

Hadley City Council, Hadley Minnesota

Meeting Minutes

Monday, December 13, 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 6:00pm.

Welcome Guests: Dean Larson, Hadley Resident was present for open forum.

Agenda Approval: The council was asked to review the meeting agenda and suggest any additions or corrections. Council Member Brouwer mentioned that he had an expense receipt and utility locate labor for reimbursement. Council Member Petersen requested that the Leeds and Lowville Township rental contracts be discussed. With no further additions or corrections, MSP by Council Member Veldhuisen and Council Member Pieske to approve the meeting agenda, as amended.

Review of November Minutes: The council was asked to review the November meeting minutes and suggest any additions or corrections. With no further additions or corrections, the regularly scheduled meeting minutes from November 8, 2021 were approved, as presented.

Review of Liquor Fund: Myron informed the council of his follow up with Culligan Water Conditioning to confirm that we are on the list for the RO system installation, however he was informed that they continue to be extremely busy, so there is no estimated time of completion. 2021 Year-End Inventory will take place on 1/1/2022 at 9:00am and those council members that can attend to help are encouraged to do so. Council Member Veldhuisen questioned who our current fire extinguisher service vendor was. Riley confirmed that Pellegrino Fire Extinguishers out of Worthington, MN has been servicing our extinguishers the past couple of years. With no further questions or discussion, the Liquor Fund was approved, as presented.

Review of General Fund: Council Member Pieske questioned the amount of \$275.00 under Professional Expense, which Riley confirmed was auditor fees for assistance with QuickBooks clean-up and quarterly tax filings. Council Member Brouwer questioned the expenses under Streets in November. Riley confirmed that this was Bobcat rental costs, which he was unsure of the correct classification for prior to confirming what the Bobcat was used for. Council Member Veldhuisen confirmed that this was for clean-up/maintenance at the city brush site. Riley will reclassify these expenses from Streets to Maintenance, knowing this information. 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. The aged utilities balance for parcel previously discussed was turned over to the Murray County Auditor/Treasurer's Office prior to 11/30/2021 deadline, as a special assessment for the 2022 tax roll. This update will be reflected in next month's aged balance report, as the amount of \$424.93 will be written off until

collected through property taxes. 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. Henry stated that this can be installed anytime the council decides to proceed.
- 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. Council Member Veldhuisen questioned if anyone has contacted Darrin again regarding his intentions, as it would be nice to discuss this long outstanding topic. Mayor Like made note and mentioned that he would attempt to contact Darrin to see if we could line something up.
- Map of Water Valve Shut-Off's: There were no new updates to report related to the Map of Water Valve Shut-Off's. Getting in contact with the appropriate representatives proves to be a difficult task, so this map project is still pending at this time.
- Street Repair/Parking Lot Resurfacing – Engineering, Possible Grant Option: Council Member Brouwer contacted Lucas from Duininck, requesting a bid on resurfacing all city streets last month. After not receiving a response back with the requested quote, he had placed another call to Duininck, but did not receive a response back prior to the meeting. He will continue to follow-up with his contacts in hopes of obtaining a quote prior to the next meeting.
- 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 November council meeting, property nuisance ordinance citations were issued to both T. Hughes and C. Sechser. Since then, it was noted that C. Sechser has begun demolishing the structure on his property. T. Hughes has her daughter now occupying the property with the intentions of cleaning it up and this is being closely monitored by the council. If no progress is made, additional action will be taken. Riley is going to circle back with Deputy Isder and Deputy Ahlers from the Murray County Sheriff's Office for an update on all open cases ahead of the next council meeting.
- Community Center Kitchen Exhaust Fan Cleaning: There was additional discussion on possible vendors who could complete this necessary exhaust fan cleaning at the Community Center. Grothe Prosteam Cleaning was mentioned, but it was uncertain if they do more than household and commercial carpet cleaning. Council Member Veldhuisen will research options for possible vendors interested in the project.
- Utility Billing Enhancements/Changes: Riley provided the council with an update on progress made on the utility billing enhancement project he is working on that will take effect in 2022. He has clarified with the city's auditor the proper way to clear out old outstanding balances in QuickBooks and has begun the process of inactivating all old accounts, so that new accounts can

be built for each service property. Once the accounts are built, charge items will be set up for mass monthly billing and a new invoice template will be created. Riley emphasized that we are still on track for implementation in January, 2022 (February billing cycle) and believes it will be a smooth cutover. He will be drafting a transition letter for customers that will include some information on the enhancements/changes and explain the new billing statements and charges and hopes to present this at the next meeting.

New Business:

- **2022 Operating Budget Final Review:** Riley presented each council member with a copy of the revised 2022 Operating Budget, which now included the edits discussed during last month's meeting. Mayor Like mentioned that he had a discussion with the city's auditor regarding the possibility of transferring money from the Liquor fund to offset the Property Taxes line item, so the city didn't necessarily have to raise the levy by \$5,000.00 this year. It was confirmed that this could be done, since the liquor store is profitable again for 2021. After discussion and consideration, it was determined that \$2,000.00 should be transferred from the Liquor fund, thus reducing the final Property Taxes line item from the proposed \$45,000.00 to \$43,000.00 for 2022. Riley will make this correction on the budget template prior to submissions. MSP by Council Member Veldhuisen and Council Member Petersen to approve the 2022 Operating Budget, as amended. The council was thanked for their input on this project and Riley was thanked for getting the budget into an electronic format.
- **2022 Revenue Tax Levy:** Consistent with the 2022 Operating Budget discussion, Mayor Like discussed his conversation with the city's auditor regarding the possibility of transferring money from the Liquor fund to offset the Property Taxes line item, so the city didn't necessarily have to raise the levy by \$5,000.00 this year. After discussion and consideration, it was determined that \$2,000.00 should be transferred from the Liquor fund, thus reducing the final 2022 Revenue Tax Levy from the proposed \$45,000.00 to \$43,000.00. MSP by Mayor Like and Council Member Brouwer to approve setting the final 2022 Revenue Tax Levy at \$43,000.00. Riley will complete the necessary paperwork for submission to the Murray County Auditor/Treasurer's Office, prior to the 12/30/2021 deadline.
- **2021 Year-End Inventory:** A year-end liquor and food inventory is scheduled to be taken on 1/1/2022 at 9:00am and those council members that can attend to help are encouraged to do so. The inventory usually only lasts 1-2 hours. Riley will work with the city's auditor to coordinate her attendance and provide Myron with last year's inventory sheets ahead of time for revisions prior to inventory.
- **Leeds and Lowville Township 2022 Rental Agreements:** Council Member Petersen mentioned that she had been contacted by representatives from both Leeds and Lowville townships regarding 2022 Rental Agreements. Riley is currently in the process of drafting these for mailing within the next couple of weeks, however he was looking to confirm the rate and appropriate contact information on where to mail the agreements. The room rental rate for these townships will remain the same as previous years at \$35.00/month. Council Member Petersen will confirm

with her contacts for each township where the agreements should be sent and provide this information to Riley.

- Resident Questions – D. Larson: Mr. Larson was present and asked a couple questions of the council. He was wondering if Bill’s Backhoe Service would be providing proof of insurance before beginning work on the Storage Garage. Mayor Like responded stating that he has not started any work to date, but when work begins he doesn’t foresee any issues with Bill having or providing proof of insurance upon request. Additionally, Mr. Larson was also wanting to know how much Council Member Veldhuisen was paid for spraying the city property earlier this fall. The approved amount was confirmed and provided, as requested.

MSP by Council Member Veldhuisen and Council Member Pieske for payment of unpaid bills, as presented. Motion carried unanimously. Also included in MSP was the approval for payment of an expense reimbursement request from Council Member Brouwer for metal detector batteries and utility locate labor, with appropriate expense documentation being turned in.

MSP by Council Member Veldhuisen and Council Member Petersen for meeting adjournment. Motion carried unanimously. With no further business, the regularly scheduled meeting was adjourned by Mayor Like at 6:52pm.

Riley of Engbarth

Respectfully Submitted by Riley Engbarth, Clerk/Treasurer