW REMOVAL BIDS – MOTION by Jeff Heerd, seconded by Ralph Bergsma and carried to accept the bid from Howard Hughes Excavating at \$95 per hour with a 2 hour minimum and the bid from K&S Millwrights at \$105 per hour billing from the time the truck leaves the shop to when it returns. Doug Best abstained from the motion.

LIBRARY – Mayor Squibb noted that the Hector Head Librarian will now be the Renville County Librarian and shared with the other libraries in the county.

COMMUNITY CENTER – The council made no changes to the existing Community Center policy or rental fees. It was noted that the city would accept a donation from a non-profit when a fund raising event is held at the facility to help cover expenses such as utilities.

ACTING MAYOR – The council agreed that Jeff Heerdt will serve as the Acting Mayor.

CITY CLERK VACATION – MOTION by Ralph Bergsma, seconded by Jeff Heerdt and carried unanimously to allow Clerk Blackwell to carry over 40 hours of vacation time to 2016 and be paid the balance of the hours owed for 2015. Councilor Bergsma asked about Blackwell's one year anniversary review being overdue. Mayor Squibb stated he will complete a review and send it to the rest of the council.

MEDIACOM FRANCHISE AGREEMENT – Clerk Blackwell will ask the City Attorney to review franchise agreement with Mediacom prior to approval.

BUDGET – Mayor Squibb updated the council on the progress made on the 2016 budget. Squibb is recommending the following: a 1% levy increase, budget 100% of LGA, and not to hire a replacement for Adrian Schiebel, but make no decrease in maintenance wages. The council agreed to schedule a special meeting to review the budget.

MOTION by Doug Best, seconded by Ralph Bergsma and carried unanimously to close the meeting at 8:43 p.m. to discuss an employee performance. Rebecca Heerdt remained in attendance after the meeting had been closed and asked to discuss the process to disconnect water service at a rental property. Mayor Squibb informed Heerdt that the meeting had been closed and this discussion needed to be held in an open meeting.

MOTION by Ralph Bergsma, seconded by Doug Best and carried unanimously to reopen the meeting.

MOTION by Doug Best, seconded by Ralph Bergsma and carried unanimously to terminate probationary employee Staci Skoog-Bownik's employment with the City of Hector effective November 9, 2015.

TEMPORARY EMPLOYEE - Mayor Squibb offered the option of hiring a temporary person to fill in until a permanent Deputy Clerk can be hired. The Mayor shared Kim Ryan's resume with the council noting her previous experience working in a city office. MOTION by Doug Best, seconded by Ralph Bergsma and carried unanimously to offer a 90 day temporary position to Kim Ryan with a wage of \$17 per hour.

MOTION by Doug Best, seconded by Penny Kandt and carried unanimously to adopt Resolution 2015-27 City Authorization for signatures on official city documents.

INSPECTION REPORT – The council discussed the recent safety inspection and recommended improvements. The council asked that Mike Kenney work on getting cost estimates for all the improvements so the council could consider all the improvements within one project.

HEERDT - Rebecca Heerdts asked about the process to bill rental properties. A discussion was held with no policy changes being implemented.

MOTION by Doug Best and seconded by Ralph Bergsma to adjourn the meeting at 9:28 p.m.

  
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Kathy L. Blackwell, City Clerk