

**Hadley City Council, Hadley Minnesota**

**Meeting Minutes**

**Monday, March 8, 2021**

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

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

Welcome Guests: Robert & Audrey Wornson, Murray County Sheriff's Office Deputy Scott Ahlers

Review of February Minutes: With no additions or corrections, the regularly scheduled meeting minutes from February 8, 2021 were approved.

Review of Liquor Fund: Myron noted a new TV was purchased for the bar at the end of February, as the one on the north wall quit working. The old TV will most likely be disposed of at the upcoming hazardous waste day. He also brought up the topic of WIFI in the bar and community center. Recently, during a meeting in the community center, it was noticed that there was very spotty and limited WIFI in the bar area. It was questioned by Rick what our current package through Frontier Communications consisted of for speeds. Mediacom and Woodstock Communications were also mentioned as possible options to look into further. Myron, Rick, and Riley are going to work together to research options for wireless internet providers and Riley will take a look at the current Frontier Communications services. Rick mentioned that there are some floor tiles that are damaged in the back area of community center, so these will need to be looked at and repaired ahead of upcoming events. With no further questions or discussion, the Liquor Fund was approved.

Review of General Fund: Riley pointed out a refund that was received from the IRS in February, which helped offset the cost of general liability insurance. With no further questions or discussion, the General Fund was approved.

Review of Water/Sewer Fund: As a follow-up from the January meeting, Rick sent a text to Theresa Hughes regarding her past-due billing but did not receive a response back. Riley will continue to send her past-due billing statements each month with late fees assessed. Brittany Skillings made a payment towards her utilities account before the aged balance report for February was printed, so this was noted. Dawn Butler had previously been exempt from our \$9.00/month sewer hook-up fee during construction of her home but will be charged this monthly fee going forward. Riley informed the council that an explanation letter was sent with her March billing statement, which included the fee. 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 did further research on the application process for the grant and there are many details he does not know related to completion of the application. He called Kelsey and Zac, our project contacts, a second time and left messages, but received no returned calls. He also obtained census information that is needed for the application from Murray County Commissioner Lori Gunnink. Rick suggested that we reach out to Southwest Regional Development Commission in Slayton regarding the requirements and assistance in completing the required grant application. John was going to contact them to see what options we have related to the grant.
- Dean Larson – Unmaintained Property & Unlicensed Vehicle Citations: Riley received the original certified letter to Dean back on Saturday 2/6/2021. He has since emailed a copy of the returned letter and documentation to the Murray County Sheriff's Office to initiate the issuance of original citations requested.
- Map of Water Valve Shut Off's: Rick has the maps that engineers originally did, but Bob mentioned that the City of Slayton has a map of town aerial photo which shows all shut offs. Rick is going to check with Weston at the City of Slayton on where Slayton got their shut off map.
- 2021 Budget – Audit Requirement: Rick has the budgets for 2020 and 2021. He is in the process of getting these to Riley, so they can be submitted to fulfill audit requirement.
- Special Election Update: There are two candidates that filed for the special election council member, with great interest by a third resident. Sample ballots have been drafted and approved for printing. Once they arrive at the Murray County Auditor's Office, Riley will meet Heidi for stuffing and mailing of ballot envelopes. Once ballots are mailed, the final step in the special election will be election night, which is 4/13/2021. Riley mentioned that he needs 1 other council member present on election night to assist in opening and counting ballots.

#### New Business:

- Building Project Pre-Application Review – Wynia: A Building Project Pre-Application was submitted for review and approval by the council. This application was reviewed and discussed. The council supports the project brought forth by the Wynia's. There was a MSP by John and Bonnie to approve the application as presented so zoning and construction can begin. Application was signed by Rick and Riley and delivered to the Murray County zoning office.
- Ferguson Waterworks Software Upgrade Proposal: Riley presented a quote from Ferguson Waterworks for an upgrade to the existing meter reading software, which he is told is extremely outdated. He had contacted Ferguson for assistance in moving the software from the previous laptop onto new laptop, however, was told that an upgrade needed to be purchased in order to get software support and troubleshooting. The quote was for \$2,800.00 for the current version. There are a few meters that he is currently not getting accurate readings on and an upgrade will allow for troubleshooting into the potential meter problems also. The council reviewed the proposal and agreed we would be in a position to upgrade but would like confirmation on the terms of contract and requested that what is included be spelled out before agreement is made. MSP by Bonnie and Jill to allow Riley to negotiate with Ferguson Waterworks on getting the

software upgrade, contingent on having terms in writing and that this upgrade is a one-time fee. Riley will email Karen with Ferguson Waterworks to request additional documentation and initiate the process. If this negotiation cannot be reached, he will inform the council for guidance on next steps.

- **Fund Balance Spreadsheet – Template Review:** A template that Riley created for Fund Balances was distributed and reviewed by the council members. The Fund Balance spreadsheet will be distributed quarterly for the council to review. Since the template was produced for the March council meeting, it only included data for the last 2 months, so revised balances will be presented and discussed at the April council meeting. With council support, Riley mentioned that he would like to clean up the current accounts and condense/reclassify funds for easier bookkeeping and clarification. Currently, there are 3 savings accounts with small balances in them, which will be combined into a new short-term Certificate of Deposit. Additionally, the “Liquor Fund” will be renamed the “General Fund” since it is used for all deposits and payables. He is going to be in contact with our auditor to confirm any account requirements prior to making these changes. MSP Jill and Bonnie to authorize Riley to work with Minnwest Bank on moving funds and renaming accounts, as appropriate.
- **2021 Board of Equalization Meeting:** This meeting will take place next month (April) at 6:00pm for a half hour in the council chamber. Marcy Barritt will be available to answer any questions of the public related to property values for parcels in Hadley. Rick mentioned the half hour training that council members are encouraged to take related to the Board of Equalization Meeting. This training only needs to be refreshed every few years and at least 1 council member needs to be trained in order for the meeting to take place in Hadley. Riley will obtain and send out the link to the council incase members want to take the training ahead of next month’s meeting.
- **Water Sample Violations/Discussion:** Riley presented two separate violation letters he received in the mail from the State of Minnesota related to water samples. The council was unclear on who exactly is currently responsible to taking and sending the city’s water samples. Darren will be questioned at next meeting he attends regarding samples; however, Riley is going to reach out to him in the meantime on this as well.
- **Leeds & Lowville Township Monthly Rent Contract:** Both Bonnie and Riley were contacted by Eric Dahlgren, a member of Lowville Township, regarding monthly Community Center meeting rent. They paid advance rent several years back but are unsure when they are paid through and if they should again be paying a monthly fee. Leeds Township is questioning the same. Riley looked back several years in the city’s records but did not come across any deposits that were clearly labeled for township rent. Bonnie is going to check with contacts for Leeds and Lowville Townships to see what documentation they have. It is possible that a new contract may be drawn up and discussed going forward.
- **2021 LMC City of Excellence & Appointed/Elected Official Awards:** Flyers received by mail related to these awards were presented for informational purposes if council members choose to move forward with applying. The deadline is April 19<sup>th</sup>, 2021.

- Committee Updates – Streets Committee: John asked Bonnie to take photos of issues with the current streets (potholes, cracks, damage, etc.) when she is out walking around town as these will be needed if we proceed with submitting a grant application for road repairs.
- Water Sampling & Reporting: Following the February council meeting, Bonnie invited Bob Wornson to attend the March council meeting to discuss what his job all entails. Bob was present and showed copies of the data records he completes each month. He also explained that he is always on call for plumbing issues, leaks, outages, etc. If something goes wrong with the system, Bob is the first to know. He checks the pumps daily and takes readings. Additionally, there are 4 samples for fluoride taken from certain locations periodically along with monthly samples, in which locations are rotated with the exception of Bob's own property for convenience. Random samples are also required by the state periodically, where Bob is notified by mail. He works with the office representatives at the State of MN in complying with the requirements and submitting all required samples. Bob stated he has been taking these samples for 50+ years and it just comes natural for him.
- Murray County Sheriff's Office Deputy Scott Ahlers was present to introduce himself and to inform the council that he has been assigned to our city for the coming year. He wanted to provide the council with his contact information and asked that he be contacted should issues ever arise. When asked about a deputy serving resident citations related to ordinance non-compliance, he stated that if their office is contacted with proper documentation, they will serve the letter and/or citations to a resident in violation.

MSP by Henry and Jill to move monthly council meeting time to 6:30pm beginning next month (April) and continuing through the summer months, returning back to 6:00pm in December of 2021.

MSP by Henry and Bonnie for payment of unpaid bills.

MSP by Henry and Jill for meeting adjournment. With no further business, the regularly scheduled meeting was adjourned by Mayor Like at 8:45pm.

*Riley Engbarth*

Respectfully Submitted by Riley Engbarth, Clerk