

**Hadley City Council, Hadley Minnesota**

**Meeting Minutes**

**Monday, February 13, 2023**

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

Members Absent (available by phone): Henry Veldhuisen

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: Travis Winter, Bolton & Menk, Inc. Representative and Dean Larson, Hadley Resident, were both present for open forum.

Agenda Approval: The council was asked to review the meeting agenda and suggest any additions or corrections. Council Member Pieske requested to add Water Valve Shut-Off Map back to the agenda under Old Business. With no further additions or corrections, MSP by Council Member Petersen and Council Member Pieske to approve the meeting agenda, as amended. Motion carried unanimously.

Review of January Minutes: The council was asked to review the January 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 January 9, 2023, as presented. Motion carried unanimously.

Review of Liquor Fund: Myron reported that the freezer stopped working last night and that he has contacted Sahlstrom's Heating, Cooling and Refrigeration, for a service call. With no further questions or discussion, MSP by Council Member Brouwer and Council Member Pieske to approve the Liquor Fund, as presented. Motion carried unanimously.

Review of General Fund: The Grants & Donations line item were questioned by Council Members Brouwer and Pieske. Riley recapped the donations received to date related to the Radar Speed Sign Campaign totaling \$4,300.00, all of which have been recorded under this income line. With no further questions or discussion, MSP by Council Member Pieske and Council Member Petersen 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 subject to utility disconnection. Per standard, if accounts are not brought current prior to becoming 60 days past due, a disconnection notice will be included with the next applicable billing statement. With no further questions or discussion, MSP by Council Member Pieske and Council Member Petersen to approve the Water/Sewer Fund, as presented. Motion carried unanimously.

Old Business:

- Water Treatment/Maintenance: Mayor Like asked present guest Dean Larson if his water quality had improved at all following prior discussions and changes made to water additives. Mr. Larson

stated that he had just removed clogged filters again after only a month and a half of use. Mayor Like is going to reach back out to the Minnesota Rural Water Association and suggested the possibility of Mr. Larson discussing his filtration issues directly with the representatives, with the potential for an in-home water sample and viewing of previously clogged filters.

- Lift Station/Pump House Generator: Council Member Veldhuisen was absent so there were no updates regarding a final estimate, however Mayor Like received information on generators donated by the State of Minnesota through local fire departments. He has discussed this possibility with Chris LeTendre, Chief of the Slayton Fire Department, and Chris is currently researching if this could be an option for Hadley.
- Sidewalk Snow Removal: Additional discussion on this item of business was tabled, due to the absence of Council Member Veldhuisen. Following the January, 2023 meeting, he was in the process of obtaining the appropriate cost estimates from C&B Operations LLC for needed attachments, chains, etc. prior to final discussion/decision.
- Utility Billing Policy Ordinance: The sample ordinance that Mayor Like presented for consideration at last month's meeting was reviewed in detail by all council members present, with minor wording decided upon. Riley is working on compiling the thoughts of the council into an ordinance template; however this work has been delayed due to emergent year-end projects.
- Water Valve Shut-Off Map – Council Member Pieske wanted to confirm if any council members had heard anything regarding the final printing of the Water Valve Shut-Off Map. Being there have been no recent updates, she will follow-up with the Murray County GIS office regarding final printing of the map.

#### New Business:

- Bolton & Menk, Inc. Grant Funding Application: Travis Winter was present and introduced himself and what his company is able to assist with relating to grant writing services, along with some of the grant opportunities that are currently available. There is a program offered through the League of Minnesota Cities as a potential funding opportunity. There is also water project funding available through the MN Public Facilities Association (PFA), which will be open this spring. Mayor Like questioned the process and procedure, in addition to the fees to be incurred to the city for grant writing services through Bolton & Menk, Inc. Travis explained that there could be a general contract entered into for case by case basis, or specific quotes could be proposed as grant opportunities arise. Travis offered to help with the LMC grant writing immediately, as a starting point, complimentary to the city. He requested a verbal acceptance motion by the council to begin work and would follow-up with the applicable documents. Following discussion, MSP by Council Member Pieske and Council Member Brouwer to hire Bolton & Menk Inc. for professional grant writing services. Motion carried unanimously. Travis and his team will be working on a basic services contract for these services, with specific language regarding assistance with the LMC assistance application at no cost to the City of Hadley.

- Community Center Rain Gutters: Mayor Like wondered if the City of Hadley should look into installing commercial grade rain gutters on the Community Center and potentially the Municipal Liquor Store, with the spring thaw and rainy season ahead. There has been discussion regarding gutters in the past, without action taken at that time. There was discussion on potential contractors and companies that do gutter installation in the area. Further discussion was tabled until the appropriate cost estimates are requested and received for review.
- Street Seal Coating: Mayor Like brought up the topic of Street Seal Coating for discussion amongst the council. He was hoping to gauge interest on the potential, with seal coating season fast approaching, as a way to preserve and maintain the current streets. The council felt this was a good idea to look into and Mayor Like is planning to speak with Weston Mahon, City of Slayton Public Works Director, for an estimate on incorporating the work in with Slayton's seal coating projects.
- LMC Alcohol Awareness Training: Riley has been in contact with the City of Hadley's insurance agent regarding upcoming policy renewals. A requirement of the liquor liability policy through the League of Minnesota Cities is Alcohol Awareness Training. Municipal Liquor Store employees are required to take the training course annually. A training instruction sheet will again be provided to employees and the training is expected to be completed prior to March 31, 2023. As training is completed, Riley will be tracking records for insurance verification.
- Water Sampling Compensation: Riley presented a letter he received from Hadley's Water Superintendent, regarding compensation for the additional duties assumed, related to quarterly water sampling, resampling if needed and reporting. All council members present reviewed the request of \$100.00 in additional compensation per sampling, to compensate for time involved. Council Member Pieske proposed looking at increasing monthly salary, as an alternative to giving additional compensation for only the sampling. After review and discussion, MSP by Council Member Pieske and Mayor Like to propose a monthly salary increase of \$50.00, with a retro-adjustment back to 1/1/2023. Motion carried unanimously. Mayor Like will propose this salary adjustment, as stated.
- DEED Small Cities Development Program: Riley presented the recent Murray County Wheel-Herald newspaper article regarding Chandler and Lake Wilson benefiting from Small Cities Development Program funding through DEED. He recently received a call from a Hadley resident wondering if Hadley would ever be part of something like this. Riley was asking for thoughts from the council regarding the program and wondered if this was something worth researching, for the City of Hadley to potentially get in on future rounds of disbursements. Council Member Pieske offered to research this potential opportunity further, so discussed was tabled at this time pending additional research.
- Dean Larson – Open Forum: Mr. Larson was present and asked the council if Riley was the Data Compliance Officer for the City of Hadley, to which Mayor Like responded 'yes'. He was then wondering why Riley didn't provide the information he requested via email. Riley recalled the email being addressed and read its contents, although the text within the email wasn't specifically in question form and didn't request a response. Mr. Larson questioned (1) if Tom Wornson is an employee of the city and (2) if Darren Veldhuisen had a contract with the city,

how much he was being paid per hour and does he provide proof of insurance? Tom Wornson is not currently an employee of the city, and the council informed Mr. Larson that this matter is currently in the process of being addressed. Darren Veldhuisen is one of the City of Hadley's active vendors, who provides sidewalk snow removal services this time of the year, and mowing services during the summer months. He is paid based on the amount invoiced on a monthly basis. As with other vendors, he is not paid per hour, but per time and the city is billed based on the amount of snow we receive, time it takes, etc. Likewise, he can provide proof of insurance upon request, however this has not been an issue, as he is not bound by a contract with the City of Hadley.

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 Pieske for meeting adjournment. Motion carried unanimously. With no further business, the regularly scheduled meeting was adjourned by Mayor Like at 7:46pm.

*Riley of Engbarth*

Respectfully Submitted by Riley Engbarth, Clerk/Treasurer