

Hector City Council Workshop
5:30 p.m., Monday, October 9, 2018
Hector Community Center

MINUTES

Workshop began approximately 5:30 p.m.

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

Also present: Andrea Aukrust, Zach Pierce, Jerome Schueller and Mike Kenney.

Janis inquired why various items are included in the budgeted expenditures but the budgeted amounts are not entered to offset the expenditures.

Zach Pierce reviewed bids for squad computer.

- Baycom bid \$2,498.00/base unit or \$3,306.00 including docking station and power supply with Intel Core i5 processor.
- Baycom bid \$3,079.00/base unit and \$3,887.00 including docking station and power supply with Intel Core i7 processor.
- Vision Systems & Consulting \$2,835.00/base unit with Intel Core i5 processor. Docking station and power supply would be additional.
- Vision Systems & Consulting \$3,489.00/base unit with Intel Core i7 processor. Docking station and power supply would be additional.

Current computer may be 13 years old. Better processing system would be better when looking at a 4-year minimum investment. The cost to swipe clean the obsolete computer from the police dept. may exceed the sale price should we offer it for bids.

Zach next reviewed bids for tasers.

Warranty is 5 years from the day purchased. First payment due a couple weeks after tasers received and then annually thereafter for four years.

Bids were provided from Axon Enterprise.

- Taser 60 Model X2 (3 units) \$1,202.00 initial payment followed by 4 annual payments of \$1,502.00 for a total investment of \$7,210.00.
- Taser 60 Model X2 (4 units) \$1,432.00 initial payment followed by 4 annual payments of \$1,832.00 for a total investment of \$8,760.00.
- Taser 60 Model X26P (3 units) \$1,013.00 initial payment followed by 4 annual payments of \$1,313.00 for a total investment of \$6,265.00.
- Taser 60 Model X26P (4 units) would be \$1,180.00 initial payment followed by 4 annual payments of \$1,580.00 for a total investment of \$7,500.00

Model X2 provides a double shot and the Model X26P provides a single shot. Pricing includes two training cartridges and two regular cartridges every year, holsters, handle and battery packs. Preference would be Model X2 and 4 units. Wants each fulltime officer responsible for their unit and one for the part-time officer. Expectation is they would last a minimum of 5 years.

Buffalo Lake and the Renville County Sheriff's office both use Model X2. Recommended replacement at the end of 5 years, but if they are still in good working condition we could look at going to a rotating replacement program.

Need to have a plan to have city and school officials come together to review recommended shared services officer once services are clearly defined. School plans to contribute \$10K toward this service.

Airport Advisory proposed documents (lease agreements, by-laws, and hangar waiting list) will be sent to council for review prior to next council meeting.

Doug Best will not be attending tonight.

Al Kirgiss will not be attending tonight.

Steve Squibb plans to attend tonight to discuss his tiling plan. Wants to run line to storm water pond.

People (Gaulke, Bos) living by Colfax where alley flooding occurred will be attending tonight. There needs to be a catch basin installed. County tile goes thru there. Jerome will need to go to county to make sure catch basin can be installed to the county tile and cost estimate. Also discussed the area behind Lowell Grimm's that floods. Jerome will need to talk to county to clean out those tiles for better drainage. Jerome looking for budget-to-date information monthly to know where dept. expenses are at.

Sludge is ready to go. This is contracted out this year. Jerome ran into issue Birch Avenue on 6th & 7th streets west. There is an obstruction and Jerome would like to have crawler camera to go up the line. Is cleaning sewers at this time. There are two new manholes with no ladders installed in them. Will be flushing water lines. Meter reading is still a problem with incorrect multiplier entered. Jerome said "they" didn't go over the training of radios and did not know the radio needed to be deactivated when a meter is removed.

Discussed the area by UFC. Two catch basins are filled with debris and not working. Guy Hughes is going to create a south ditch on the south side of Bryant Avenue and then replant with grass seed. Cost will be around \$2,100.00.

Workshop concluded approximately 6:45 p.m.

Hector City Council Meeting
7:00 p.m., Monday, October 9, 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 Heerdt, Amy Hollan, Penny Kandt.

Members absent: Doug Best

Also present: City Administrator Andrea Aukrust, Officer Zach Pierce

Agenda additions or changes:

- Add approve August 13th workshop and council minutes
- Residents Addressing Council: Steve Squibb, Glenn & Darlene Gaulke
- Add Resolutions #2018-38 and #2018-39
- Removal of Personnel Manual update under Administration
- Removal of Doug Best under Administration
- Removal of Airport Document Approval under Airport
- Removal of Al Kirgiss under Unfinished Business
- Add Hughes bid relating to Bryant Avenue NE under New Business

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

Consent Agenda:

- Approve Council Minutes of September 10, 2018
- Approve Payables and Additions

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

Motion by CM Hollan, seconded by CM Kandt and unanimously carried, Workshop and City Council Meeting minutes of August 13, 2018 approved.

Addressing the Council:

- Scott Tedrick of Yellowstone Trail Alliance presented information about the organization and their effort in promoting communities along the Yellowstone Trail. Mr. Tedrick invited the City of Hector (\$100) and/or EDA (\$50) consider a membership of this organization and to attend the quarter conference (Designing Destination Communities) to be held November 9th at 5:00 p.m. at Max's Grill in Olivia. **Action Item:** Council will consider membership for City and/or EDA.
- Steve Squibb of Hector presented the unofficial petition for paving the street in front of his residence. Steve also presented a drawing of a proposal to install a tile to take off of Cedar and runs to the storm pond. Olinger's, Todd Kramer's, Winkleman's & Steve

Squibb request an easement to access the property that lays behind the city lots to access the storm pond for drainage purposes. Maximum would be 57 feet from back of lot 3, 40 feet from the back of lot 2 and pass just within Squibb property line. Looking for the concrete tile presumably in place. Requests: 1.) City willingness to grant the easement to access storm pond through Outlot A; and 2.) City willingness to allow Squibb's personal attorney to do the legal work at Squibb's expense. There is a fiber optic lot across the back of the lots going east and then south to Suttle.

Motion by CM Kandt, seconded by CM Hollan and unanimously carried, to grant easement through Outlot A to the storm pond for this tiling project.

Council agrees to allow legal work associated with easement/project to be done by Squibb's personal attorney, at Squibb's expense.

Note: Pond is becoming overgrown with trees and should be reviewed. **Action Item:** Andrea to follow up with David Palm of Bolten & Menk as to maintenance of the pond.

- Glenn & Darlene Gaulke are requesting assistance with flooding that takes place in their alley since a sink hole in their backyard was repaired. **Action Item:** Jerome is going to talk to the county to see if a catch basin can be installed so the water drains into the county tile. Upon receipt of the information, council will determine action going forward.

Resolution 2018-36 – to accept Cemetery donation from The Steven and Louise Sjogren Family Foundation for the purchase of trees, in the amount of \$2,000.00. Motion by CM Hollan, seconded by CM Heerdt and unanimously carried, resolution is approved.

Resolution 2018-37 – to accept MnDot Airport Grant Agreement No. 1032143 State Project No. A6509-32 (for City's portion of \$400K for ALP Project). Motion by CM Kandt, seconded by CM Hollan and unanimously carried, resolution is approved.

Resolution 2018-38 – to accept resignation of Mark Schwiderski from the EDA and thanking him for his service, and declare a vacancy on the EDA board. Motion by CM Heerdt, seconded by CM Kandt and unanimously carried, resolution is approved.

Resolution 2018-39 – to accept the application and appointment of Derek Borth to the Hector EDA board as of October 9, 2018. Motion by CM Hollan, seconded by CM Kandt and unanimously carried, resolution is approved.

Administration:

- Approve job description for Assistant Police Chief Position; promotion of Zachary Pierce to the Assistant Police Chief position; and approve a \$1.00/hour increase to his pay rate effective October 13, 2018. Motion by CM Hollan, seconded by CM Kandt and unanimously carried, job description, promotion and pay rate increase is approved.

- Approve the hiring of Jen Beckler to the fulltime Deputy Clerk position at \$19.00/hour with a potential increase of \$1.00/hour after a positive six month review. Start date would be October 22, 2018. Experience includes a background in office management and payroll/accounts receivable. Motion by CM Heerdt, seconded by CM Hollan and unanimously carried, the hiring of Jen Beckler to the Deputy Clerk position at \$19.00/hour with a potential increase of \$1.00/hour following a positive six month review.
- Approve the job description for Public Utilities/Ambulance Supervisor position and authorizing posting of position. This hybrid position was created to accommodate the public works supervisory staff and also provide the necessary daytime paramedic coverage. This position has been included in the 2019 budget. **Action Item:** This has been tabled for council to review job description.
- CM Heerdt would like to see comparable pay rates for positions of other communities before setting a rate increase for 2019.

Airport:

- Grant was approved.
- Surveying has begun.
- Waiting on direction from Bollig, Inc.

Cemetery

- Committee met at cemetery to determine tree mtce. necessary at cemetery.
- Next meeting is October 11th at 11:00 a.m. at City Hall.

EDA

- Accepted Mark Schwiderski resignation.
- Appointment of Derek Borth to EDA board.
- Still have one seat open on EDA board.
- Next meeting is Thursday, October 18th at 4:30 p.m. at City Hall.

Emergency Services

Bids provided for police squad computer:

- Baycom bid \$2,498.00/base unit or \$3,306.00 including docking station and power supply with Intel Core i5 processor.
- Baycom bid \$3,079.00/base unit and \$3,887.00 including docking station and power supply with Intel Core i7 processor.
- Vision Systems & Consulting \$2,835.00/base unit with Intel Core i5 processor. Docking station and power supply would be additional.
- Vision Systems & Consulting \$3,489.00/base unit with Intel Core i7 processor. Docking station and power supply would be additional.

Motion made by CM Kandt, seconded by CM Hollan and unanimously carried, to approve purchase of police computer from Baycom Inc. in the amount of \$3,887.00 to include base unit with Intel Core i7 processor, docking station and power supply.

Bids were provided for taser equipment:

- Axon Enterprise bid for Taser 60 Model X2 (3 units) \$1,202.00 initial payment followed by 4 annual payments of \$1,502.00 for a total investment of \$7,210.00.
- Axon Enterprise bid for Taser 60 Model X2 (4 units) \$1,432.00 initial payment followed by 4 annual payments of \$1,832.00 for a total investment of \$8,760.00.
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Motion by CM Heerdt, seconded by CM Kandt and unanimously carried, to purchase four (4) units of the Taser 60 Model X2 at an initial payment of \$1,432.00 followed by 4 annual payments of \$1,832.00, for a total investment of \$8,760.00.

Library

- Nothing new to report

Public Works

- Nothing new to report
- Colfax flooding issue was discussed earlier in the meeting.
- **Action Item:** Mayor requested Andrea to check with Moore Engineering if we are to have ladders in our manholes.

New Business

- Reviewed bid received from Hughes & Hughes Excavating for making a ditch from 3rd street to UFC approach on Bryant Avenue NE in the amount of \$2,160.00.

Motion by CM Heerdt, seconded by CM Hollan and unanimously carried, to approve bid and authorize Hughes & Hughes to create a ditch from 3rd street to UFC approach in an effort to control water drainage.

Resident, Joan Kirgiss asked if north Main Street could get a good quality gravelling and requested to be put on the November agenda to discuss further. **Action Item:** Andrea to look into options for this.

Resident, Marlys Hagstrom asked how the police are coming along on the blight problem. Mayor Weikle responded the police are doing the best they can, but the blight ordinance and policy is what needs improvement in order for them to proceed to our expectations. **Action Item:** Blight ordinance and policy improvement is a priority.

Motion by CM Heerdt to adjourn at 8:17 p.m.

Respectfully Submitted by:



Andrea Aukrust, City Administrator