

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

**FEBRUARY 12, 2018**

COUNCIL PRESENT: Mayor Steven Squibb, Jeff Heerdt, Penny Kandt and Doug Best.

ABSENT: Vacant

STAFF PRESENT: Jerome Schueller, Kathy Blackwell, Frank Schafer and Brad Falteysek.

ALSO PRESENT: Janis Weikle, Dave Brateng, Amy Hollan, Curt Hollan, Ralph Bergsma, Greg Piehl, Mark Schwiderski, Marty Lawson, Nic Heiderscheidt, Sam Heiderscheidt, Joan Kirgiss, Cindi Washburn, Marlys Hagstrom, Natalie Nelson, Cindy Christopherson, Dave Kienitz, Mike Skucius, Joy Skucius, Ruth Kulla Hamilton, Penny Macik, Scott Nokes and Shahram Mirhashem.

Mayor Steven Squibb opened the meeting following the pledge of allegiance.

AGENDA – MOTION by Jeff Heerdt, seconded by Doug Best and carried to approve the agenda with the following additions and change: request from Steve Squibb, memo from Moore Engineering, airport fence/gate, airport buffer strip, police department shared services, police department wages, fire department technical rescue, Welcome Home agreement extension, EDA update, administrator search proposals and move vacancy on council to the start of the meeting.

VACANCY – MOTION by Doug Best, seconded by Penny Kandt and carried to appoint Janis Weikle to fill the vacancy on the city council. Mayor Squibb administered the Oath of Office to Weikle.

MOTION by Doug Best, seconded by Penny Kandt and carried unanimously to approve the consent agenda items.

BERGSMA – Mayor Squibb presented Ralph Bergsma with a plaque in recognition of the nine years he served on the City Council.

TRAILER COURT – Attorney Scott Nokes, representing trailer court owner Shahram Mirhashem, addressed the council regarding access fees charged to Mirhashem for each lot in the trailer court. Mayor Squibb explained that charging access fees per lot is consistent with how the city charges apartment buildings and the assisted living facility per unit, whether the unit is occupied or vacant. Attorney Nokes requested that the city charge access fees for only the lots where units are located. The council agreed to take this under advisement and consider a change in how access fees are charged.

AEM – Brad Falteysek presented the fourth quarter 2017 report. Falteysek stated the city’s cash balance is the highest it has been in the last five years and that the water/sewer funds are on track to pay the debt for the recent projects. AEM will begin preparing audit documents next month for audit field work scheduled in April. Falteysek will assist in calculating amounts budgeted for street repairs that were not spent during the construction projects, so the amounts can be transferred to the capital fund.

COMMUNITY SPIRIT – Cyndi Washburn noted that the group plans to hold music and movie events in the park and also a bench fundraiser. This year is the 140<sup>th</sup> anniversary and an all school reunion will be held during Corn Chaff Days. The Council agreed the “HectorRocks” project could take place again and that stakes in the city park would be left in place. Funds will be collected by the Community Spirit Group for a fireworks display.

PROJECT UPDATE – Engineer Clifton Allen submitted a memo with information on decisions that need to be made for the project. MOTION by Penny Kandt, seconded by Doug Best and carried unanimously to decline the available additional loan from RD in the amount of \$1,183,000. MOTION by Penny Kandt, seconded by Jeff Heerd and carried unanimously to move forward with the CIPP work that would have been eliminated by approving Change Order #18, so the project will conclude with the city funding approximately \$247,607 of the project, after RD loan funds have all been spent, pending review by Clifton Allen at the March meeting.

MOTION by Doug Best, seconded by Penny Kandt and carried unanimously to adopt Resolution 2018-4 for a Fund Transfer of \$7,500 for a Fire Vehicle.

OFFICIAL DESIGNATIONS – The Council tabled this resolution until the March meeting.

AIRPORT – The farm land on the airport property rented by Greg Piehl will be affected by the new buffer requirement. Piehl and Schueller met with a county soil and water representative for available options. MOTION by Doug Best, seconded by Janis Weikle and carried unanimously to move forward with the 16.5’ buffer strip that will reduce tillable land by 2.3 acres. Schueller presented two bids to replace the fence and gate at the airport. Schueller stated that MnDOT will fund 75% of the project. Further discussion on the fence was postponed until later in the meeting. Committee Chair Dave Kienitz gave a report from the last meeting. Kienitz requested that the packet of information that the FAA had available at the February 5, 2018 meeting be put on the city website. Kienitz reported that the city will have to complete a Request for Proposals for an engineering firm to complete the ALP. The Grant Risk Assessment document will be completed and submitted to FAA. The committee is still waiting for guidance from the city attorney on a 30-day comment period for the minimum standards document.

AMB/FIRE – Doug Best provided information on a county wide technical rescue squad meeting he attended. The county is exploring the creation of the squad.

EDA – MOITON by Penny Kandt, seconded by Jeff Heerdt and carried unanimously to approve a six month extension agreement with Welcome Home for the management of Prairie View. The council agreed that the EDA board should review the sign and awning program and storefront renovation program. It was reported that Ron Ebbers received a \$3,000 grant from Renville County for improvements he made to the property he purchased at 107 Main Street.

POLICE – Chief Best recommended increasing the part-time officer hourly wage from \$17.00 to \$20.50. Best stated that he remains in contact with the Buffalo Lake Police Department regarding a shared services agreement that would allow the departments to share one full-time daytime officer. Best suggested the city advertise to fill the vacant full-time officer position. Best recommended increasing Officer Kozel’s hourly wage from \$20.80 to \$21.55. MOTION by Penny Kandt, seconded by Janis Weikle and carried to advertise for a full-time officer with a starting hourly wage of \$22.50. Best abstained from the motion. MOTION by Penny Kandt, seconded by Janis Weikle and carried to increase the part-time officer hourly wage from \$17.00 to \$20.50. Best abstained from the motion. MOTION by Jeff Heerdt, seconded by Penny Kandt and carried to increase Officer Kozel’s hourly wage from \$20.80 to \$21.55. Best abstained from the motion.

PUBLIC WORKS – The council had no questions on the reports from Mike Kenney and Jerome Schueller. Kenney submitted updated bids on several capital items scheduled to be purchased in 2018. MOTION by Jeff Heerdt, seconded by Doug Best and carried unanimously to purchase the playground equipment at \$9,224 from Playground Equipment with funds donated by Central Region Cooperative and Land O Lakes. MOTION by Penny Kandt, seconded by Doug Best and carried unanimously to move forward with the other capital projects that are scheduled for 2018 as listed below:

- John Deere 544K Pay Loader – state bid purchase price of \$165,188 less the trade allowance of \$74,500 = \$91,238 from RDO Equipment Co.
- Pool heaters – quote of \$10,851 from Horizon Commercial Pool Supply
- Repairs to wading pool – quote of \$14,620 from Horizon Commercial Pool Supply
- Grasshopper Mower – three year rotation schedule, state bid purchase price of \$12,625 less the trade allowance of \$6,225 = \$6,400 from Lano Equipment
- Furnace and AC at Library/Community Center – B & C Plumbing and Heating bid at \$21,500. A second bid was received from Tinsmith Heating at \$21,557.
- Replace New Holland small tractor with John Deere 3046R compact tractor – state bid purchase price of \$57,583.51 less the trade allowance of \$19,500 = \$38,083.51 from Midwest Machinery Co. Bids for a “toolcat” 5600 were also considered; purchase price of \$63,590.10 less the trade allowance of \$14,150 = \$49,440.10 from Lano Equipment and a purchase price of \$68,582.11 less the trade of \$14,150 = \$54,432.11 from UFC.

ADMINISTRATION – MOTION by Doug Best and seconded by Penny Kandt to change the employment status of the City Clerk from exempt to non-exempt. Following a discussion and comments from residents, Penny Kandt suggested the change be tabled. Doug Best rescinded his motion.

GARBAGE/DUMPSTER ORDINANCE – Clerk Blackwell was directed to have the city attorney add language to the ordinance that requires residents to move their trash cart from the street within 24 hours of pick up.

RENTAL ORDINANCE – Clerk Blackwell was directed to have the building official review the proposed ordinance and fee schedule and provide any suggestions he has.

YELLOW TRASH BAGS – The council agreed to make yellow bags available for residents to pick up at city hall and the community center.

ADMINISTRATOR SEARCH – Penny Kandt stated that three of the six firms she contacted regarding an administrator search have responded. Kandt recommends accepting the proposal from David Drown and Associates (DDA) at \$17,000. A proposal received from BCG Consulting Group with a similar search process was \$27,000. MOTION by Janis Weikle, seconded by Doug Best and carried unanimously to accept the proposal from DDA and have them attend the March meeting with a proposed timeline.

THE OTHER PLACE – MOTION by Janis Weikle, seconded by Penny Kandt and carried unanimously to approve the liquor license renewal applications for The Other Place.

TAX INCENTIVE PROGRAM – MOTION by Janis Weikle, seconded by Penny Kandt and carried unanimously to have the EDA board review the tax incentive and rebate programs.

FENCE – MOTION by Doug Best, seconded by Janis Weikle and carried unanimously to accept the bid from Country Wide Lumber at \$5,198 for the installation of a fence and gate at the airport. A second bid was received from Oberg Fence at \$4,371.

SQUIBB REQUEST – Mayor Steven Squibb noted that due to his increased work schedule and travel, he no longer has the available time to dedicate to his position as Mayor. Squibb requested that the council accept his resignation. MOTION by Jeff Heerdt, seconded by Janis Weikle and carried to accept the resignation from Steven Squibb, effective at the close of this meeting. Steve Squibb abstained from the motion.

MOTION by Jeff Heerdt, seconded by Penny Kandt and carried unanimously to approve appointing Janis Weikle to serve on the EDA board and airport committee.

MOTION by Jeff Heerdt and seconded by Penny Kandt to adjourn the meeting at 9:43pm.

  
Kathy L. Blackwell, City Clerk