

Hadley City Council, Hadley Minnesota

Meeting Minutes

Monday, March 13, 2023

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: Brian Bollig, Bollig Engineering Representative, Eric Pauli, XCEL Energy Community Relations Manager and Dean Larson, Hadley Resident, were all present for open forum.

Agenda Approval: The council was asked to review the meeting agenda and suggest any additions or corrections. Council Member Brouwer requested to add 2023 Spring Community Cleanup under New Business. With no further additions or corrections, MSP by Council Member Pieske and Council Member Veldhuisen to approve the meeting agenda, as amended. Motion carried unanimously.

Review of February Minutes: The council was asked to review the February meeting minutes and suggest any additions or corrections. With no further additions or corrections, MSP by Council Member Petersen and Council Member Brouwer to approve the regularly scheduled meeting minutes from February 13, 2023, as presented. Motion carried unanimously.

Review of Liquor Fund: The Repairs line item was questioned by Council Member Brouwer. Riley confirmed that this expense was made up of two separate service calls by Sahlstrom's Heating, Cooling and Refrigeration in February, Ice Machine/Floor Drain repair for \$252.50 and Deep Freeze repair totaling \$317.95. Myron reported that Hartle Electric has recently serviced the in-floor heat near the pool area in Liquor Store and Spartz Plumbing & Heating Inc. was called to inspect one of the furnaces in the Liquor Store for proper functioning. With no further questions or discussion, MSP by Council Member Veldhuisen and Council Member Petersen to approve the Liquor Fund, as presented. Motion carried unanimously.

Review of General Fund: The general fund was reviewed by all members of the council. With no further questions or discussion, MSP by Council Member Petersen and Council Member Pieske to approve the General Fund, as presented. Motion carried unanimously.

Review of Water/Sewer Fund: The aged balance report was presented and reviewed, with two delinquent accounts currently pending utility disconnection. Riley reported that disconnection notices have been sent to the property owners for each of these accounts. If a payment is not received to bring each of these accounts current prior to April 14th, a utility disconnection will be initiated. With no further questions or discussion, MSP by Council Member Veldhuisen and Council Member Brouwer to approve the Water/Sewer Fund, as presented. Motion carried unanimously.

Committee Reports:

- Water & Sewer Committee: Mayor Like and Council Member Veldhuisen shared that they had a discussion with current Meter Reader, Robert Wornson, regarding this position. A job opening will be posted and advertised for a Part-Time Meter Reader, following his resignation from the position. The details pertaining to this position can be found under the Utility Meter Reader Position item of New Business. Council Member Pieske reported that she is awaiting an update on the printing status of the Water Valve Shut-Off Map.
- Streets Committee: The amount of snow currently piled around Hadley was discussed, as there is a lot more excess snow than other recent years. There may be a potential need for a vendor to push back existing snow piles when the spring thaw begins.
- Park & Recreation Committee: It was noted that the Hadley city park is open to use for sledding during the winter months, as weather permits. Council Member Veldhuisen mentioned the number of tree branches and sticks down following this winter's storms. When the snow has cleared and the opportunity for spring cleanup arises, the city will be looking for volunteers interested in helping get the park cleaned up and ready for summer activities. Anyone interested in this volunteer opportunity can contact Riley or a Council Member for specific details.

Old Business:

- Lift Station/Pump House Generator: Both Mayor Like and Council Member Veldhuisen stated they had nothing new to report regarding the Lift Station/Pump House Generator opportunities. This item of Old Business remains tabled at this time.
- Sidewalk Snow Removal: Council Member Veldhuisen received an estimate from C&B Operations LLC of approximately \$8,500.00 for a snow blower attachment, chains and weights for the back of tractor, for the council to consider. Council Member Petersen also mentioned that she spoke with city leaders in Lake Wilson regarding their snow removal efforts for sidewalks. They have ceased clearing the snow from sidewalks for this season, as the efforts are exhausted, due to the amount of snow received.
- Utility Billing Policy Ordinance: Riley reported that he is still working on compiling the thoughts of the council into an ordinance template; however requested additional time to complete this task. He noted that he hopes to have a draft of the proposed ordinance to the council for review ahead of the next meeting.
- Bolton & Menk, Inc. Grant Writing Contract: Riley questioned if any of the council members have received updates with regard to the pending contract that Travis Winter presented last month. He has not yet received a signed copy of the contract that was approved in February. Council Member Brouwer stated that he had no new updates.
- Community Center Rain Gutters: Following discussion on adding rain gutters to the Community Center at last month's meeting, Council Member Brouwer contacted the Home Improvement Center - ABC Seamless out of Worthington to request cost estimates on installing these gutters. Due to the estimate(s) not being received prior to the council meeting, discussion and any decision was tabled until estimates are received and can be reviewed in detail.

- **Street Seal Coating:** Mayor Like stated that he spoke with Weston Mahon, City of Slayton Public Works Director and Weston confirmed that they do not usually get into the bidding process for street seal coating until May each year. He will stay in touch with Mayor Like regarding the process once they start bidding for Slayton, so the City of Hadley can hopefully have the opportunity to work with the vendor Slayton uses, ultimately reducing project costs.

New Business:

- **Bollig Engineering Grant Funding:** Brian Bollig was present to introduce himself to the council. He reported that he had done some work with/for Hadley in the past and wanted to visit with the council regarding a couple of possible grant funding opportunities currently available. He first discussed the Congressionally Directed Spending Request, which is an opportunity for cities to put in a requested spending amount for use towards specific projects. The other opportunity, Tax Income Financing, could be used for projects within city limits such as adding grain bins, as an example. He offered to help the city with literature, inspection, replacement planning and service line replacement at no cost. A prepared resolution, authorizing Bollig Engineering to proceed with pursuing these opportunities on behalf of the City of Hadley was distributed by Brian for consideration by the council. Council Member Petersen asked about timing and when something like this would/could start. Brian stated they are waiting for final MDH guidance to come out in May of 2023; however they are hoping to get interested cities on-board in advance, as the funding goes fast. After discussion, the council members felt this could be a benefit for the city and would help open the door to additional potential funding opportunities in the future. MSP by Council Member Brouwer and Council Member Pieske to adopt Resolution 2023-01, authorizing Bollig Engineering to represent the City of Hadley in meeting Minnesota Department of Health Lead Service Line inventory requirements. Motion carried unanimously. The applicable paperwork was completed for Brian, with Riley retaining copies for the City of Hadley.
- **XCEL Energy Franchise Agreement Renewal:** Community Relations Manager Eric Pauli was present and introduced himself to the council. He was present to discuss the current Franchise Agreement that is coming due for renewal on September 7, 2023. Copies of a proposed franchise renewal agreement, along with an XCEL Energy Franchise Agreement fact sheet were distributed to all council members. Eric reviewed the proposed franchise agreement in detail, answered questions and offered support on behalf of XCEL Energy. Contacts were also provided for service related issues and engineering specific questions, should the need arise in the future. Council Member Pieske questioned if any rebate programs are available related to solar panel installation for municipalities. Eric is going to get in contact with the solar energy specialist regarding this inquiry. After discussion on the Franchise Agreement, it was decided that the council would like to have the opportunity to review it further, as the renewal is still a few months out. A decision regarding the renewal was tabled at this time, subject to further discussion at an upcoming council meeting.
- **Utility Meter Reader Position:** Mayor Like and Council Member Veldhuisen shared that they had a discussion with current Meter Reader, Robert Wornson, regarding this position. A job opening

will be posted and advertised for a Part-Time Meter Reader, following his resignation from the position. Tom Wornson has been authorized to fill in as needed, reading meters on a temporary basis, during the transition. Mayor Like presented a sample position description for the position for input from the council. After review and discussion, MSP by Mayor Like and Council Member Brouwer to adopt the position description details for the Meter Reader position. The starting wage for this position was set at a flat rate of \$15.00/day, for all responsibilities outlined in the position description. The position is also Public Employees Retirement Association (PERA) eligible. There was discussion regarding advertising, job applications and other HR related business. Riley is currently working on creating and updating several HR forms. MSP by Council Member Pieske and Council Member Veldhuisen authorizing Riley to finalize position description, prepare advertising materials, and prepare other HR templates as reasonably necessary. Motion carried unanimously. This position is open until filled, with the first review of applications on April 10, 2023.

- 2023 Law Enforcement Contract: The 2023 Law Enforcement Contract with the Murray County Sheriff's Office was presented for review and requested approval by the council. After review and discussion, it was determined to accept the contract at an annual cost of \$580.00. MSP by Council Member Veldhuisen and Council Member Pieske to accept the contract as presented. Motion carried unanimously. Riley will issue payment and return the signed contract to Murray County next week.
- 2023 Slayton Fire Department Contract: The 2023 Slayton Fire Department Contract with the City of Slayton was presented for review and requested approval by the council. After review, it was determined to accept the contract at an annual cost of \$1,073.90. MSP by Council Member Petersen and Council Member Pieske to accept the contract as presented. Motion carried unanimously. Riley will issue payment and return the signed contract to the City of Slayton office this week.
- MNDOT 2023 Street Sweeping Agreement: – Riley presented a MNDOT 2023 Street Sweeping Agreement he received via mail for discussion. MNDOT will partner with cities by covering the cost of having state highways swept twice per summer. The question was raised if CSAH29 would qualify as a state highway under the program, as it is county maintained. If this highway does not qualify, it is assumed that the agreement does not apply to the City of Hadley. Riley will confirm this eligibility before additional discussion takes place.
- 2023 Spring Community Cleanup: Council Member Brouwer was wondering if the 2023 Spring Community Cleanup should be held again this year, with a 30-yard roll off dumpster delivered beside the Community Center. The council agreed that this would again be a good idea, however Council Member Pieske expressed that she thought it would be more convenient to have the date range be a week and a half long. There was discussion on adding signage with allowable and non-allowable items near the dumpster, in addition to surveillance monitoring for unauthorized dumping. After discussion, MSP by Council Member Pieske and Council Member Brouwer to approve the delivery of a 30-yard roll-off dumpster for the week of May 10th - 19th for city residents to dispose of unwanted items. Riley will line this up to be placed beside the Community Center and produce a utility bill insert and email notifying residents.

- Dog Running at Large: Council Member Petersen brought up a complaint that she received regarding a dog owned by Brittani Skillings running at large within city limits. City of Hadley Ordinance 18-005, Section 2 was referenced for procedure and further action. At the recommendation of the council, Riley will send a letter and copy of City of Hadley Ordinance 18-005, requesting review by the property owner for compliance.
- Dean Larson – Open Forum: Mr. Larson was present with a couple of items to mention before the council. He suggested the council look into Electric Heat for the Pump House vs Propane, with the rising costs of propane. Mr. Larson asked when the committee meetings are taking place. As previously mentioned, council members do not have separate committee meetings outside of monthly council meetings. Any business related to committees is discussed as part of the Committee Reports section of the regular council meeting agenda.
- 2023 Board of Equalization Meeting: This meeting will take place next month (April) at 6:00pm for a half hour in the council chamber. The Murray County Assessor’s Office will be available to answer any questions of the public related to property values for parcels in Hadley. Riley will be posting the required notices ahead of the meeting.

MSP by Council Member Veldhuisen and Council Member Pieske to move monthly council meeting time to 6:30pm beginning next month (April) and continuing through the summer months, returning back to 6:00pm in December of 2023.

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 Petersen for meeting adjournment. Motion carried unanimously. With no further business, the regularly scheduled meeting was adjourned by Mayor Like at 8:08pm.



Respectfully Submitted by Riley Engbarth, Clerk/Treasurer