

Hadley City Council, Hadley Minnesota

Meeting Minutes

Monday, December 12, 2022

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

Members Absent: Jill Pieske

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: No guests were present for open forum.

Agenda Approval: The council was asked to review the meeting agenda and suggest any additions or corrections. With no further additions or corrections, MSP by Council Member Brouwer and Council Member Petersen to approve the meeting agenda, as presented. Motion carried unanimously.

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, MSP by Council Member Brouwer and Council Member Petersen to approve the regularly scheduled meeting minutes from November 14, 2022, as presented. Motion carried unanimously.

Review of Liquor Fund: 2022 Year-End Inventory will take place on 1/1/2023 at 9:00am and those council members that can attend to help are encouraged to do so. Myron mentioned repairs necessary on ice machine, as it is having drain problems. With no further questions or discussion, MSP by Council Member Brouwer and Council Member Petersen to approve the Liquor Fund, as presented. Motion carried unanimously.

Review of General Fund: The \$500.00 donation was questioned, and Riley referred to the newly created 'Grants and Donations' income line item to record future monies falling under either of these descriptions. All donations received for the Radar Speed Sign Campaign will be recorded as such under the General fund. Riley confirmed that the \$500.00 recorded in November was a donation from the Hadley Lions Club toward the purchase of the Radar Speed Signs. There has been great interest in the Radar Speed Sign Campaign, with project funding about half covered. Mayor Like requested that Riley include an update with the December utility statements regarding the campaign, as donations are still being accepted for the project. Uncategorized Income of \$750.00 was discussed, and Riley confirmed that this was reimbursement from the Hadley Baseball Association, for tree trimming that took place at the ball field in July, 2022. With no further questions or discussion, MSP by Council Member Veldhuisen and Council Member Brouwer to approve the General Fund, as presented. Motion carried unanimously.

Review of Water/Sewer Fund: The aged balance report was presented and reviewed, with no delinquent accounts noted. Riley stated that the 2023 property tax turnover has been completed, with two accounts being written off to bad debt, until collection occurs. The Propane line item under Water was questioned by Council Member Veldhuisen, as propane was prepaid on contract for 2022-2023. Riley explained that the contract payment was recorded under Prepaid Propane vs being expensed upfront,

so as partial fill invoices are received, this prepaid credit is reduced with the invoice amount being moved under the Propane expense line. With no further questions or discussion, MSP by Council Member Petersen and Council Member Veldhuisen to approve the Water/Sewer Fund, as presented. Motion carried unanimously.

Old Business:

- **Water Treatment/Maintenance:** Mayor Like was able to meet with a couple of representatives from MN Rural Water Association. He reported that he had a really nice discussion with them and they spent a couple of hours down at the pump house running water samples, etc. They were confident that they would be able to help get the water quality improved, with no additional expense to the city. The well came in with twice as much iron content than desired. The representatives are rescheduled to meet with Darrin Haroldson, Water Superintendent, on 12/30/2022 at noon to re-test everything. There was discussion regarding the City of Hadley joining the MN Rural Water Association, as this was recommended by the representatives for maximum resources. Mayor Like questioned them about the primary water question that Council Member Brouwer previously questioned and well drilling was mentioned as a possible scenario. Travis Spartz of Spartz Plumbing & Heating was mentioned as a possible well drilling vendor, should the need arise.
- **Lift Station/Pump House Generator:** Council Member Veldhuisen followed up with Doug Brinks of Slayton Electric Inc. regarding updated generator quotes, following the last council meeting. He was estimating an additional \$1,000.00 to \$2,000.00 on the total cost of the Pump House generator. Doug also suggested portable generators at each lift station, which are known to be efficient and cost effective. The two pumps are 480 volt, each requiring a bigger generator, where the Pump House is only 240 volt, allowing for a smaller generator. Slayton Electric Inc. is going to work on putting together updated quotes for two new portable generators meeting these specifications.
- **2023 Budget Final Review:** The 2023 budget was presented to the council for final approval, with the proposed adjustments reflected. Riley received auditor budget information, which explained expense grouping and category mapping. It was determined that unnecessary expenses were being budgeted under Public Works, as this budget only pertains to the General Fund. After additional discussion, it was determined that the difference removed from Public Works would reduce the proposed Property Tax levy increase from \$48,000.00 to \$46,560.00. MSP by Council Member Brouwer and Council Member Veldhuisen to approve the 2023 budget, as amended. Motion carried unanimously.
- **Utility Billing Policy Ordinance:** During the November council meeting, there was discussion on creating and adding a new ordinance to cover property owner responsibilities and guidelines related to utility billing and payments. Mayor Like spoke with our City Attorney regarding a potential format for this ordinance, and just received a draft copy earlier today. Riley also put together information on how utility billing should be handled, depending on payment method. There was little discussion, as the council did not have adequate time to review the materials

presented. It was decided to table this topic for the time being, and Mayor Like asked that council members take time to review materials presented related to the potential ordinance.

New Business:

- 2023 Revenue Tax Levy: Consistent with the 2023 Operating Budget discussion, the 2023 Revenue Tax Levy requires final approval for the Murray County Auditor/Treasurer's office. After additional discussion, it was determined that the budgeted difference removed from Public Works would reduce the proposed Property Tax levy increase from \$48,000.00 to \$46,560.00. MSP by Council Member Brouwer and Council Member Veldhuisen to approve setting the final 2023 Revenue Tax Levy at \$46,560.00. Riley will complete the necessary paperwork for submission to the Murray County Auditor/Treasurer's Office, prior to the 12/30/2022 deadline.
- Utility Payment Drop Box: Mayor Like and Riley had previously discussed the possibility of adding a drop box at the Community Center, as a convenience measure for property owners wishing to hand deliver city business. This would add another payment method for utility payments and enhance security, without distracting Liquor Store staff during business hours. Riley provided quote for metal locking drop box totaling \$76.83, prior to shipping. Riley would also like to have a custom sign or sticker made with the city logo, designating the box for City of Hadley business. After discussion, MSP by Council Member Petersen and Council Member Veldhuisen authorizing Riley to proceed with the purchase of drop box for mounting on the NW corner of Community Center's north side. Motion carried unanimously.
- Utility Billing Automatic Payments: Riley reported that he has been researching options for ACH AutoPay and/or credit card utility payments. He is working with the bank and presented information to the council regarding ACH AutoPay. He has reached out to a couple of other city clerks for information on their utility payment processing. Riley stated that he feels there has been great interest in an ACH AutoPay option amongst Hadley property owners, and with council approval he is targeting implementation following the start of the new year. The council reviewed and discussed the information presented, with MSP by Council Member Brouwer and Council Member Petersen authorizing Riley to begin offering additional utility payment options in 2023, working through set up as necessary. Motion carried unanimously.
- Verizon CDMA Network Decommission/Devices: Riley discussed the letters and information he has been receiving from Verizon Wireless regarding the decommission of their CDMA network effective 12/31/2022. He has been trying to obtain information on the city account and what devices or services are to be impacted for several months, however did not have authorized access to obtain information. It was determined that the devices are related to the lift stations/Pump House. Riley provided an image of the device to Mayor Like for reference. He is going to do some additional checking on if these devices are necessary, or if services can be discontinued.
- 2022 Year-End Inventory: A year-end liquor and food inventory is scheduled to be taken on 1/1/2023 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 is providing Myron with last year's inventory sheets ahead of time, for revisions and pricing.

- Street Signs: Council Member Petersen had a concerned resident mention the need for a street sign on the corner of her property, as packages aren't delivered correctly with the lack of street identifier. After discussion, MSP by Council Member Petersen and Council Member Brouwer to re-install street sign on the corner of W 1st Street and 1st Avenue, when weather conditions permit. Motion carried unanimously.
- Snow Removal: Council Member Petersen mentioned that Jeff Boerboom has been trying to assist with clearing the city sidewalks, however he is running into difficulty with snow placement, as there is limited space for storage of excess snow accumulations. Darren Veldhuisen has also been helping; however he is obligated to take care of Slayton customers first. There was discussion related to the benefits of using a snow blower vs. bucket and the outcomes of each. There may be the need for additional discussion related to snow removal during a future council meeting.

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

MSP by Council Member Petersen and Council Member Veldhuisen for meeting adjournment. Motion carried unanimously. With no further business, the regularly scheduled meeting was adjourned by Mayor Like at 7:57pm.

Riley Engbarth

Respectfully Submitted by Riley Engbarth, Clerk/Treasurer