APRIL 10, 2012

Regular Council Meeting

Pledge:

Mayor and Council Members Alex Weego, Darlene Fah and Alice Schweninger present, Jim Opelia arrived mid-meeting.

Minutes: Alex made a comment that for the upcoming conference, the Holiday Inn is not the closest motel. The minutes of the Regular March 13, 2012 meeting and Special March 29, 2012 Council meetings were accepted without change. Motion to accept the minutes made by Alex, seconded by Alice, all in favor, Jim Opelia absent, motion carried.

Financial Reports: Juanita asked if the CliftonLarsonAllen bill was the final payment. Barbara said yes. Alex asked when the final payment on the Debt Service for the water plant was. Barbara thought it was August. A motion was made by Alex to refer to audit, seconded by Darlene, all in favor, Jim Opelia absent, motion carried.

Presenters: Michael Dagen: Michael indicated that he was at the meeting for questions regarding the contract received for the Mount Nebo Park. Alex felt that we needed to discuss the funding commitment made by the city. The City would have expenditures from the Gambling Funds in two $1000.00 increments. Questions were asked regarding the email from Michael submitted regarding the planning of the Park and submittals to the donor of the land. The Hewitt Parks Plan Contract needs to be returned for corrections. Marsha Hanson and Barbara Holmes references need to be changed to and Alex Weego should be the contact with his telephone number and the City’s email address. Michael stated that there will be four public meetings for the process. Barbara stated that they would need to be posted in the paper.

Julie Denny – Hewitt Event Committee: Reports of the last 3 years income and expenditures were given to the Council. They are not planning on doing fund raisers for the events this year. A request for $3500.00 was made for the Event Committee from the Gambling Funds. Barbara commented that last year the City only gave $1750.00. Alice stated that in 2010 the City gave $2500.00. Darlene made a motion to donate $2500.00 to the Hewitt Event Committee from the Gambling Fund with a possibility of additional funds later, seconded by Alex, all in favor, Jim Opelia absent, motion carried.

Ray Stack – Kruzin 4 Kids Rally: Their ride is August 18, 2012 this year. They will be coming back to Hewitt this year. They are requesting a donation of $500.00. This will have the City logo on the back of the trailer and on the major sponsor banner. He also stated that he would need a special event permit so that the riders can walk back and forth between the bars. They have committed to 3 Make-A-Wish sponsorships, but are hoping to be able to do up to 6. A motion was made by Darlene to donate $500.00 from the Gambling Fund to Kruzin 4 Kids, seconded by Alice, Jim Opelia absent, all in favor, motion carried.

Rick Utech – Todd County Development Corp.: A review of the Todd County Development Corp. annual report was given. Other new lending options for business development were also discussed. They have been approved to be a satellite office for Minnesota Small Business Development Center. Alex asked the status of the broadband. A meeting is scheduled for May 10th at the Long Prairie High School Auditorium.

Hugh Veit and Joeb Oyster – Moore Engineering Inc.: Hugh asked what work the City would be looking for from them. Alex stated that the jetting and televising of the sewer system needs to be done do to the fact that they are 20 years old. Hugh asked if the City would want them to help with the obtaining of quotes and the assessment of the work that would need to be completed. Juanita and Alex responded that is what the City would need.

Barbara asked what the cost would be for the consulting work on this project. Hugh stated that it would be between zero and $10,000.00 for their fee.

Hugh requested a sewer map to determine the footage that needs to be done in order to obtain quotes.

Darlene stated that we need to proceed as this needs to be done for insurance requirements.

Hugh stated that we also will need to complete an Asset Management Plan, and that Barbara should contact the City of Underwood as they have just completed one and could be a lot of assistance to us.

Alex proposed a Resolution to Engage Moore Engineering to begin the process of doing an analysis of the sewer system, with the cost to be determined as quickly as possible, seconded by Darlene, Jim absent, all in favor, motion carried.

Aaron is to get a map to Adam prior to Moore’s meeting with Bertha next Tuesday.

Maintenance Report: Aaron reported that the warranty on the new pump is 2 years. Acts of God are not covered by this warranty.

Aaron needs to purchase tower recorder charts.

Everything is out the garage except the generator and tractor. Daily Electric has estimated 2 hours to remove the power, and heater from the garage.

Alex questioned the status of the check valve. Aaron stated that the cost would be approximately $800 and that it looks like replacement will be the way to go as repair may cost as much or more than replacement of the valve.

Adam asked if Hewitt was going to the Joint Powers meeting. No one had any information on it at this time.

Juanita asked about the status of the purchase of a Bobcat. Adam stated that it is still dependent on the Joint Powers decisions.

Adams discussed that Bertha is having mini meetings with Maintenance Staff and two Council Members to have areas of concerned worked on prior to their Council Meeting.

Shaun is scheduled to do both water plants in two week on his own for the first time.

Adam discussed that he feels that the use of Moore Engineering is not necessary at this time. He felt that everything that they will be charging the City to do, he and Aaron are capable of doing. Adam indicated that if there are major repairs that need to be done is where Moore Engineering should come into play as they are excellent in finding grant monies to help with that type of project.

Aaron stated that if we are going to use an engineer, he would like to have the Ulteig Engineering to have a chance at performing this function as has worked well with them in the past.

Alex felt that since Moore Engineering was already in the area that he felt they would be a lot less expensive.

Adam stated that we could post the bid in the construction booklet web page for a little over $100.00 which goes out to a lot of contractors to obtain bids. That he felt that engaging an engineering firm to do this could be very expensive.

If scheduling the bids quickly it is possible that the firm doing the jetting in Bertha could be the lowest bidder at a cost savings to the City.

Adam stated that if we use an engineering firm the process will be a lot slower. If we do the bidding process ourselves it would proceed much faster.

Barbara looked in the 2011 Council Meeting Minutes/Packets to see if she could find the information on the previous bidding for the jetting and telescoping and also the list received from the League of Minnesota regarding the issued to be addressed for insurance purposes. These items are not included in the 2011 Council Meeting

Minutes/Packets binders. Council thought they should be shortly after Nettie was hired. Meeting minutes from June 14th stated that the Council decided to go with the bid at $210.00 per hour, it did not state who that bidder was. There was a cap of $30,000, and that work would take about one week. The bids were not found in the June 14th Council packet.

It was determined that the meeting with the League of Minnesota was not held at a council meeting, it was held with Juanita, Aaron, and Jim.

Alex asked how many bids we have to have. Three bids are required.

Alex stated that now that he has made a resolution to get this work done, he is now being told that we could do this work ourselves. He felt that possibly having an engineering firm would make it more creditable with the insurance and the State. He also stated that from his experience he has found that this was more beneficial.

Juanita stated that if we hire them it is just to get us bids. Barbara stated that they will also review the tape. Aaron stated that he will be reviewing the tape whether we use the engineering firm or not.

Jim stated that when they talked with the League they didn’t indicate that we needed to have an engineering firm to do this work.

Juanita stated that she would like to make a suggestion that in the future when this type of thing is happening that the maintenance staff needs to speak up. The Council looks to them for what they think. If it is not shared they do not know what they are thinking. Darlene stated that if they had known what they now know they wouldn’t have made the resolution. We would have been doing the work ourselves. The Council trusts their judgment and needs their input. Alex added that they should just speak up and say something to the effect that we need to discuss this further. Since no one had said anything the Council felt that we did need the Engineering firm. Juanita stated that if the maintenance staff thinks they can get the quotes they need to step up to the plate and get the quotes. Not six weeks or two months from now, but right now. Adam stated that he felt that he could have the bids by next week. Adam asked if Johnson should be contacted for a bid do to the attitude from the last bidding. The Council said no.

Darlene asked what were going to now with Moore Engineering. Alice stated that when they come back on Tuesday to pick up the map from Adam that we could let them know that we are still considering to use them at a later date, but not for the jetting and televising.

Barbara asked if we are not going to use Moore Engineering at this time if Alex needs to make a motion to resend the Resolution. Juanita stated yes he will need to.

Adam stated that he would be happy get the contractors bids, hopefully by the end of the week.

Alice again stated that if we run into problems, would the engineering firm then be willing to work with us if we resend the resolution. Adam stated that he feels that they would always be happy to work with us.

Adam asked if the Council wants to do the entire project at one time. Council indicated that they did.

Alex stated that he is willing to resend the resolution, however from his past experience he is concerned about Moore Engineering resenting the fact that they left the meeting being told they would have the work and now we are going to tell them no. It has happened here before, and does not want to give the City a reputation for this type of thing.

Juanita feels that she feels better having our staff do this. They have worked on bids before.

Darlene again stated to the maintenance staff that in the future they need to speak up so that the Council is not put in this position again.

Alex made a motion to resend the Resolution to Moore Engineering until a later date, seconded by Darlene, all in favor, motion carried.

The deadline for the bids will be April 23, so that the awarding process can be added to the special meeting that is scheduled for April 24th.

Jim made a motion that we request bids for jetting and televising the entire city, bids will be due by April 23, seconded by Juanita, all in favor, motion carried.

Adam will be heading up the bidding process.

Alex stated that Barbara should still get with the City of Underwood to work on the Asset Management Plan.

Juanita asked if we wanted to get 3 bids for the paving of the City Hall parking lot also. It needs to be done for the Fire Department loan on their truck. The Council determined that Adam should also obtain these bids.

Clerk’s Report: Bills paid prior to Council Meeting were BP, Rick’s Repair, Minnesota Energy, Minnesota Power and Verizon.

Water/Sewer collection, only two letters had to be sent out this month. We did have one tag, as Barbara missed that Jason Dykhoff was past due, since she just looks for who is over 60 days since that is the Council’s ruling on the collection process. Jason, however, is not included in that due to his past history. If he doesn’t pay by Thursday, the water will be turned off on Friday.

Jim stated that Jason Dykhoff and his wife have separated. Alice stated that he moved to Wadena. Barbara stated that is we have to shut off the water; we will have to contact DSHS. Juanita suggested that we contact DSHS tomorrow to see if we can get any information on what we can do get assistance for them. Alice suggested calling the mother of the children. Darlene stated that we cannot do that due to the privacy act. Darlene also stated that we should contact social services for information to help them. Barbara will contact DSHS on Thursday, if no contact has been made regarding this issue.

Farmer’s Market – a meeting was set up with Karin and Beth Super. An article will be coming out in the paper.

Vaccination Clinic – a copy of the letter sent to Dr. Pieper and the flyer are included in the Council packet. The flyer will be going out with the mailing for the clean-up day. Barbara asked if we had the information for the clean-up day yet. She needs the information to put a letter together. The prices will be the same as last year and the hours will be from 9 to 2. Barbara will get a letter put together for a mailing.

Notice of Expiration of Redemption for the Saltzman property – Barbara talked with Kathy Sletto, we are not responsible for the loan. We “may” get money back from the State if they sell the property, if the State does not use up all the money in legal fees, etc. If we do get any money back it has to go back to the grant funds for additional housing assistance.

Juanita asked about the two places that are in on this. Barbara stated that this was only one that she knew of. Juanita stated the other is all of Mote’s properties that were to be sold. It was stated that they were foreclosures. This issue is the State taking property back for unpaid taxes.

Juanita stated that the last time she received information on this property it stated that they were supposed to be out by April 1st, and people are asking why they are still there. The county is responsible for the eviction. No further information has been received on this property.

Fire Department Ordinance – Barbara sent Dan an email and he replied that they would be working on the ordinances next week and would include the addition of the EMR in that ordinance.

Personnel Policy – The policy was emailed to the Council Members today. The revised copy is color coded for changes. Red indicates a change and Blue or Green indicates that information has been deleted from that section. All council members now have the original and revised policy for the April 24th Special Meeting.

UBMAX – Barbara had a video conference on the new product that is available. It does have a few new nice features. Customers can then pay by credit card. There is a onetime charge to the City of $45.00 to set this up. Customers are charged $3.00 each time they choose to use this option. This would replace our current system. All the information in our current system can be converted to the new system, it is about a 20 minute process that Dennis would do. It offers an on line back-up system. It also allows you to search for customers alphabetically instead of having to scroll for their name. Most of the features that the new system has we most likely will not utilize. However, we can get the new updated system now at no cost, except the $45.00 to set up the for the credit card pay. The annual support of $325.00 is the same as we will pay for our current system. This will not be due until our current contract runs out in July. Aaron asked if there would be any changes to his end. Barbara responded no. Darlene asked if the billing cards would change. Barbara stated that they look the same.

Darlene made a motion to switch from UBPro to UBMAX with the having the $45.00 charge to enable customers to be able to use credit cards for payment, seconded by Juanita, all in favor, motion carried.

Deanna Hall suggested that with the mailing regarding clean-up and the vaccination clinic maybe we should include the information that they will soon be able to pay their water and sewer bill with a credit card. Barbara stated that she could also put it on the next water bill. Alex stated that it is important to also state that this convenience has a fee of $3.00.

2012 MCFOA Grant – Barbara said that when she applied for the conference there was information that grants were available so she applied. She received a grant for $250.00. That will help offset most of the cost of her attending the conference.

Alcohol & Gambling Enforcement Class – This class is available in Park Rapids on May 2nd. Barbara asked if she should attend. The Council felt that she should attend this class. She also reminded them of the PERA class that she has in May, and they said that was fine and she should attend.

New Business:

Fire Department Contact County Regarding Medical Calls: Adam asked how soon the Fire Department could start responding on the EMR calls. This was the item that Barbara had emailed Dan about the ordinance. The new ordinance has to be in place before the Fire Department can start answering calls. Barbara will email Dan again to check on the status and let him know that we need this particular ordinance completed a.s.a.p. Once we have the new ordinance and it is filed with the county and posted in the paper they should then have the authorization to begin to respond to calls.

Fire Department – Gregory J. Salber Application: Andy has requested a notification as soon as he is approved so that he can begin training. Barbara will send him an email. Juanita made a motion to accept his application, he has no criminal back ground, and he wants to give back to the community he lives in. Alice stated that he is only available weekends and evening. Darlene stated that he husband is the same and Juanita stated that many are in the same circumstances. Darlene seconded Juanita’s motion, all in favor, motion carried.

Severe Weather Awareness & Safety Information: Alex said there had been a suggestion that the churches open their basements for this type of occurrence. There has been no new information on that. Juanita stated that this is information on the Severe Weather Awareness Week. Darlene commented about the two statewide tornado drills that will be occurring on April 19th at 1:45 and 6:55PM.

Jim asked how it would work if the churches opted to take part in becoming a shelter. They would have to have a person assigned to be there to open the churches or give a key to someone to be able to do so. Aaron stated that he would not take responsibility for opening the churches. Juanita stated that she feels that the Senior Center should be used. It has a large basement. Alex asked if it was handicap accessible. It is not.

Alice said that we had talked with Denim and Diamonds in the past to use their basement.

On the water bill this month Barbara will put “Severe Weather Aware Week – April 16 – 20th Do you know where you would go.” If it fits Barbara will add the note of the two drills that will take place.

Hazard Probability Chart – The Council reviewed this chart so that Barbara can make the submittal Community & Economic Development Planner, Region Five Development Commission.

Unfinished Business:

League of MN Cities - Claim # PC000931 – Bond: This is still unresolved.

Kathy Sletto Housing Update: No update.

Property at 308 E 3rd Ave.: No new information on status.

2012 LMC Annual Conference & Marketplace: Barbara asked who is attending. Alex, Juanita and Alice will attend. Darlene and Jim will not be able to attend. Barbara will make their reservations. Council Members will make their own motel reservations.

Resolution for a Referendum for Police Service: Barbara obtained information Kevin in Eagle Bend and from the City of Taconite. This information can be used as a template to generate information for submittal. Alex and Barbara will work on this.

Selection of Building Repair or Replacement: Alice questioned if there is money in the budget to replace this building.

Darlene also stated that she has concerns on spending money to replace the building at this time.

Juanita stated that Bill Henning had talked with her about that if we had any plans on doing anything with the building now would be a good opportunity to do so.

Barbara asked since the building is basically used for water and sewer operations storage, couldn’t we use money from those funds for this project.

Alice stated that since we are using most of the funds from Water and Sewer for the jetting and cleaning of the sewer lines that she doesn’t feel there is money there either to be used. She also stated that we need the money from those funds in the future to paint the water tower.

The overall reduction in the cost of the new building was discussed by Jim and Juanita that the insurance would cover $4629.00 and the removal of the existing garage would be taken care of by the bid for an additional savings of $1200.00 plus whatever amount the bid for the purchase of the removal is. Barbara stated that the removal bid does not include the removal of the concrete, and that KaO Construction would still charge the City for that removal so the whole $1200.00 may not be a savings.

Jim stated that he does not see that it is cost effective to do just the 24 Ft. expansion. It is too much money for not much gain in building size. He feels that we should do the 40 Ft. expansion.

A motion was made by Jim to replace the existing building with the 40 Ft. (Bid #4) building, seconded by Alex, Aye - Alex, Jim and Juanita, Nay – Darlene and Alice. Motion carried.

Opening of Bids for Building Removal – Award Bid: Only 1 bid was received in the amount of $200.00 from Luke Mitchell. The award will be issued to Luke Mitchell.

Requests & Complaints:

Feeding of Stray Cats: A letter will be issued to Mr. and Mrs. Don Stange requesting that they stop the feeding of the stray cats as a complaint has been filed regarding the smell and the stray cats using the driveway and flower beds for a litter box.

Black and white dog running at large: A letter will be issued to Kyle Flannery about his dog running at large.

Fence installed without a permit: A letter will be issued to Kyle Flannery informing him that it is necessary for him to complete an application for the fence and pay the appropriate fee of $20.00.

A motion was made by Alice to adjourn the meeting, seconded by Alex, all in favor, motion carried.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mayor, Juanita Mitchell

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City Clerk/Treasurer, Barbara Holmes