

## City of Hadley Minutes

14 December, 2020

Present: Rick Like, Bonnie Peterson, Henry Veldhuisen, Nick Pieske, John Brouwer, Myron Bennett, Riley Engbarth

Meeting was called to order by Mayor Like at 6:00pm

Welcome Guests: Merlyn Anderson - City Attorney, Gaylen Jensen, Dean Larson

Approval of November Minutes: Minutes were approved

Review of Liquor Fund: Myron reported that sales are down in the bar due to the governor's executive order that closed bars and restaurants for dine in, however he is still offering the take-out option daily. He also offered to take a reduced salary, only being paid for the hours he is at the bar for take-out, during the closure. The council agreed that his salary will remain as it was prior to the closure, since it was out of his control and he is doing all he can to keep the bar running. The council thanked Myron for all he is doing during this difficult time. A 2020 year-end liquor and food inventory is scheduled to be taken on 1/1/2021 at 9:00am, with details below as part of new business. With no further questions or discussion, the Liquor Fund was approved.

Review of General Fund: The General Fund was approved with no questions or discussion.

Review of Water/Sewer Fund: Prior month meter issues and adjustments were mentioned and discussed. Riley informed the council that Judy had been in contact with Karen Olson, the city's Ferguson Waterworks representative regarding a reset of meters for more accurate readings going forward. Some of the meters were not providing correct and accurate readings last month for utility billing. Manual readings were billed this month at the recommendation of our Ferguson Waterworks representative, which should correct any inaccurate meter readings in December. If the problem persists, Riley will need to do some additional research/follow-up to determine future action(s). Bonnie mentioned that the water at the elevator office has a bad smell and also a yellowish color to it – she was wondering if anyone else was noticing this and if she needed to do anything to clear this up or if this was an issue with the water. It was mentioned to try pouring water in the drain in an attempt to eliminate the smell, however, if the problem persists, we can contact Darren for guidance. Aged utility balances were reviewed and there was a concern with the balance on Brittany Skillings' account. Since it is over 90 days past-due, Riley will contact Darren following the meeting to request a water shut off to Brittany Skillings' property located at 331 1<sup>st</sup> Street E, Hadley. With no other questions or discussion, the Water/Sewer Fund was approved.

Old Business:

- Bar Window Replacement/Repairs: Myron informed the council that the front window has been replaced by Gordy Oslund of Oslund Construction. In addition, the hole in the men's bathroom wall has been patched. The invoice for materials was received and paid, however Riley hadn't received Gordy's invoice for labor to date. This was provided by Myron during the meeting.
- Cable/Internet Provider: Myron is still in the process of switching the bar/community center Cable/Internet provider to Mediacom. He was in contact with a representative from Mediacom and didn't get too far, however he plans to reach out to Jeff Engelkes (local Mediacom technician) again about proceeding. If he doesn't get anywhere, Riley may have a contact as he worked with Mediacom recently.
- Generator: no new updates from Henry related to the generator
- Bank Building: Rick is still working with Bill Ellefson on demolition of the bank building. He is going to be starting to remove walls, however was waiting for Bill to come to town with excavator. Nick mentioned

that Bill did some work for him recently and was working on the Zinnel property cleanup, so he has been in town. Rick also informed the council of his intentions to have the car on the property removed before Christmas.

- Property Tax Assessment - Hughes: It was stated that outstanding utilities for the property owned by Theresa Hughes have been assessed to her property taxes payable in 2021. Riley completed the necessary paperwork for this process with Heidi at the Murray County Auditor/Treasurer's office last month.

#### New Business:

- Dean Larson – Concerned Citizen:
  - Water Hydrant Flushing: Dean informed the council that all of his filters and drains in his house plugged up when Darren was flushing the hydrants in town – John asked if they could be washed out to which Dean responded no. He was wondering if replacement filters could be covered under the city's insurance policy since the cost of 3 new Culligan filters is around \$140.00. Dean brought up the fact that Darren mentioned to him installing a filter in the pump house a while back, that may have prevented this but nothing was done about it. This hadn't been brought before the council in the past. The lines were flushed 2 weeks ago and residents are supposed to be notified before water lines are flushed. It was to be noted that this needs to be discussed with Darren to determine the course of action and process for informing residents of the flushing. Rick stated that it could be checked on, as to whether or not this could be covered under the city's insurance policy.
  - Ball Field Concession Stand: Dean questioned if the concession stand electricity and utility bills are paid for by the city, therefore using tax payer dollars. Yes, they are paid by the city, since the Buttermakers ball team brings revenue into Hadley and products from the bar are sold in the concession stand during ball games (revenue for the city). He also questioned if there was an active contract between the Buttermakers ball team and the City of Hadley. No, such a contract is not required – the ball field is owned by the city. The majority of mowing at the ball field this past summer was done by Myron, who volunteered his time and used the city's owned mower.
  - Black City Van: Dean questioned if this was owned by the Baseball Association and if so how it can have exempt plates on it. The van is believed to be owned by the city, which is why it has exempt plates on it. He was also wondering if the city has a background check for all drivers, to which the council responded no, as this is again not required. In consulting with the city's insurance agent it was determined that all drivers are covered to drive that van as long as they have a valid driver's license.
- Review of November General Election Results/Canvas Approval: The official November 6<sup>th</sup> election canvas was copied and distributed for the council to review. Approval signatures were required on the canvas, prior to returning the signed copy to Heidi at the Murray County Auditor/Treasurer's office. The election canvas was approved with MSP by Henry and Bonnie. Riley will return the approved canvas to Heidi. It was confirmed that Jill Pieske received the most votes for Nick's position on the council and she will be sworn in at the January meeting, pending she accepts the role.
- Street Repair/Parking Lot Resurfacing: John called the Small Cities Development Program to inquire about any grant money available that could be used for this project. He was informed that he missed the deadline by 1 day, however was told that there may be extra money available that could be used for re-sloping the area on the side of the community center. John is still looking into the specifics of the application process. The council thanked John for taking the time to look into this to determine what options are available. Kelsey Waltz, the SEH engineering representative that was present at the meeting

last month estimated it would cost around \$40K to improve the parking lot and road near the community center. The council would like to know more on the grant John is researching and decided to table the decision on proceeding with the project until the February 2021 meeting, since Kelsey didn't require an approval until then. John will do some additional research on the grant and application process. He was also going to look in his asphalt and paving book to see what options we have for pavers in the area. The council agreed that something needs to be done with the pot holes in road on the other side of town. A temporary fix was also discussed for the winter, to eliminate the safety hazard.

- 2021 Revenue Tax Levy: At the request of Heidi with the Murray County Auditor/Treasurer's office, next year's tax levy was required to be approved. After deliberation, a MSP was made by Rick and John to approve the 2021 Revenue Tax Levy at \$40,000.00, which remained unchanged from the preliminary levy discussed in August. Riley will complete and submit the documentation to Heidi before 12/31/2020.
- Special Election: Merlyn Anderson, City Attorney was present to continue the discussion from the November meeting on the topic of the city's special election. He prepared Resolution 2020-2, which is required by the Murray County Auditor/Treasurer's office to permit the special election, which is scheduled for the second Tuesday in April (4/13/2021). MSP by Bonnie and Henry to introduce and adopt the resolution. A roll call vote was also taken with Bonnie, Henry, Nick, John and Rick all voting in favor. There will be a 2 week filing period, running from 2/2/2021 – 2/16/2021. The special election will be done entirely by mail. There will be some advertising and other planning required; however Merlyn is still working on the specifics. He will be in contact with Riley regarding advertising compliance and any information he may need leading up to the election.
- 2020 Year-End Inventory: A year-end liquor and food inventory is scheduled to be taken on 1/1/2021 at 9:00am for any council member who can be there to help. The inventory usually only lasts 1-2 hours. Riley will print the prior year inventory sheets and deliver to Myron for corrections to be made. Once Myron has reviewed and specified corrections, these will be made by Riley prior to the scheduled inventory.
- Myron suggested the council consider placing some reflectors near the dam in town for snowmobilers, as this is a safety concern if we get considerable snowfall. John has some reflectors that he will place near the dam.
- Trail Cam SD Card: The SD card for the city dump site trail cam was returned to the council by Nick, since his term is complete and he will be departing as a council member after this month.
- Clerk Transition:
  - Computer Upgrade: Riley mentioned that the current laptop is 10+ years old and very bogged down, making it challenging to complete daily tasks efficiently. He was looking for input from council on whether to attempt cleaning it up or to look at purchasing a new computer and software. Nick did a quick search on the cost of new laptops and returned results that were reasonable. The purchase of an external hard drive was also mentioned for the backup of files and to keep a new laptop clean with freed up storage space. It was understood that Riley cannot continue to work with the current laptop and a MSP was made by Nick and Bonnie to approve a \$1,000.00 budget for a new computer, accessories and required software to upgrade laptop and bookkeeping system.
  - Mail – Post Office Box and Mail Forwarding: Riley opened a PO Box for all city mail, PO Box 157 in Slayton. Mail is scheduled to be forwarded for up to a year; however, it will be updated for delivery to the new address as it's received, and bills are paid. Bonnie has been receiving "Village of Hadley" mail since the Post Office will only forward mail addressed to "City of Hadley". Riley is going to fill out a separate forwarding form for "Village of Hadley" and contact the Lake Wilson Post Office to inform them that all mail should be delivered to the PO Box in Slayton and no longer to Hadley Steel or any other location in Hadley. It was also approved to update all mail to

read "City of Hadley" when all other updates are being made, as the city was incorporated as this several years ago and mail was not updated to accurately reflect this change. This will provide uniformity and hopefully provide better direction for the post office. A clerk introduction/contact information insert will also be included with the January utility statements to streamline utility payments and outline payment delivery options and expectations. Bonnie is also going to order Riley an address stamp with the new PO Box on it.

- Transition Update: All clerk related hardware and information was transitioned from Judy's office to Riley's office on Saturday, December 12<sup>th</sup>. Riley has some organizing and file cleanup to do before moving prior files to Hadley for storage, which is in progress.
- Suggestions for Change/Improvement: The council would like to see YTD QuickBooks financials on a quarterly basis for the checking, savings, and CD accounts in addition to the monthly meeting financials. Riley will work on getting a template or financial report format set up for all accounts in 2021. It is to be noted that suggestions are always welcome and will be discussed as mentioned.
- Salary Discussion: With payroll coming up on the 15<sup>th</sup>, Riley was looking for a clear understanding of what he should be paying Judy and himself, now that the transition is mostly completed. At hire, Rick and Riley discussed the ladder system working up to what Judy was currently getting for a salary; however there was question since Judy was expecting her full salary through the end of December. There was discussion related to responsibilities, assistance provided and ultimately who was doing the work. The council was reminded that there may be items that come up during the next year where Riley may need assistance or information from Judy. The council took full responsibility for this conflict and realize they should have clearly discussed and set the salaries for the transition period. With the transition being complete and Riley now taking care of the responsibilities related to the job, it was decided that Judy should not receive her full wages for the month of December. MSP by Nick and Henry for Riley to pay Judy 50% of her wages for both pay periods in the month of December (15<sup>th</sup> & 30<sup>th</sup>). As approved by the council, Riley will pay himself \$750.00 for the month of December (half on the 15<sup>th</sup> and half on the 30<sup>th</sup>), before adjusting his monthly salary starting in January, 2021. He will also enroll in PERA with monthly contributions.

Prior to the conclusion of the meeting, Rick extended his thanks for Nick for his past service to the Hadley city council. He provided great insight and will be missed on the council.

MSP by Henry and Nick to pay the bills.

MSP by Henry and John to adjourn the meeting.

Respectfully submitted by Riley Engbarth, City Clerk