

**MINUTES
CITY OF HECTOR
REGULAR MEETING – 7:00 P.M.
NOVEMBER 14, 2016**

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

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

ALSO PRESENT: Ed Newberg, Nic Heiderscheidt, Sam Heiderscheidt, Cory Heiderscheidt, Jill Nezworski, Mike Skucius, Natalie Nelson, Dave Nelson, Mike Nezworski, Gary Bipes, Marty Lawson, Mike Jacoby, Teri Hill, David Hansen, Richard Scheel, Beate Reuber, Gerald Johnson, Jay Anderson, Rick Broderius, Jim Roebke, Kurt Sandgren, Keith Peterson, Doug Breikrietz, David Kienitz, James Ruff, Casey Clark and Curt Sampson.

PUBLIC HEARING - Mayor Squibb opened the public hearing at 7:00 p.m. and asked if anyone present wanted to address the council regarding a special assessment for unpaid utility or lawn maintenance. Hearing none MOTION by Doug Best, seconded by Ralph Bergsma and carried unanimously to close the public hearing.

Mayor Squibb opened the meeting following the pledge of allegiance.

PUBLIC HEARING - The council reopened the public hearing to hear from Casey Clark regarding his proposed special assessment. Clark questioned why there are multiple account numbers for the same property. Clerk Blackwell explained that when a renter moves out, that account is changed to a final status and assigned an inactive account number. A new active account number is then assigned for the property. Blackwell stated that multiple account numbers for a rental property is very common. Clerk Blackwell was directed to provide Mr. Clark with detailed information on the past due accounts that are pending certification as a special assessment. Mr. Clark asked about the bill for 241 Birch Ave E and was advised he would need to contact his attorney in order to further dispute that bill since a judge has already ruled on it at the eviction hearing.

MOTION by Ralph Bergsma, seconded by Penny Kandt and carried unanimously to approve the agenda with the following additions: Ed Newberg and a closed session at the end of the meeting. MOTION by Jeff Heerd, seconded by Doug Best and carried unanimously to approve the consent agenda.

AEM – Brad Falteysek presented the third quarter report. There were no questions from the council on the report. Falteysek then presented a cost analysis comparing current costs to operate the water and waste water facilities to a contract with People Service to operate the facilities. The council and Falteysek agreed to schedule a budget work session prior to the December meeting.

PROJECT UPDATES – City Engineer Clifton Allen provided a written summary of the projects and pending pay requests.

General Construction is near complete with the water tower. Pay request #8 in the amount of \$48,450 and Pay request #9 in the amount of \$42,250 are pending.

Quam will continue to work for a few weeks depending on the weather. Pay request #10 in the amount of \$744,180.77 is pending. There are three pending change orders.

Hjerpe has submitted Pay request #6 in the amount of \$12,276.85 and it is pending. Change order #2 in the amount of \$77,227.50 and Change order #A in the amount of \$3,928 are pending.

Gridor has submitted Pay request #18 in the amount of \$84,373.70 and it is pending.

MOTION by Doug Best, seconded by Penny Kandt and carried unanimously to approve the payments and change orders as underlined above, pending approval from Rural Development.

AIRPORT PRIVATE RESEDENCE – The Mayor gave airport liaison Ralph Bergsma the opportunity to address the council prior to allowing comments from Ed Newberg. Bergsma stated that the airport advisory committee has been working on the issue of the house and would appreciate the consideration of allowing the committee to make a decision and recommendation to the council prior to getting additional parties involved. Ed Newberg stated that the issue could have been taken care of a long time ago and that he wants a resolution by January 1, 2017. Comments from those in attendance were heard. It was agreed that an airport committee meeting be held on December 1, 2016 to continue working on a resolution.

HIGH USE WATER BILL – Jim Ruff owns two rental properties in Hector and addressed the council regarding a high use water bill for the property at 400 5th St E. The current outstanding amount is \$2,593.52. Clerk Blackwell provided the council with information on what was done to notify the renter and owner of the high use. Blackwell stated that the history was pulled off the meter four times in the last several weeks that showed continuous usage. Jerome Schueller stated that he witnessed the toilet running continuously and advised the renter to repair the toilet. Schueller also stated that he installed a test meter that showed the existing meter was reading accurately. MOTION by Penny Kandt, seconded by Doug Best and carried unanimously to waive the late fees on the account if the charges for usage are paid.

MOTION by Jeff Heerdt, seconded by Ralph Bergsma and carried to adopt Resolution 2016-29 establishing special assessments for delinquent utilities and lawn maintenance, with the removal of the assessment for Casey Clark, if Clark pays the amount owed by November 23, 2016.

AIRPORT – Liaison Ralph Bergsma reviewed the two recommendations the committee is making to the city council. The first is the approval of Nic Heiderscheidt to the position of Interim Assistant Airport Manager until Ed Newberg returns in May of 2017. The second recommendation to the city council is to have city staff complete the snow removal at the airport specifically utilizing city employee Frank Schafer who is familiar with the airport property. MOTION by Ralph Bergsma, seconded by Doug Best and carried unanimously to approve the appointment of Heiderscheidt as Interim Assistant Airport Manager. MOTION by Ralph Bergsma to have city

staff complete snow removal at the airport. David Kienitz, Chairman of the Advisory Committee spoke of the reasons the committee is making the recommendation to have city staff complete snow removal. The motion died for the lack of a second. MOTION by Doug Best, seconded by Penny Kandt and carried unanimously to have a cost analysis done for snow removal at the airport. Mayor Squibb commented that he is disappointed in the council for not supporting the action and recommendation of the Airport Advisory Committee. It was agreed that snow removal would be completed by Kevin Wulkan until the December meeting.

MOTION by Doug Best, seconded by Penny Kandt and carried unanimously to approve the hiring of new fire department members pending the completion of the back ground checks and hiring process.

MOTION by Doug Best, seconded by Penny Kandt and carried unanimously to sell the 1985 fire truck to Crysteel for \$1,500.

EDA – It was noted that the EDA has asked for an updated appraisal on Prairie View and that Welcome Home is interested in purchasing the facility.

CEMETERY – Cemetery liaison Jeff Heerd reported that the committee met and is looking into software for cemetery record keeping. The committee is discussing repairs to grave markers and tiling for the new area of the cemetery.

POLICE – Chief Best reported all is going well with the department and that Officer Kozel is working with the Lions for the Christmas event.

PUBLIC WORKS – The council did not have questions on Jerome's or Mike's report. Responsibility for ongoing maintenance and repair of the line from Triple J to Hector is being considered.

LIBRARY/CC – Only one quote for the roof repair was obtained. Two quotes will be obtained in 2017.

2nd STREET E – Traffic signage and speed limits were discussed. Old signs that need replacing need to be documented and the Police Department was asked to review streets that possibly need a speed limit of less than 30 miles per hour.

SEASONAL MAINTENANCE – Doug Best suggested that Frank Schafer remain as an as need part time employee to assist Mike Kenney. MOTION by Doug Best, seconded by Ralph Bergsma and carried unanimously to change Schafer's status from seasonal to part time, increase his hourly wage from \$15.00/hour to \$16.25/hour effective August 22, 2016 and enroll Schafer in PERA.

MOTION by Ralph Bergsma, seconded by Doug Best and carried unanimously to approve paying out approximately 50 hours of unused vacation time to Kathy Blackwell at the end of 2016.

REUBER – Beate Reuber inquired about repairs to sidewalk, curb and gutter. The requested repairs are estimated to be \$8,215.49. Mayor Squibb stated that 100% of the improvement costs are the property owner's responsibility and can be assessed. Reuber stated that she'd likely pay the costs upfront and not ask for an assessment. Reuber disputed being responsible for \$1,116 of the estimate to improve drainage. The council tabled making a decision.

MOTION by Ralph Bergsma, seconded by Doug Best and carried unanimously that as the constituted canvassing board for the City of Hector, the 2016 general election results be certified.

MOTION Jeff Heerdt, seconded by Doug Best and carried unanimously to approve the County Assessor's request to hold the annual City of Hector Board of Review meeting at the courthouse.

Mayor Squibb closed the meeting to the public at 9:09 p.m. to discuss pending litigation.

MOTION by Doug Best, seconded by Ralph Bergsma and carried unanimously to reopen the meeting at 9:20 p.m.

MOTION by Ralph Bergsma, seconded by Doug Best and carried to adjourn the meeting at 9:20 p.m.


Kathy L. Blackwell, City Clerk