

**Hadley City Council, Hadley Minnesota**

**Meeting Minutes**

**Monday, November 8, 2021**

Members Present: Rick Like, Bonnie Petersen, Henry Veldhuisen, Jill Pieske, John Brouwer

Others Present: Riley Engbarth, Clerk/Treasurer, Myron Bennett, Liquor Store Manager

Call to Order: The meeting was called to order by Mayor Like at 6:30pm.

Welcome Guests: Deputy Ahlers from the Murray County Sheriff's Office was present for open forum.

Agenda Approval: The council was asked to review the meeting agenda and suggest any additions or corrections. Council Member Veldhuisen requested that Meeting Time Change and Summit Lake Dock Removal be added agenda items. Additionally, Council Member Brouwer wished to discuss Kitchen Exhaust Fan Cleaning and bids for Gutters and Shrubs along the Community Center. With no further additions or corrections, MSP by Council Member Petersen and Council Member Pieske to approve the meeting agenda, as amended.

Review of October Minutes: The council was asked to review the October meeting minutes and suggest any additions or corrections. Myron noted a correction to league schedule, stating that darts are held on Tuesday's and pool takes places on Wednesday's and Thursday's. With no further additions or corrections, the regularly scheduled meeting minutes from October 11, 2021 were approved, as amended.

Review of Liquor Fund: Myron questioned Uncategorized Income, which was pop can collection revenue. Further classification discussion was had on whether the revenue should be under Liquor or General, with the result being Liquor, since Myron handles the cans, and all Liquor Store aluminum is contributed. As a follow-up to the October meeting, Myron reported that the new RO system quote came in at \$2,295.00 from Culligan Water Conditioning. He is assured that the installation of this new system should fix the ice machine problems. The council was in agreeance that purchasing this system will save on future maintenance and repair costs. MSP by Council Member Petersen and Council Member Veldhuisen to approve the purchase of RO system from Culligan Water Conditioning, as quoted. Myron will initiate the purchase and installation, noting that there may be a delay in installation since the vendor is booked. Myron also called Mikes' Plumbing & Heating Inc. to confirm reason for Community Center air conditioning unit invoice coming in higher than original bid. He confirmed that invoice was \$250.00 higher due to part increases since bid origination – this was accepted by the council, and Riley has already issued payment in full. Myron was again commended by the council for another strong financial month. With no further questions or discussion, the Liquor Fund was approved, as presented.

Review of General Fund: Riley noted that second half 2021 property tax revenue was received from the Murray County Auditor/Treasurer in October, so this was reflected in the financials. With no further questions or discussion, the General Fund was approved, as presented.

Review of Water/Sewer Fund: The aged balance report was presented and reviewed. There is one property that currently has a delinquent balance aged over 90 days. If payment in full is not received prior the November, 2021 billing cycle, this balance will be filed as a special assessment on Murray County property taxes payable in 2022 and subject to interest. There was also one property owner-initiated water disconnect during the month. With no further questions or discussion, the Water/Sewer Fund was approved, as presented.

#### 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.
- Water Testing Results/Recommendations: There was nothing new to report related to the Water Testing Results/Recommendations as the council is awaiting presentation from Darrin Haroldson and David Boucher on the current water chemicals and possible recommendations for improvement. Mayor Like is going to attempt to contact Darrin again regarding this item.
- Map of Water Valve Shut-Off's: There were no new updates to report related to the Map of Water Valve Shut-Off's. Council Member Petersen is still attempting to obtain contact information for Ben Humphrey at Finley Engineering. She will attempt to contact him to discuss options for the city's water valve shut-off map.
- Street Repair/Parking Lot Resurfacing – Engineering, Possible Grant Option: There was additional discussion centering around the Street Repair/Parking Lot Resurfacing project. Mayor Like was informed by Murray County that Town & Country out of Garvin, MN was awarded the bid for this project. Mayor Like asked Randy to pass along future information on government infrastructure and to keep us in mind on any future street repair monies available. Council Member Brouwer contacted Lucas Duininck, requesting a bid on resurfacing all city streets. He didn't have any numbers to report, as he is awaiting an itemized quote for the project.
- Storage Garage Damage: There was nothing new to report related to the Storage Garage Damage, as the city is awaiting demolition of the structure by Bill's Backhoe Service.
- Property/Vehicle Ordinance Violations/Nuisances: Following the October council meeting, no response was received from T. Hughes or C. Sechser prior to the stated deadline of October 16<sup>th</sup>. Consistent with ordinance procedure, both nuisance ordinance violations were turned over to the Murray County Sheriff's Office, so citations could be issued. Riley also spoke with Deputy Isder for an update regarding D. Larson's nuisance ordinance violations, prior to the meeting. He was informed that both unlicensed vehicles previously in violation have now been licensed, however the Buick is still parked on grass. The referenced ordinance states that vehicles must be parked on pavement or gravel. There is also a dead evergreen tree located on Mr. Larson's vacant property on 1<sup>st</sup> Street E, which he was instructed to clean up and remove from the property. At the council's request during the October council meeting, Riley also contacted the Murray County Sheriff's Office requesting that a deputy attend the meeting for further discussion on ordinances and current violations. Deputy Ahlers was present at the meeting. Further discussion was had regarding the city's ordinance process and how it relates to current

violations. He also discussed the best practice for reporting violations and provided his direct contact information.

#### New Business:

- 2022 Preliminary Budget Review/Discussion: Riley presented the council with a preliminary budget for 2022 for review and discussion. Following the October council meeting, he revised the auditor provided template to better fit the city. The budget now consists of 4 years of actual data along with a column for the proposed budget for 2022. The preliminary budget was reviewed line by line with adjustments noted. Riley will update the template with adjustments and forward the revised preliminary budget for 2022 to the council ahead of the December meeting. The 2022 budget is slated to receive final approval at the December council meeting. Following approval, Riley is required to submit an electronic copy to the Minnesota Department of Management and Budget and the USDA to satisfy requirements.
- Utility Billing – Proposed Enhancements/Changes: Riley asked to discuss the current utility billing system/process and plans for 2022 and beyond. He expressed concerns with the current meter reading system, as it is now obsolete and unsupported. The city is currently paying a vendor separate from QuickBooks to house the utility billing; however, he feels this could be done in QuickBooks, which the city already has an active subscription for. Utility billing has been discussed in the past but was researched and tabled knowing billing could be continued in the meantime using the existing system. With the start of a new year upon us, Riley proposed going away from monthly metered usage and replacing readings with a flat rate for utilities. There are multiple benefits to this proposal, including cleaner accounting in one system, simpler monthly billing, consistency for residents, less costs involved and options for auto pay/electronic payments in the future. The council was in agreeance that the beginning of the year would be the best time for a transition of this magnitude. With the transition, rates were also discussed. It was decided that the water utility rate will increase by \$1.00 to \$31.00/month. This will make a normal monthly flat rate installment of \$70.00 for customers with both water and sewer services. The \$9.00 hookup fee still applies to sewer customers, as does the \$5.00 late payment fee and \$50.00 re-connection fee, as needed. Per auditor notification and Minnesota Department of Revenue guidelines, sales tax will also be added to commercial water accounts beginning in January, 2022. Following discussion, MSP by Council Member Pieske and Council Member Petersen allowing Riley to proceed with proposed changes to utility billing beginning in 2022. Riley will work on getting customer accounts set-up in QuickBooks for a seamless transition beginning with the January, 2022 billing cycle (February, 2022). A resident letter will also be prepared to discuss these utility billing enhancements.
- Summit Lake Dock Removal: Council Member Veldhuisen mentioned that the dock needs to be removed from the lake again before winter. He asked Council Member Pieske if Nick would be willing to pull out the dock again this year, as he has in previous years. This will be followed up on to ensure dock is removed.
- Community Center Bushes & Gutter Bids: Council Member Brouwer questioned getting a bid to remove and transplant the bushes and gutters from beside the Community Center prior to the

road project, however this was tabled as removal may not be necessary until plans for the parking lot are finalized.

- Community Center Kitchen Exhaust Fan Cleaning: Council Member Brouwer mentioned that he noticed a grease streak on the Community Center kitchen exhaust fan and thought this should be cleaned soon. The council felt this was a good recommendation, as it probably hasn't been cleaned for some time. Mayor Like is going to check with Dayton at The Hub Drive In to see if he has a contact for someone who does this type of work.
- Committee Updates – Park and Rec Committee: Mayor Like noted that Hadley Park and Rec has taken care of the winterization at the city park in both the concession stand and restrooms.

MSP by Council Member Veldhuisen and Council Member Pieske to move monthly council meeting time to 6:00pm beginning next month (December) and continuing through the winter months, returning back to 6:30pm in April of 2022.

MSP by Council Member Veldhuisen and Council Member Brouwer for payment of unpaid bills, as presented. Motion carried unanimously.

MSP by Council Member Petersen and Council Member Brouwer for meeting adjournment. Motion carried unanimously. With no further business, the regularly scheduled meeting was adjourned by Mayor Like at 9:17pm.

*Riley Engbarth*

Respectfully Submitted by Riley Engbarth, Clerk/Treasurer