

City of Hewitt
509 East Third Ave
Hewitt, Minnesota 56453

City Council Minutes
Regular Meeting

April 14th, 2015
City Hall, 7:00 p.m.

CALL TO ORDER The Hewitt City Council met in regular session. Mayor Juanita Mitchell called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE The City Council and all present stood for the Pledge of Allegiance to the Flag.

ROLL CALL

Council present: Juanita Mitchell, Mayor
 Jim Opelia, Councilmember
 Donald Fitzgerald, Councilmember
 Alice Melzer, Councilmember
 Alex Weego, Councilmember

Staff present: Luke Mitchell, Maintenance
 Tara Greer, Clerk/Treasurer

Guests: Adam Templin, Daryl Schlueter,
 Carolynne Bisel

Alex Weego requested adding Todd/Wadena County Meeting to the agenda and Donald Fitzgerald requested adding Emergency Disaster Plan.

APPROVAL OF MINUTES Alice Melzer made a motion **to accept the March 10th Hewitt City Council meeting minutes as presented**, Jim Opelia 2nd, all in favor, motion carried.

**FINANCIAL
REPORTS**

Alex Weego wondered about the check to Prairie Sanitary Services for \$890.91; concerned not bringing in enough to cover monthly bill for Organized Garbage Pick-Up. Alex Weego made a motion **to approve check #'s 14269-140307**, Donald Fitzgerald 2nd, all in favor, motion carried.

**MAINTENANCE
REPORT**

Donald Fitzgerald made a motion **to approve the purchase of a new light for the truck at a maximum of \$300**, Alice Melzer 2nd, all in favor, motion carried.

**Water
Operations
Report**

Donald Fitzgerald made a motion to **approve Aaron Fore attending the water operator training on the 23rd in Brainerd**, Jim Opelia 2nd, all in favor, motion carried.

Donald Fitzgerald made a motion to **approve the purchase order for recorder charts**, Jim Opelia 2nd, all in favor, motion carried.

**CLERKS
REPORT**

Tara Greer stated that herself, Alex Weego, and Juanita were all signed up for League of Minnesota Cities on June 24-26, all but Tara are signed up for a hotel in Duluth and she was told to use the City's Credit Card to book a room.

Tara Greer informed the Council that she sent in her application to become a notary and she had to use a personal check for the fee that was associated with it and asked for a reimbursement. Donald Fitzgerald made a motion to **approve Tara Greer's reimbursement**, Jim Opelia 2nd, all in favor, motion carried.

The potential discount on Softline Data Support Fees was then discussed when Tara Greer shared that they do have maintenance support and it would run out August 2015. With the discount available, they would have support thru August 2018 and save a total of \$157.50 over three years.

**CLERK'S
REPORT
CONTINUED..**

Jim Opelia made a motion to **approve getting the three-year discounted plan through Softline Data UBMax**, Donald Fitzgerald 2nd, all in favor, motion carried.

Tara Greer then asked if she could open a charge account for the Fire Department at NAPA Auto Parts. Jim Opelia made motion to **approve Tara Greer to open an account for the City and Fire Department**, Donald Fitzgerald 2nd, all in favor, motion carried.

**MAYOR'S
REPORT**

Juanita Mitchell informed the council that the \$7500 funds for the Tractor Pull Track was not budgeted for and the past clerk put it back into the General Fund. The 2014 Proposed Budget Report does not show funds. Juanita Mitchell and Tara Greer will go back to 2013 to try to find budgeted funds; once funds are found the Clerk will transfer funds back into the correct account.

Juanita mentioned that they need to repaint the crosswalks before Pickle Days. Alex Weego then brought up how they are required by the state to have yield signs posted at the crosswalks. Donald Fitzgerald then reminded them that their past ones were stolen and never replaced by insurance so he did not want to waste the money on something that might get taken unless they get affixed to the ground so they cannot be taken. After a lengthy discussion, it was agreed that two were needed for the summer and Pickle Days. Donald Fitzgerald made a motion to **purchase two crosswalk signs for a maximum of \$400 per sign**, Juanita Mitchell 2nd, all in favor, motion carried.

**FIRE DEPT
MINUTES**

Adam Templin made some simple changes with the wording to the Fire Department Minutes, such as Council member to Clerk and pay to reimburse.

**FIRE DEPT
MINUTES
CONTINUED..**

The fire department wants to do a training burn at the old residence of Mr. Splinter, which they would do in conjunction with Bertha's Fire Department.

Juanita Mitchell inquired about why they would not send the pagers through insurance. Adam Templin informed them that there is a deductible of \$250 for each pager and it would ultimately increase their insurance premium. They felt it would be more beneficial for them to hold off buying refurbished ones until they are needed.

Adam Templin talked to Donald Fitzgerald on an Emergency Disaster Plan and wondered if Hewitt had one. Donald Fitzgerald informed the group that they **do not have one on file in the City Office.**

Adam Templin added to the minutes that ISO inspection from the state is coming to inspect the fire department. They have been cleaning up the fire hall and making sure all their records are in order when the inspector arrives April 20th.

Darly Schlueter from Oak Valley Township addressed the council about the contract that they have made with the Fire Department. Oak Valley Township was wondering if there was a termination of repayment contract for the truck since they believe that it should be paid off by now. The council was in agreement that it has been a maximum of three years since the truck was purchased so it wouldn't be paid off yet. The Hewitt City Clerk will find the terms of the loan and get into contact with the clerk of Oak Valley Township.

Donald Fitzgerald brought up that he and Adam Templin had talked about having a Fire Department personnel attend all council meetings so they can quickly get questions answered. The Council agreed that it would be beneficial to have Fire Department member present at all council meetings.

**** UNFINISHED BUSINESS ****

**FLOOD
RELIEF FUND**

Alex Weego wanted to know how the city is planning on using the money in the Hewitt Area Relief Fund and he wanted to be sure to use it according to the Initiative Foundation's guidelines. Juanita Mitchell suggested that the City save it in case of an emergency and when it does get used, to use it on something that would benefit everyone. Donald Fitzgerald agreed it should be saved in case of an emergency. No motion passed.

****OLD BUSINESS****

**HEWITT
COMP PLAN**

Alex Weego updated everyone on the Comp Plan meeting that was held on April 2nd. He mentioned that they would add cheaper housing but it is getting closer to completion with about two more meetings until everything is finalized and the Council could vote on it.

****NEW BUSINESS****

4M FUND

Alex Weego mentioned how the Council discussed previously about setting aside \$10,000 into a CD but thought that the 4M would better suit the City's needs with a higher rate of options would be regarding interest and penalties with pulling it out early. The Council agreed that it would be a good idea to look into it. No motion passed.

**DISCOUNT
SUPPORT
FEES**

See **CLERK'S REPORT**

**PUBLISHING
FINANCIAL
REPORT**

Juanita Mitchell recommended that the Financial Summary Report from the Auditor be put up around town. Jim Opelia asked if it could post it on the City of Hewitt’s website. The City Clerk will be sure to post it around town and see if it could be put on the website. No motion passed.

**LMCIT
RENEWAL**

Luke Mitchell wondered why the Worker’s Comp rates were going up when there are fewer employees with fewer hours. After a lengthy discussion, it was agreed it was best to have Steve Peterson come to the next meeting on May 12th to explain the differences in rates.

**RESOLUTION
TO REPAIR/
REMOVE
STRUCTURES**

Juanita Mitchell shared a sample of a resolution to repair/remove structures that are in vacant and in decay that she received from another city. She requested that the council take it home and review the statues.

**TODD/
WADENA
COUNTY
MEETING**

Alex Weego informed the group that there would be a NJPA/Region Five meeting on May 12th 9am – 1pm and asked if any Council Members or City employees would like to go.

**EMERGENCY
DISASTER
PLAN**

It was discussed that during the **Fire Department Minutes** that the City does not have an Emergency Disaster Plan and it would be beneficial to create one.

****REQUESTS & COMPLAINTS****

**DEBRIS/
UNSIGHTLY
YARD**

Donald Fitzgerald shared the pictures that he took in regards to the complaint that was submitted on April 9th concerning excess debris/unlicensed vehicles in yard and January X concerning gravel covering the City sidewalk. The pictures showed that the property owner has not done anything about the gravel and debris on the property could pose as a safety and health hazard. The Council requested that Tara Greer send a certified letter in the mail, telling the property owner that the **gravel needs to be removed and property needs to be cleaned up by May 10th**.

Juanita Mitchell then brought up a few things that she forgot in her Mayor's Report. She made sure the new clerk knows that they cannot shred files without logging them into a book stating why it was destroyed. Juanita Mitchell then stated that Star Bank needs a motion made during the meeting removing Michael Dagen from the bank account, putting Tara Greer on it and making Jim Opelia the one signing with the Mayor until Greer's six month probation is done. Alex Weego made a motion to **approve a resolution to remove Michael Dagen from the City of Hewitt's bank account and add Tara Greer and Jim Opelia on it**, Donald Fitzgerald 2nd, all in favor, motion carried.

**MEETING
ADJOURNED**

Donald Fitzgerald made a motion to **adjourn the meeting**, Alice Meltzer 2nd, four in favor, Fitzgerald no because he wanted to stay and enjoy the company, motion carried.

Mayor _____

Clerk _____