

Hadley City Council, Hadley Minnesota

Meeting Minutes

Monday, May 10, 2021

Present: Rick Like, Bonnie Peterson, Henry Veldhuisen, John Brouwer, Jill Pieske, Riley Engbarth

Meeting was called to order by Mayor Like at 6:30pm.

Welcome Guests: Rebecca Towne, CPA, Kinner & Company LTD, Chad Adams, CEO, Southwest Minnesota Housing Partnership (by phone)

Review of April Minutes: With no additions or corrections, the regularly scheduled meeting minutes from April 12, 2021 were approved.

Review of Liquor Fund: Myron provided an update on the search for a new internet provider for the liquor store/community center. A tech from Woodstock Communications came out immediately following the last council meeting and found that the signal is not strong enough for them to provide services in Hadley. Myron asked about pursuing a switch to Mediacom to see if they provide better services than Vast Broadband. The council was in favor of making the switch, so Myron will continue with this. The refund and uncategorized income amounts were questioned on the April P&L statement. The refund came as a result of the 2020 Workers Compensation audit and the rebate is a Brakebush chicken rebate that Myron stated is credited to us periodically. Tiles were also replaced in the bar women's restroom during the month. Rick mentioned closing the community center doors when we get into air conditioning season to conserve on energy. With no further questions or discussion, the Liquor Fund was approved.

Review of General Fund: With no further questions or discussion, the General Fund was approved.

Review of Water/Sewer Fund: The aged balance report was reviewed. There was discussion around the split on water bills between water and sewer, in addition to the overage charges when usage exceeds 4,000 gallons per month. Currently, all billing is split evenly between the water and sewer funds for accounts with normal water/sewer hookups. With no further questions or discussion, the Water/Sewer Fund was approved.

Old Business:

- Generator: There was nothing new to report related to the generator purchase at this time. Proceeding with this project is dependent on the outcome of the street repairs/parking lot resurfacing project.
- Street Repair/Parking Lot Resurfacing – Engineering, Possible Grant Option: John gave the council an update on his communications with SWMHP in Slayton. He asked if the council would be okay with having a planned call at 8:00pm with Chad Adams, CEO of the SWMHP. With the council in agreeance, John called Chad and he explained a brief history of the SWMHP, some of the related projects they have worked on, and the scope for the City of Hadley street repair project. He also gave a timeline for the project, which spans over the course of the next year.

The preliminary application would need to be received by November, 2021 and submitted by March, 2022, with awards being distributed in late spring. The cost for them to do a grant application typically ranges from \$2500 to \$4500, however Chad stated that he needs to take a deeper look into the requirements and scope of project to provide an accurate quote. This is a new project they are looking to potentially help other cities with also, so he thinks the cost for the process would be minimal to the city. He will be working on gathering information on the specs and timeline and would like to have information ready to present at the June/July council meeting, so there will be more to come on this in the future. Chad will be in touch with John if additional information is needed for the project and he invited the council to reach him by email at chada@swmhp.org, if questions on the project arise.

- Map of Water Valve Shut Off's: Rick spoke with Weston Mahon to see about where Slayton might have gotten their map. Weston thinks this was printed by Finley Engineering several years back. Rick was going to do some research/contact Finley Engineering for details and a quote on a comparable map for Hadley.
- Leeds & Lowville Township Monthly Rent Contract: Bonnie provided the council with updated information she received from representatives of Leeds and Lowville townships. Bonnie spoke with Eric Dahlgren again and received documentation showing they paid through the end of 2017. He wanted to confirm the council was okay with staying at the rate of \$35.00 per month for rent but agreed to back pay the 3 years and then begin paying on an annual basis going forward. Riley would then prepare a basic contract rent agreement for record and filing. Rick suggested continuing to charge them \$35.00 per meeting night and let them know that they are receiving a discounted rate since the room is used on a monthly basis. It was discussed making sure the rate is per meeting and not per month, incase multiple meetings are held during any particular month. The council approves Riley proceeding with drafting rental contracts moving forward. These will be sent in the fall for annual payments from both Leeds and Lowville townships, with the payment due January 1st of each year. Bonnie will communicate this information to Eric to initiate the payment for years 2018-2021.
- Ferguson Waterworks Software Upgrade Proposal: There was some additional discussion on the potential upgrade and alternatives for utility billing. As a follow-up from the April meeting, Rick spoke with a representative from Bollig Engineering to confirm if we were required to use a metering system per the initial contract. He confirmed that there are not any requirements for this, and we could choose to move back to flat rate billing, if desired. Given the information presented, the council does not feel we would benefit from the upgrade enough to offset the costs involved. It was determined that Riley should continue using the metering system as is, knowing that it will eventually become obsolete. There will be discussion in the future about the switch to flat rate billing.
- Bank Building Demolition Update: Henry asked for an update on the status of demolition of the bank building. Rick is in contact Bill Ellefson to remove some more walls on the bank. He will proceed to get this cleaned up. There was an incident mentioned that occurred there during the overnight hours last Thursday. There were some kids that jumped the fence and told police they were "ghost hunting".

New Business:

- Presentation & Review of 2020 Small Cities Audit: Rebecca Towne from Kinner & Company LTD was present to present a draft of the 2020 Small Cities Audit for the City of Hadley. She distributed copies of her report for each council member and reviewed it with the council in detail, answering questions as needed. There were minimal changes noted from the prior year. MSP by Bonnie & Jill to approve the audit as presented. Riley will sign the required paperwork to approve the audit and return this information to Rebecca via email.
- Review of Water Testing Results/Recommendations: Darrin Haroldson, who originally submitted the testing results for review and discussion was lining up a representative to attend the meeting. They were not present for further discussion, so this item will be carried over to the June meeting, pending their attendance.
- Donation/Sponsorship Request: Riley presented a mail donation/sponsorship request from the Murray County Fair, for council review. In prior years, we had done a \$100.00 Bronze sponsorship, however there was no event (sponsorship) in 2020 due to COVID-19. The council agreed to continue this sponsorship for 2021. MSP by Bonnie & Jill for Riley to issue a check payable to Murray County Fair for a \$100.00 Bronze sponsorship for the 2021 event.
- Membership Request: Minnesota Clerks & Finance Officers Association (MCFOA): Riley presented information on the MCFOA that was received via email just before the meeting. The information stated we were members in the past, but not in the prior year. Riley was looking for council input on this to see if this is something he would benefit from being apart of. The council asked if Riley felt it would be valuable to take part. Not seeing anything that stood out as part of the membership, it was decided to decline participation for the 2021 renewal year and discuss in the future.
- Ball Field Sod: Myron asked Rick about options for sod for the grass areas needing repair at the ball field. He put in a call to a landscape company out of Edgerton, however they never returned his calls. Rick talked to James Wajer about the sod machine he uses. He offered to help us with the repairs if we can find some sod. Rick mentioned taking sod from beside the shed in town and re-seeding this area later on. He wanted to confirm the council was okay with going this route before proceeding.
- Committee Updates – Streets Committee: A road maintenance issue was mentioned by a resident related to gravel on the roads in town. Rick asked the council for approval to order a load of gravel to be delivered and placed on the road. He will order this from R.A. Muecke Sand & Gravel.
- Clerk Updates:
 - Payroll Software: Riley mentioned the tax reporting issue with our current QuickBooks Payroll software. Rebecca from Kinner & Company LTD recommended filing quarterly 941's and other tax forms via QuickBooks for simplicity and more efficiency. Riley agreed with starting this in 2021, however when he went to file the 1st quarter 941, discovered that we do not have the applicable software currently. We would need an upgrade from basic to enhanced to perform this filing. The cost is roughly \$150.00 more per year from our current annual subscription (\$500.00/year vs. \$350.00/year) plus

\$2.00 per employee per month. With the errors and omissions presented on prior quarterly 941's, the council was understanding of this needed upgrade. MSP by John and Bonnie authorizing Riley to proceed with the QuickBooks upgrade.

- Website/Social Media Update: Riley informed the council that he was able to meet with John Draper with Pipestone Publishing a couple weeks ago. He has gained access to our website and after a walkthrough with John is excited about the changes planned. John has agreed to help Riley in giving our website a fresh look with new up-to-date content. Riley plans to spotlight the liquor store/community center, council and Buttermakers to start with other content later on. There will be more to come on this as the updates take place over the next couple months.

MSP by Henry and Bonnie for payment of unpaid bills, as presented.

MSP by Bonnie and Henry for meeting adjournment. With no further business, the regularly scheduled meeting was adjourned by Mayor Like at 9:15pm.

Riley Engbarth

Respectfully Submitted by Riley Engbarth, Clerk