

**Hadley City Council, Hadley Minnesota**

**Meeting Minutes**

**Monday, January 9, 2023**

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

Members Absent (available via phone): Bonnie Petersen

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 Pieske to approve the meeting agenda, as presented. Motion carried unanimously.

Review of December Minutes: The council was asked to review the December meeting minutes and suggest any additions or corrections. Mayor Like requested to amend the wording of Lift Station/Pump House Generator section from phase to volt, as this was incorrectly stated. With no further additions or corrections, MSP by Council Member Veldhuisen and Council Member Pieske to approve the regularly scheduled meeting minutes from December 12, 2022, as amended. Motion carried unanimously.

Review of Liquor Fund: Myron reported that Sahlstrom's Heating, Cooling & Refrigeration Inc. has made repairs to the ice machine and Riley should be expecting an invoice for the service. While they were in Hadley, Myron had them look over all equipment to confirm everything was in good working operation. Culligan Water was called for water system maintenance and filter replacement also. With no further questions or discussion, MSP by Council Member Brouwer and Council Member Veldhuisen to approve the Liquor Fund, as presented. Motion carried unanimously.

Review of General Fund: Both the Grants & Donations and Repairs – Streets expense line items were questioned by Council Member Brouwer. Riley confirmed that the December Grants & Donations amount of \$3,150.00 was comprised of contributions toward the Radar Speed Sign campaign. There has been great interest in the project among businesses and property owners. The Repairs – Streets expense was payment for the annual blade work invoice from Leysen Construction. Truth in Taxation expense was questioned by Council Member Pieske for clarification. Riley discussed this annual expense received from the Murray County Auditor/Treasurer's Office, which is broken out separately under its own expense account. 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 currently noted. The Water/Sewer Bad Debt Write-Off line item was questioned by Council Member Pieske. Riley explained that this is a newly created expense line item, to capture any current and future utility write-off's due to bad debt. The amounts reflected in the December, 2022 financials were assessed to the property taxes of applicable parcels, payable in 2023. When property tax revenue

is received, any bad debt utility revenue will be recouped and recognized under a like income line. With no further questions or discussion, MSP by Council Member Pieske and Council Member Veldhuisen to approve the Water/Sewer Fund, as presented. Motion carried unanimously.

#### Old Business:

- **Water Treatment/Maintenance:** Mayor Like reported that he and Darrin Haroldson met with the Minnesota Rural Water Association representatives again on 1/7/2023. Their end recommendation was to discontinue adding chlorine to the water, which Darrin had already initiated a couple weeks prior. This is the current trial phase to see if water quality improves. Mayor Like reported that he thought it was good that Darrin had the opportunity to speak with the representatives, as he had not met them before. It was noted that the chlorine system is still present at the pumphouse, so if bacteria presents, the addition of these chemicals can easily be resumed. One of the chlorine pumps is currently defective, however if it is needed again, a small pump was recommended as a replacement. During inspection, it was noted that a couple of pressure gauges also need to be replaced at the pumphouse, as they are currently not functioning or difficult to read. Another suggestion was to re-wire one of the control lights, making it easier to view and read. The Minnesota Rural Water Association representatives mentioned that they are happy to return whenever needed, if a need arises in the future.
- **Lift Station/Pump House Generator:** Council Member Veldhuisen questioned if the council wanted to proceed with the generator purchase, as he is really just needing an approval now that the generator has been repriced. The original quote of \$13,000.00 was referenced plus an additional \$1,000.00 to \$1,500.00, as a result of pricing changes a year or more later. Council Member Pieske requested a final quote from Slayton Electric Inc. for the pumphouse generator, prior to final discussion/decision at the next meeting. The purchase of an additional portable generator for each of the two lift stations were tabled at this time.
- **Utility Billing Policy Ordinance:** Mayor Like provided a sample ordinance for review by each council member and Riley, along with his noted suggestions pertaining to this ordinance. Council members and Clerk/Treasurer are to review the documents provided and make edits/suggestions ahead of the next meeting, prior to additional discussion taking place.
- **2023 Snow Removal:** Council Member Veldhuisen mentioned the lawn tractor as a potential use for snow removal on sidewalks during the winter months. He reported that due to high demand and being located outside of Slayton, Darren Veldhuisen, who has been hired for this season's snow removal, cannot get over here soon enough to clear sidewalks. Council Member Veldhuisen offered to help with the snow removal on city sidewalks, potentially using the lawn tractor on a trial basis. The council felt this may be a good alternative and requested that Council Member Veldhuisen get the appropriate cost estimates from C&B Operations LLC for needed attachments, chains, etc. prior to final discussion/decision.
- **Utility Maintenance Personnel:** It was reported that Darrin Haroldson, Water Superintendent, is now handling all of the water sampling and submission. He will be testing for bacteria more frequently now that the chlorine release has been temporarily stopped at the recommendation of the Minnesota Rural Water Association.

New Business:

- Swearing-In of Elected Officers: The City of Hadley welcomes Rick Like as Mayor Re-Elect, Bonnie Petersen as Council Member Re-Elect and John Brouwer as Council Member Re-Elect. Riley read the official Oath of Office to the re-elected city officials, with each repeating the oath and being sworn into office. Council Member Petersen completed this process via phone, due to absence.
  - 2023 Appointments/Committees: Riley presented all council members with a listing of the 2022 Appointments/Committees for review and re-approval. After review and discussion, it was determined that no changes were necessary for the current year. The following Appointments/Committees were recommended for 2023:
    - Acting Mayor: Henry Veldhuisen
    - Weed Inspector: Henry Veldhuisen
    - City Attorney: Merlyn Anderson
    - City Prosecuting Attorney: Kayla Johnson
    - City Auditor: Kinner & Company Ltd
    - 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 & Recreation Committee – Bonnie Petersen & Henry Veldhuisen, Myron Bennett
- MSP by Mayor Like and Council Member Pieske to approve the 2023 Appointments/Committees as recommended. Motion carried unanimously.
- The council requested that Riley reformat the monthly Meeting Agenda template to include separate bullet points for each of the committees: Water & Sewer, Streets and Park & Recreation. This will allow for a brief update on the activities of each committee on a monthly basis.
- 2022 Fund Balances – Quarter 4 Review: The council was presented with the quarterly fund balance spreadsheet for review. The city fund balances continue to represent a good financial position. There was discussion regarding moving surplus funds from General Checking into a new Certificate of Deposit, with a maturity date between current Certificate of Deposit maturity dates. MSP by Council Member Pieske and Council Member Veldhuisen authorizing Riley to establish a new \$25,000.00 bank Certificate of Deposit, with funding coming from General Checking. Motion carried unanimously.
  - Minnwest Bank Enhancements: Riley presented a flier relating to fraud security enhancements available through Minnwest Bank for discussion. He was provided information on this additional service when working on Utility Billing ACH payment setup. Riley feels there is currently sufficient monitoring and alertness to fraud with the city accounts. After discussion, it was decided to hold off on purchasing additional fraud service at this time.

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

MSP by Council Member Veldhuisen and Council Member Pieske for meeting adjournment. Motion carried unanimously. With no further business, the regularly scheduled meeting was adjourned by Mayor Like at 8:11pm.

*Riley Engbarth*

Respectfully Submitted by Riley Engbarth, Clerk/Treasurer

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