

Hadley City Council, Hadley Minnesota

Meeting Minutes

Monday, January 11, 2021

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

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

Welcome Guests: No guests present.

Review of December Minutes: With no additions or corrections, the minutes were approved.

Review of Liquor Fund: Myron informed the council that he had to replace the hydraulic door closure on the front door of bar. Materials were purchased from Slayton Building Materials at an estimated cost of \$300, however the invoice has not been received to date. Sales were down in December, as expected, during the governor mandated shutdown. The bar and restaurant closures have been lifted as of today and the bar is now back open for indoor dining following COVID-19 guidelines. The first day back open was busy with one-day sales higher than total sales during the previous week. Myron also mentioned that pool and darts are expected to resume this week. Myron asked Riley for a copy of the most recent COVID-19 governor mandated guidelines. He will print and deliver these to Myron, as they were received via email. With no further questions or discussion, the Liquor Fund was approved.

Review of General Fund: Rick questioned Riley on the annual fees listed on December P&L Statement. After verifying in QuickBooks, Riley confirmed that the fees were for the city's annual membership with the MN League of Cities. With no further questions or discussion, the General Fund was approved.

Review of Water/Sewer Fund: The aged utility balances were again a topic of discussion this month. With the change in remittance address, Riley mentioned that payments are being received at a slower rate, however he is hoping that with the December bill insert listing updated contact information that payments will be remitted correctly moving forward. The mail has also been delayed recently, which could be part of the explanation for the greater number of accounts appearing on the aged balance listing. Last month, there was discussion on shutting off water at the residence occupied by Brittany Skillings, as her balance was over 90 days past due. Riley initiated this with Darren, the city's utility maintenance contact, however when he attempted to disconnect, Brittany spoke with him and was to make a prompt payment. With the account still outstanding and accumulating charges, Riley was asked by the council to contact the Murray County Sheriff's Office to confirm what information or documentation is required to initiate a shut off for utilities. There was also some question as to whether utilities can be disconnected at homes where children are present, during the winter months. Riley will ask the sheriff's office about this also. After clarifying these items, a letter will be drafted to Brittany for council review. Utility payment assistance may also be available under certain circumstances. He also asked for a clear procedure to be determined by the council for how future utility shut off's will be handled. It was determined that a disconnect "warning notice" will be included with the next utility statement any time an account becomes 30 days past due, so that if an account becomes 60 days past-

due during the following cycle, water can be shut off promptly to avoid accumulating balances. Riley will watch this report closely prior to month-end utility billing and the notices will be sent in advance of projected shut-off, to stay on top of aging balances. Bonnie is going to speak with Rande Johnson regarding Ashley Remme's past due utility bill, as we need to confirm the status of property and if utilities should be shut off. With no further questions or discussion, the Water/Sewer Fund was approved.

Old Business:

- Cable/Internet Provider: Myron did not have any new updates to report related to a new cable/internet provider for the bar/community center. He did not take the time to research further since the bar has been closed per the governor mandated shutdown.
- Generator: Henry mentioned that Doug Brinks with Slayton Electric, who he originally contacted regarding the generator, is in the process of selling his business to one of his current employees. Due to the sale, he feels the generator inquiry may have been put on the back burner for now. Henry will contact another electrician regarding the generator and possible installation.
- Bank Building: Rick stated he is meeting with a lady on Wednesday who is interested in taking the windows out. The museum is also interested in a couple bricks for display. He is still in contact with Bill Ellefson, who has now suggested burning out the inside of the building before condemning. Rick has since been in contact with the Slayton Fire Department and Murray County Sheriff's Office regarding options for accomplishing this. John mentioned that the building's tar roof is going to produce a lot of black smoke if burned, however Rick stated this is the reason he is researching the best possible option. He will not do anything that is going to cause harm or danger to the city or its residents.
- Dean Larson – Concerned Citizen:
 - Unmaintained Property & Unlicensed Vehicles: Nick requested the council have a follow-up conversation on prior issues related to Dean's unmaintained property and unlicensed vehicles within city limits. These issues are on-going and have been discussed at previous council meetings, with no forward progress from Dean noticed. Letters have been sent to Dean in the past regarding property clean-up at 340 1st Street E and unlicensed vehicles that are located within the city that belong to him. Nick mentioned that he again has been receiving complaints from neighboring property owners related to hazardous debris left on the property. Due to violation and lack of action, the council requested that Riley send notice of citations to be used to Dean and initiate this process with the Murray County Sheriff's Office. Riley will contact the sheriff's office to confirm the documentation required for serving citation(s) to a resident and draft letter to Dean for council review.
 - Water Hydrant Flushing: Rick mentioned that Dean contacted Missy Biren, our insurance agent regarding a possible claim for plugged water filters as a result of the last hydrant flushing. She called the MN League of Cities regarding the inquiry. If there is a valid claim, it will not be over the city's \$250 policy deductible. Dean would have to submit receipts and proof of damage to determine if the claim would be covered. This

information was relayed to Dean, however the city has not seen or heard anything more regarding a claim. Bonnie mentioned that other residents have had issues like this in the past, replacing the filters on their own without bringing forth a claim under the city's insurance policy. Darrin is supposed to be flushing hydrants in the spring and fall. The council will discuss resident concerns and flushing procedures with Darrin at the February meeting, so this information can be better communicated to city residents in the future.

- Black City Van – Bonnie visited with a former MCC school board member to validate Dean's inquiry about a background check requirement for all drivers. The former board member stated that this should not be required, as even if the school required a background check, the city would not be in the position to be treated the same as a school district. Nick asked who is paying insurance for the van to which Rick responded that the city is paying the insurance. The van is owned by the city, which is why we are paying the insurance; however, the Baseball Association should be reimbursing us and will be asked to do so in the future. It was mentioned by Nick that the city could also look at potentially selling the van, to avoid this concern in the future.
- Street Repair/Parking Lot Resurfacing – Engineering, Possible Grant Option: John stated that he filled the pothole and placed poles/ribbon around the dam, following last month's discussion on these issues. The council thanked him for getting this done for the city. John and Nick have both been making contacts and researching the option for grant funding – there will be more to come on this as final details are still being discussed. Nick stressed the importance of staying in contact with representative monthly at a minimum going forward as we do not want to miss out on this opportunity for the city. John asked for Kelsey's phone number with SEH so he can work with her on funding for the small cities grant. John is going to crunch some numbers for the proposal originally discussed for only some of the streets, however getting a proposal to re-surface all paved streets was also discussed. Jill is going to continue the communication with the representative Nick was speaking with and ask some additional questions, so we can keep in touch with this contact. Rick mentioned that we may have some concerned city taxpayers if we re-surface existing streets, but ignore gravel roads within the city, so this is something that needs to be considered when reviewing proposals and direction for the project.
- 2021 Special Election: Riley is meeting with Heidi at the Murray County Auditor/Treasurer's office next Wednesday regarding his responsibilities for the special election. There will be more to come regarding the filing period after this meeting. Riley is also planning to send a filing notice and details on the special election as a utility statement insert next month.
- Clerk Transition Update: The council was updated on Riley's computer and software upgrade. He purchased a new laptop, antivirus software, Microsoft Office, and an external hard drive, using the approved budget, to upgrade hardware and software for the city. He is working on sorting and transferring all files and software from the old laptop, along with an update to the city's QuickBooks accounting software and related files. The mail transition has been slow, however a letter and contact information update insert were included with the December utility statements. Riley commented that he has been receiving good feedback with the resident

contact information update forms and is hoping to create a city resident email list for important updates and communication in the future. Accounts payable vendor addresses are being updated as bills are paid. Judy was mailed her final paycheck with December PERA contributions being paid. Riley will begin receiving his normal agreed upon salary in January with monthly PERA contributions.

New Business:

- Swearing-In of Elected Officers: The City of Hadley welcomes Rick Like as Mayor Re-Elect and Jill Pieske as Council Member. Jill replaces outgoing Council Member Nick Pieske. Riley read the oath of office to both Rick and Jill and each elected official was sworn into office.
- Review of November 2020 Water Testing Results/Recommendations: Darrin provided Riley with the November 2020 Water Testing Results/Recommendations for the council to review and discuss. After review, the council has some questions related to the report and next steps. Knowing Darrin will be at the council meeting next month to review in further detail, the council will address this topic at the next meeting.
- 2021 Law Enforcement Contract: The 2021 Law Enforcement Contract was presented for review and requested approval by the council. After review, it was determined to accept the contract. MSP by John and Bonnie to accept the contract as presented. Riley will issue payment and return the signed contract to the Murray County Auditor/Treasurer's office next week.
- Map of Water Valve Shut Off's: John wondered if this was in process, as it had been discussed at a prior council meeting. Nick was going to check with Bob Wornson on this to see if he had time to work on a map that indicates the shut off locations he is aware of. Rick mentioned also checking with Darrin on putting together this map and it may be a discussion to have when he is present at the meeting next month.
- 2021 Appointments/Committees: Mayor Like discussed the forming of several council committees as done in the past, with members designated to discuss and resolve related matters. The following Appointments and Committees were recommended for 2021:
 - Acting Mayor: Henry Veldhuisen
 - Weed Inspector: Henry Veldhuisen
 - City Attorney: Merlyn Anderson
 - City Prosecuting Attorney: Kayla Johnson
 - City Auditor: Kinner & Company, LLC
 - City Insurance Agent: Farmer's Agency of Avoca
 - Official Depository: Minnwest Bank
 - Official Newspaper: Murray County Wheel-Herald
 - Water & Sewer Committee – Henry Veldhuisen & John Brouwer
 - Streets Committee – Bonnie Petersen & Jill Pieske
 - Park & Rec Committee – Bonnie Petersen & Henry Veldhuisen, Myron Bennett (pending)MSP by Henry and Bonnie to approve the 2021 Appointments and Committees as recommended.

MSP by Bonnie and Jill for payment of unpaid bills.

MSP by Henry and Bonnie to adjourn the meeting. Meeting was adjourned at 8:30pm.

Riley Engbarth

Respectfully Submitted by Riley Engbarth, Clerk

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