

**MINUTES
CITY OF HECTOR
REGULAR MEETING – 7:00 P.M.**

APRIL 9, 2018

COUNCIL PRESENT: Mayor Janis Weikle, Jeff Heerdt, Doug Best and Penny Kandt.

ABSENT: Vacant

STAFF PRESENT: Frank Schafer, Clifton Allen, Kathy Blackwell and Jerome Schueller.

ALSO PRESENT: Mike Jacoby, Marty Lawson, Nic Heiderscheidt, Sam Heiderscheidt, Mark Schwiderski, Ryan Kramer, Jason Lange, and Amy Hollan.

Mayor Weikle called the meeting to order following the pledge of allegiance.

AGENDA – MOTION by Doug Best, seconded by Penny Kandt and carried to approve the meeting agenda with the following changes and additions: move the council vacancy and appointment to the beginning of the meeting, Ryan Kramer curb and gutter request, airport mowing bids, fire department purchase of a thermal imaging camera, Center Point Energy Community Partnership Grant, part-time police officer hire, Jerome's pay rate, and employee performance evaluations.

MOTION by Jeff Heerdt, seconded by Doug Best and carried to appoint Amy Hollan to the vacant position on the city council. Mayor Weikle administered the oath of office to Hollan.

MOTION by Penny Kandt, seconded by Amy Hollan and carried unanimously to approve the consent agenda including adding the date to the March 15, 2018 meeting minutes.

PROJECT UPDATE/CEMETERY PLAT – Engineer Clifton Allen delivered final drawings for the water tower, water treatment plant and waste water treatment plant projects. Quam is going to start with the punch list items on the city wide rehab project as soon as the weather allows. Allen presented the final plat for the expansion of the cemetery. The council will approve the final plat via resolution at the May meeting.

KRAMER/LANGE – Ryan Kramer and Jason Lange requested that the council consider paying 70% of the cost to replace the curb and gutter at 220 Elm Ave E. The council held a discussion regarding the assessment cost share for construction projects versus projects at will. Kramer and Allen agreed to go view the project and return with more information so the council could make a decision later in the meeting.

OFFICIAL DESIGNATIONS – The council tabled the Resolution for Official Designations until the May meeting.

AIRPORT – MOTION by Doug Best, seconded by Penny Kandt and carried unanimously to move forward with the RFQ process for the ALP plan, as recommended by the airport committee. The committee is still working on the minimum standards document. The fence project has been approved by MnDOT. MOTION by Jeff Heerdt, seconded by Amy Hollan and carried unanimously to advertise for mowing bids at the airport.

AMB/FIRE – MOTION by Janis Weikle, seconded by Penny Kandt and carried to approve the hiring of Dawson Best as a fire department member. Councilor Doug Best abstained from the motion. Councilor Doug Best presented information on behalf of the fire department regarding the purchase of a new thermal imaging camera and the opportunity to apply for a \$2,500 matching grant from Center Point Energy that could be used towards the purchase. MOTION by Doug Best, seconded by Penny Kandt and carried unanimously to approve the purchase of a thermal imaging camera at a cost of approximately \$6,800, pending two additional camera demonstrations; to apply for the Center Point Energy grant, and to have the police department and fire department split the cost of the camera.

KRAMER/LANGE – Ryan Kramer and Clif Allen returned to the meeting. Allen stated that the curb/gutter is in poor condition and it would be beneficial for it to be replaced prior to the final coat of bituminous is installed. Allen noted that the work is not project related and not eligible for funding. The estimate from Ryan Kramer to replace the curb/gutter is \$2,186. Following a discussion, MOTION by Jeff Heerdt, seconded by Doug Best and carried unanimously to pay for 70% (\$1,530.20) of the cost to replace the curb/gutter in question.

EDA – Mayor Weikle reported that the EDA met with a party interested in purchasing Prairie View. The EDA decided to advertise a request for bids to purchase the property with the bids being due on April 18, 2018. A special closed meeting will be held on April 19, 2018 to review any bids received.

CEMETERY – MOTION by Doug Best, seconded by Amy Hollan and carried unanimously to advertise for bids to do the cemetery mowing in the local paper, and if there is no interest from another party, to accept the Honey-Do Lawn Service cemetery mowing and maintenance contract for 2018.

POLICE – Chief Best reviewed the interview process and recommended offering the full-time officer position to Zach Pierce. Following council discussion, MOTION by Penny Kandt, seconded by Amy Hollan and carried unanimously to offer the full-time officer position to Zach Pierce with a starting hourly wage of \$24.50, a start date to be within one month, and with the current rate of vacation hours earned. MOTION by Jeff Heerdt, seconded by Penny Kandt and carried unanimously to hire Madisen Dovie as a part-time officer at a rate of \$20.50 per hour, at the request of Chief Best.

PUBLIC WORKS – There were no questions on the monthly reports from Mike Kenney and Jerome Schueller. Following a discussion regarding the computer Mike Kenney is using, it was agreed that the tough book laptop purchased for Jerome Schueller would be given to Kenney and that a mobile hot spot will be added to Kenney’s city phone and dropped from Schueller’s city phone. MOTION by Doug Best, seconded by Amy Hollan and carried unanimously to accept the bid from Kevin Loftness for dust control. A second bid was received from SW Dust Treatment. MOTION by Jeff Heerdt, seconded by Doug Best and carried unanimously to approve the contract with Honey-Do Lawn Service for the spraying of several city properties. Following a discussion on the honey wagon, the council directed Schueller to obtain a second quote to contract for hauling sludge. The council acknowledged that Schueller’s hourly wage would be increased per the motion made and carried on April 6, 2017.

ADMINISTRATION – Mayor Weikle suggested and the council agreed that employee performance evaluations will be completed in July. It was noted that the 2018 budget allows for wage increases of 3%. Councilor Kandt reported that there are 18 applicants for the City Administrator position and suggested that the council list top priorities for the new Administrator.

GARBAGE/DUMPSTER ORDINANCE – The council held a second reading of Ordinance 239.

RENTAL ORDINANCE – The council considered this the first reading of Ordinance 240.

ACCESS FEES – The council held another discussion on how to charge access fees. MOTION by Penny Kandt, seconded by Amy Hollan and carried unanimously to charge the trailer court access fees for only the lots that have a trailer on the lot, effective from May to December 2018, to be reviewed again in December, with the council encouraging the owner to use the savings from the reduced fees to make improvements in the court. The council made no changes to how access fees are billed to apartment buildings, Prairie View or the Wilson property at 311 Hwy 212 E.

AMBULANCE – No response has been received yet from North Memorial or Allina regarding providing daytime coverage for the Hector PSA.

MnDOT PERMITS – The council reviewed the new permit form MnDOT requires for parades, special events and banners.

MOTION by Penny Kandt and seconded by Amy Hollan to adjourn the meeting at 8:44 p.m.


Kathy L. Blackwell, City Clerk