

Hector City Council Workshop  
5:30 p.m., Monday, September 10, 2018  
Hector Community Center

MINUTES

Workshop began approximately 5:30 p.m.

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

Also present: City Administrator Andrea Aukrust, Clifton Allen and Jeremy Boots of Moore Engineering, Brad Falteysek from AEM and city employees Jerome Schueller and Mike Kenney.

We discussed the honey wagon repair vs replacement vs contracting. Was purchased in 1995. Expected life of a new one could be 20 or more years.

Budgets indicate the water and sewer rates will need to be increased in 2019 to cover our bond payments.

Zach provided information on a Taser 5-year program. Looking to replace our current outdated Tasers. Program includes Tasers, cartridges and warranty. Payments are made over 5 years. We currently have 3. Looking at getting 4 at an approx. cost of just over \$1,000/year. X26P model has one shot and needs reloading. X2 model becomes semi-automatic with 2 cartridges installed. More officer friendly. Can be manually discharged without having to fire a cartridge. Cartridges expire in approximately 2 ½ years. Suggested we take Tasers out of CIP and include in police budget. Taser expense was included in the Shared Resource Officer information.

Brad F. from AEM then reviewed the budget information with us.

- 2018 Tax Levy was at \$675,000 and 2019 Tax Levy is currently at \$736,000 or 9.1% increase.
- 27% increase for Mayor and Council (includes \$2,000 for training, \$1,500 surface pro replacement).
- 3% increase for annual payroll wages.
- SRO included plus a new position for paramedic/public works position.
- \$20,000 increase in City Office (includes salary, codification)
- \$1,400 increase in Police Administration
- \$20,000 increase in Ambulance due to paramedic position
- \$7,000 increase in Fire Dept. – wages increased mid-year in 2018 so incorporated into 2019 budget
- \$27,000 decrease Hwy Streets and moved into Parks
- Pool stayed about even - \$3,000 pump replacements sched for 2019
- \$52,000 increase in Parks - \$10,000 ball field improvement/grant application, \$15,000 for restroom improvement, additional is salary
- There will be a reallocation of departments for administrator's salary which affects EDA

- Last year's capital fund contribution decreased to keep levy increase down. This year is put back in at \$150,000.00

It was suggested we reach out to townships and request financial support for fire and ambulance. Currently receiving \$15,000 a year from townships annually. Maybe send a letter out informing them of our upgrades and ask for their consideration of additional contribution.

Levy increase includes changes in employing a City Administrator and training, new paramedic/public works position, codification expense, and ball field improvement expense.

When we entered into the water/sewer project, there was a 5-year schedule created of projected rate increases suggested to cover bond payments. Location of this schedule is a mystery. This information would assist in future planning. Brad recommends doing a rate study to project the information for the next 5 years.

Capital plan adjustments to be considered: move vehicle replacement out of public works; community center renovations won't take place in 2019; city office renovations reduced and spread out over a few years; PD uniforms should be removed from the capital plan; Tasers and computer for PD can come out of capital plan and put into police general fund operating budget.

There was discussion regarding the high expense of doing the Bryant Avenue project. Catch basins are continually plugged due to runoff from buildings.

The seeder is lined up to do the buffer strip at the airport.

Clifton has the final wrap-up for finalization of water/sewer project. Contractor is obligated to install tracer wire whenever new pipe is installed. Some is weak signal, some has no signal. Rather than dig up everything to install/repair tracer wire, the contractor has proposed the purchase of a GPS locator. Contractor will withhold \$7,000 from final billing for the purchase of GPS locator but Rural Development wants assurance from the city that this GPS locator will be purchased. GPS information obtained already will be readily available to the city.

Workshop concluded approximately 7:07 p.m.

Hector City Council Meeting  
7:00 p.m., Monday, September 10th, 2018  
Hector Community Center

MINUTES

**Council Meeting called to order by Mayor Weikle at 7:07 p.m. immediately followed by Pledge of Allegiance.**

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

Also present: City Administrator Andrea Aukrust, Clifton Allen and Jeremy Boots of Moore Engineering and Brad Falteysek of AEM.

Agenda additions or changes:

1. Add Brad Falteysek of AEM Addressing Council letter B
2. Add Resolution 2018-34 to Ordinances & Resolutions
3. Add Resolution 2018-35 to Ordinances & Resolutions
4. Change Resolution 2018-30 to 2018-32 (Lion's Club Donation)
5. Change Resolution 2018-31 to 2018-33 (Hauer Donation)
6. Remove Steve Squibb from Residents Addressing Council
7. Add Buffer Strip to #5 under Airport

On motion by CM Best, seconded by CM Hollan and unanimously carried, agenda with additions is approved.

Consent Agenda:

1. Remove Approve proposed Council Minutes from August 13, 2018 as they have not yet been completed.

On motion by CM Heerdt, seconded by CM Best and unanimously carried, Consent Agenda of Approval of Payables & Additions, is approved.

**Addressing the Council**

Clifton Allen and Jeremy Boots of Moore Engineering presented the final pay estimate including deductions from recent testing and \$7K for GPS locator. Clifton stated that free data from Moore Engineering will stay with the City of Hector.

- Final balance change order decrease of \$170,894.01
- Final Pay Order #19 due is \$62,709.64
- When all is said and done after 19 change orders, project came in approximately \$20K under original contract price. Final project cost: \$7,122,660.66

On motion by CM Best, seconded by CM Hollan and unanimously carried, to approve final balance change order decrease in the amount of \$170,894.01.

On motion by CM Heerdt, seconded by CM Best and unanimously carried, to approve final payment estimate #19 in the amount of \$62,709.64.

- Financial portion is completed. Warranty work still in progress into next spring.

On motion by CM Best, seconded by CM Hollan and unanimously carried, to approve investment of \$7,000 toward the purchase of a GPS locator device.

- The PER for Sampson 3<sup>rd</sup> Addition/Cedar Avenue is tabled until 2019 budget process is completed.

#### Budget

- Brad Falteysek from AEM next presented proposed budget information for 2019.
- CM Heerdt commended Brad on the excellent work and assistance provided to the City of Hector.

#### Other

Marlys Hagstrom asked if there is anything in the works regarding homes covered by trees. Renville County EDA is reviewing options for a county-wide blight program and interest from all the communities. The blight ordinance is a high priority.

#### Ordinances, Resolutions & Proclamations

- On motion by CM Heerdt, seconded by CM Hollan and unanimously carried, Resolution #2018-32 to accept Lion's Club Donation of \$1,000 for swimming pool handicap accessible steps, is approved.
- On motion by CM Best, seconded by CM Hollan and unanimously carried, Resolution #2018-33 to accept Duane and Kathy Hauer in Memory of Faye Hauer Donation \$500 for swimming pool handicap accessible steps, is approved.
- On motion by CM Best, seconded by CM Heerdt and unanimously carried, Resolution #2018-34 Authorization To Execute US Dept. of Transportation FAA Grant Agreement #3-27-0040-0010-2018 to Conduct Airport Master Plan Study with ALP, is approved.
- On motion by CM Hollan, seconded by CM Heerdt and unanimously carried, Resolution #2018-35 Adopting Preliminary 2018 Tax Levy Collectible in 2019 for City of Hector, is approved.

On motion by CM Best, seconded by CM Hollan and unanimously carried, to approve December 10<sup>th</sup>, 2018 at 6:00 p.m. for Public Truth and Taxation Meeting.

## Monthly Reports

### Administration

- Deputy Clerk position has been posted. Due to applications from possible relatives of Mayor Weikle, it was requested that another council member replace Mayor Weikle on the Personnel Committee through the Deputy Clerk hiring process. CM Hollan has volunteered and Administrator Aukrust will be in contact with her. Karen Neumann was hired temporarily, as requested by Karen.
- We are still working on details of new paramedic/parks & mtce position. Should be ready for October council meeting.

### Airport

- Flight breakfast Sept. 16<sup>th</sup>.
- Grant for ALP has been approved.
- It has been determined it would be in the city's best interest to purchase the residence at the airport. We are pursuing appraisals and will review with council as information is obtained. Ed & Connie are receptive to the proposal.
- Woolpert has begun surveying the airport as part of the ALP plan.
- Buffer strip planting will be done tomorrow.

### Cemetery

- Next meeting is 10:00 a.m. at the cemetery to look at trees that may need to be trimmed or removed.
- Quotes for tiling have been received – will be done in 2019. Work will be done in the roadway and they will restore roadway upon completion. Bid will be honored in 2019.
- Tree donation funds were received for trees in the perimeter of the new sections. There are two bids for pine trees.

### EDA

- We have met to discuss options for the vacant lots and what is necessary to encourage new home building.

### Emergency Services

- We are struggling to cover the ambulance staff and discussing options.
- There will be an open house for ambulance and fire dept. tomorrow night at the fire hall in hopes of recruiting or enticing interest.
- September 21, 2018 is the cut-off date for requests of Ford Explorer squad car orders.

On motion by CM Weikle, seconded by CM Best and unanimously carried, to approve Police Officer Zach Pierce to place order for 2019 Ford Explorer squad car equipped from Kohl's Weelborg of Redwood Falls in the amount of \$28,205.68. (Other bids provided included \$35,119.30 for a 2019 Chevrolet Tahoe PPV from Ranger Chevrolet in Hibbing, MN and \$26,428.45 base price for a 2019 Ford Utility AWD Police Interceptor.)

- Zach is going to get updated cost information on the Taser 5-yr program. Also going to look at the price of 3 units vs. 4 units. Will put this on next council meeting agenda.

Public Works

- No questions on monthly reports.
- If meat plant isn't active, can possibly get by with only pumping once a year.

On motion by CM Weikle, seconded by CM Hollan and unanimously carried, to approve bid from C&J Waste Handling, LLC of Lafayette, MN for removal of liquid waste from tank and land applied at \$.024/gallon. In addition, a fuel surcharge if fuel is over \$3.00 per gallon for diesel at the time tanks are pumped. Approximately 140K gallons to be pumped.

Motion to adjourn by CM Best, seconded by CM Hollan and unanimously carried.  
Meeting adjourned at 8:26 p.m.

Respectfully submitted:



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Andrea Aukrust, City Administrator