

**Hadley City Council, Hadley Minnesota**

**Meeting Minutes**

**Monday, April 10, 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 6:30pm.

Welcome Guests: Rebecca Towne, CPA, Kinner & Company Ltd, Missy Biren, Agent, Farmers Agency of Avoca, Dean Larson, Hadley Resident, and Pat Mahon, 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 Veldhuisen requested to add 2023 Mowing and Boulevard Grass under New Business. With no further additions or corrections, MSP by Council Member Veldhuisen and Council Member Petersen to approve the meeting agenda, as amended. Motion carried unanimously.

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

Review of Liquor Fund: There was discussion on the Returned Check income and expense line items. Riley and Myron confirmed that these were returned checks related to gambling, which have since been collected on, including all applicable processing fees and bank charges. Myron reported that the Murray County Cattleman's Banquet was being held at the same time urinals were discovered to be plugged in the men's restroom. He had Spartz Plumbing & Heating Inc. come over to auger them out so Riley should be expecting to receive an invoice for this maintenance. 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 Professional Expense line item for \$5,000.00 was questioned by Council Member Veldhuisen, to which Riley confirmed was the 2022 Audit Fees. The Grants and Donations line item for \$1,000.00 was also questioned by Council Member Pieske; Riley announced that this was an additional donation received for the Radar Speed Signs, which will be installed soon. 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 shut off will occur on April 14<sup>th</sup>, if the accounts are not brought current. With no further questions or discussion, MSP by Council Member Veldhuisen and Council Member Pieske to approve the Water/Sewer Fund, as presented. Motion carried unanimously.

#### Committee Reports:

- Water & Sewer Committee: Mayor Like reported that one of the pump in the Pump House was found to not be functioning properly. Replacement was required, as the existing pump is now considered obsolete with replacement parts no longer available. The pump required emergency replacement, at an estimated cost of \$6,000.00.
- Streets Committee: Mayor Like mentioned starting the recruitment process for 2023-2024 snow removal, since the council has been notified of Gordon Swan's retirement from taking care of Hadley's snow removal. The council felt it was a good idea to advertise the details of this position now, to gauge new vendor interest ahead of the next snow removal season. MSP by Council Member Veldhuisen and Council Member Petersen authorizing Riley to put together an newspaper advertisement for this job, with publishing in the near future. Motion carried unanimously.
- Park & Recreation Committee: Council Member Pieske questioned the ballfield dugout repairs and if an insurance claim was filed for this project. Mayor Like confirmed that the Hadley Baseball Association is covering the necessary repairs to the ballfield dugout.

#### Old Business:

- Community Center Rain Gutters: Riley previously provided a copy of the estimated he received via mail from Home Improvement Center/ABC Seamless, for the council to review and consider. Mayor Like raised the question on if the estimate was for both the North and South sides of the Community Center or just the North side. Council Member Brouwer will follow up on this estimate with the vendor to confirm ahead of the next meeting. Riley also provided information for another seamless gutter vendor based out of Worthington, MN, in the event that the council was wanting a second estimate for comparison.
- Street Seal Coating: Mayor Like reported that there were no new updates related to the Street Seal Coating, as he is awaiting information from Weston Mahon on the City of Slayton's summer seal coating timeline.
- Utility Billing Policy Ordinance: Riley highlighted details regarding the draft of Ordinance #23-001 "Utilities" previously distributed to the council for review. He noted that he re-formatted the templated provided by Merlyn Anderson, City Attorney, adding additional information pertaining to payment options, guidelines and policy measures specific to Hadley's procedures. After review, the council felt this ordinance will be beneficial in keeping uniformity among city utility policies. Following discussion, MSP by Council Member Pieske and Council Member Petersen to adopt City of Hadley Ordinance #23-001 "Utilities" as drafted. Motion carried unanimously. Riley will publish notice of this newly adopted ordinance and utilize for enforcement as necessary.
- Utility Meter Reader Position: At the time of the meeting, Riley reported that there were two applications out with interest, however no completed applications returned for review. Riley gave the council members a preview of the City of Hadley Job Application and approved Meter Reader Position Description. If applications from the interested parties are not returned soon,

the council requested that Riley advertise the position in the newspaper for two more weeks. Additionally, posting the open position on Facebook was discussed, for more visibility.

#### New Business:

- 2023 Board of Appeal & Equalization Meeting: Chad Benda, Karla Ray and Selina Lopez-Cardenas from the Murray County Assessor's Office were present prior to the regularly scheduled council meeting for the annual Board of Appeal & Equalization Meeting. They provided materials and answered questions related to property transactions. Currently, Mayor Like and Council Member Pieske have completed the online equalization training, which permits the meeting to be held in Hadley. Willis Grimmius, Hadley Property Owner was present to question his property values during open forum. After discussion, a recommendation for referral to the Murray County Assessor's Office for re-evaluation was made by Assessor Chad Benda. MSP by Council Member Petersen and Council Member Pieske approving this recommendation. Motion carried unanimously. With no additional questions, MSP by Council Member Brouwer and Council Member Pieske to approve all other 2023 assessor and auditor values as presented. Motion carried unanimously. Being there was no further business to discuss, MSP by Council Member Petersen and Council Member Veldhuisen for meeting adjournment. Motion carried unanimously. This meeting was concluded just before 6:30pm.
- Presentation & Review of 2022 Small Cities Audit: Rebecca Towne from Kinner & Company Ltd was present to present a draft of the 2022 Small Cities Audit for the City of Hadley. She distributed copies of her report for each council member and reviewed it with the council in detail, answering questions as needed. There were minimal changes noted from the prior year. Rebecca noted that the City of Hadley had an unmodified opinion for the year, which is the highest level of opinion that an entity can receive. She also commented that Riley keeps very clean and thorough books throughout the year, and this is aiding with the efficiency of the audit process. Following review and discussion, MSP by Council Member Brouwer and Council Member Petersen to accept the 2022 Small Cities Audit, as presented. Riley will sign the required paperwork to approve the audit and return this information to Rebecca via email this week.
- Presentation & Review of 2023 Insurance Policies: Missy Biren with Farmer's Agency of Avoca was present review the City of Hadley's 2023 Insurance Policies. She began by discussing the annual liability waiver, to not waive the statutory limits, which requires council approval. After discussion, MSP by Council Member Pieske and Council Member Petersen to approve the 2023 liability waiver, not waiving the tort limit, which reduces the amount the City of Hadley can be sued for. Missy also reviewed the coverages and limits received from the LMC Insurance Trust. She would like to come to Hadley and walk through each individual location at some point with Mayor Like and/or Riley. Mayor Like is going to check on the locations for the two pump houses included in the quote listing, along with the contents limit for the replacement costs of lift pumps.
- Fund Balance Spreadsheet – Quarter 1 Review: The council was presented with the quarterly fund balance spreadsheet for review. There was discussion regarding the FDIC insurance limits

overage noted during the 2022 Small Cities Audit. The council discussed moving some money to another bank, if necessary, so funds are within the FDIC insurance limits at Minnwest Bank. Riley is going to do some additional research on this with both Minnwest Bank and Kinner & Company Ltd. MSP by Council Member Pieske and Council Member Petersen to authorize Riley to move up to \$115,000.00 from General Checking to another bank to cover FDIC insurance limits, if necessary. Motion carried unanimously. There is also a CD that is renewing tomorrow, which was discussed. MSP by Council Member Petersen and Council Member Pieske authorizing Riley to renew the maturing CD at the most effective term and rate, based on current specials. Motion carried unanimously.

- 2023 Mowing and Boulevard Grass: Council Member Veldhuisen asked the council for their input on mowing services for the 2023 season. The past couple years Darren Veldhuisen out of Slayton has been hired and the council has been pleased with his work and pricing. Council Member Veldhuisen isn't currently planning to continue mowing the park this season, so he was also wondering if the council would like Darren to take on the park maintenance. The council agreed with this proposal. MSP by Council Member Brouwer and Council Member Pieske to hire Darren Veldhuisen to maintain and mow the road ditches and city park for the 2023 mowing season. Council Member Veldhuisen also commented on the amount of fresh sod along CSAH29 that was torn up in boulevards by the snowplows over the winter. Mayor Like is going to reach out to Randy Groves with Murray County to discuss what can/will be done about this problem.
- Dean Larson – Open Forum: Mr. Larson was present with a couple of items to mention before the council. He stated that his RO water filters are still clogging following the adjustments made to Hadley's water system. He was wondering when water hydrant flushing is scheduled to take place and Riley is in the process of scheduling this flushing with Darin Haroldson. Mr. Larson also questioned if alcohol was going to be served at the ballfield this year and if a liquor license had been obtained. The black van was also discussed. It was noted that although it is owned by the City of Hadley, all associated costs are reimbursed by the Hadley Baseball Association.
- Pat Mahon – Open Forum: Mr. Mahon was present with a Building Application request for approval to add an attached two-car garage onto the back of his house. He completed the required application and presented a drawing plan. After discussion, the council was in favor of approving Mr. Mahon's request. MSP by Council Member Veldhuisen and Council Member Petersen to approve Pat Mahon's Building Application, as presented. Riley will complete the paperwork and submit this application to the Murray County Zoning Office for review.

MSP by Council Member Veldhuisen and Council Member Petersen 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 8:05pm.

*Riley Engbarth*

Respectfully Submitted by Riley Engbarth, Clerk/Treasurer