

City of Hewitt
509 East Third Ave
Hewitt, Minnesota 56453

City Council Minutes
Regular Meeting

April 8th, 2014
City Hall, 7:00 p.m.

CALL TO ORDER

The Hewitt City Council met in regular session. Councilmember Donald Fitzgerald 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: Jim Opelia, Acting Mayor (arrived 8:15)
Donald Fitzgerald, Councilmember
Alice Melzer, Councilmember
Alex Weego, Councilmember

Staff present: Luke Mitchell, Maintenance
Michael Dagen, Clerk/Treasurer

Guests: Gloriann Bartels, Craig Jasmer, Gloria Nokes, Deb Nelson, Steve Peterson, David Ashbaugh, Daryl Schlueter, Adam Templin, Trinity Gruenberg

APPROVAL OF MINUTES

Councilmember Donald Fitzgerald shared that with Juanita Mitchell and Jim Opelia being absent, he has been asked to chair the meeting. Alice Melzer made a **motion to accept the March 11th Council meeting minutes as presented**, Alex Weego 2nd, all in favor motion carried.

**FINANCIAL
REPORTS**

Alex Weego questioned the claim from Alexandria Technical College for \$500. Clerk Michael Dagen said that this claim was for a Fire Department training. Donald Fitzgerald made a motion **to pay check #'s 13808-13823**, Alice Melzer 2nd, all in favor motion carried.

Donald Fitzgerald asked about the past due water & sewer accounts. Clerk Dagen shared that he was able to reach all of the customers with 60 day past due balances, except account #'s 23, 67, 77 and 98 who will be sent a letter.

Luke Mitchell shared that the sewer at the city office is frozen again.

**MAINTENANCE
REPORT**

There was a discussion about the city holding a cleanup day this year. The council decided to table a cleanup day decision until the May 13th meeting.

**CLERKS
REPORT**

Clerk Michael Dagen requested permission to purchase the \$70 external hard drive listed on the back of his report. The Council gave permission to purchase the hard drive.

Michael asked to attend the free National Joint Powers Alliance meeting in Bertha on April 24th and the council agreed.

Alice Melzer shared that she thought clerk Dagen should attend the 2nd year of the Municipal Clerks Institute April 28th-May 2nd. Michael told the council that the only reason he presented the option of delaying his attendance to the clerks institute in his report, is to save the city money, since Hewitt has already committed to purchasing a new truck and road construction project this year.

Clerk Dagen explained that the seniors would like to open up the senior center for the year.

**MAYORS
REPORT**

Donald Fitzgerald read Mayor Juanita Mitchell's report. There was a discussion about the proposed new track for the Pickle Fest tractor pull. Alex Weego requested that Clerk Dagen call Gerald Ganske to find out the price on the track equipment mentioned in the Mayor's report. Donald Fitzgerald suggested that the item be tabled until the council's May meeting.

**FIRE
DEPARTMENT
MINUTES**

Donald Fitzgerald made a motion **to approve Zane Packard's application to the Hewitt Fire Department and to accept the retirement of Steve Peterson as of May 1st, 2014**, Alice Melzer 2nd, all in favor, motion carried.

**MILL
REMOVAL**

There was a discussion about once again pursuing a burn of the old mill building. It was brought up that maybe the district representative could be contacted in regards to a mill burn.

**WING RIVER
DAM**

The council discussed the updated DNR information in the packets in regards to replacing the dam at the Wing River Park. The council talked about updating the restrooms at the river park at the same time as the dam replacement. Clerk Dagen said that he has been in contact with MNDOT in regards to updating the restrooms at the river park and the city has yet to receive a definite answer back.

**FIRE
DEPARTMENT
FUND**

Alice Melzer made a motion **to begin using a fire department fund for external reporting purposes as of Jan. 1st 2014, with the existing balances contained in the city's separate CTAS funds**, Donald Fitzgerald 2nd, all in favor motion carried.

**MUNICIPAL
DERIVATIVES
CLASS ACTION
SUIT**

Michael explained that the older boxes of files have been moved to the city office from the fire hall. Dagen said that he has not gone through the files yet and that he could use some help with looking for loan documents.

WI-FI ROUTER

Clerk Dagen shared that the Hewitt Historical Society has committed \$150 to a new city Wi-Fi router. Michael shared that he would like to include a donation request for the router in the upcoming letter to the citizens. Alex Weego asked what the cost of the new router would be and Michael said \$620. Councilmember Weego suggested that the Business Committee be involved in the Wi-Fi router project.

**TOWNSHIP
FIRE
CONTRACTS**

There was a brief discussion about the township fire contract process. Donald Fitzgerald made a motion **to approve the Hewitt Fire Department Fire Service Agreements**, Alice Melzer 2nd, all in favor, motion carried.

**ELECTED
OFFICAL
TRAVEL
POLICY**

Donald Fitzgerald made a motion **to approve the elected official travel policy**, Alice Melzer 2nd, all in favor, motion carried.

**LAUREN &
GARY KERN
LAND USE
PERMIT**

There was a discussion about the location of Lauren & Gary Kern’s land and their application for the land use permit for building a hunting shack. Donald Fitzgerald made a motion **to approve Lauren & Gary Kern’s land use permit for the hunting shack**, Alice Melzer 2nd, all in favor, motion carried.

**REGION FIVE
ELECTION**

Donald Fitzgerald made a motion **to nominate Alex Weego as the Todd County representative to the Region Five Development Commission**, Alice Melzer 2nd, all in favor, motion carried.

**RESILIENT
REGION
POLICY TOOLS**

The Clerk shared that the city received a packet of “Resilient Region Policy Tools” from Region Five. Michael said that the packet is located in the city office if anyone would like to check it out.

TAX CAPACITY

Clerk Michael Dagen shared that he learned from the new county assessor Chris Odden that Hewitt’s tax capacity is lower than what was projected by the previous county assessor. Michael said that the city levied \$63,500 and the actual 2014 capacity is \$62,158, with a difference of \$1342. Alex Weego pointed out that class D cities are allowed to levy above their tax capacity. The clerk shared that the city might need the extra \$1342 to help cover the 2014 road construction bond payments. There was a discussion about different ways to pay the August and February road construction bond payments. Alex Weego shared that the county opened the road construction bids today and the city will be receiving an updated estimate for the summer road construction project soon.

**ROADS &
BRIDGES
MEETING
RECAP**

Donald Fitzgerald suggested that the city hold an open meeting on May 6th at 7 pm to discuss the summer road construction project. The council requested that Clerk Dagen place an ad in the paper and send a letter to the citizens of Hewitt to inform them of this public informational meeting.

Councilmember Fitzgerald expressed that he liked Luke Mitchell’s idea of installing a speed bump on the north end of Main Street where the gravel will transition to the tar.

**RESOLUTION
#14-005**

There was a discussion about the need to pass a resolution to clarify the increase of the benefit level and the timing of the Hewitt Fireman’s Relief Association’s entrance into the Voluntary Statewide Lump-Sum plan that is administered by PERA. Alex Weego made a motion **to approve Resolution #14-005 A Resolution Opting to Join the Voluntary Statewide Lump-Sum Volunteer Firefighter Retirement Plan**, Donald Fitzgerald 2nd, all in favor, motion carried.

**CLOSED
MEETING**

Donald Fitzgerald made a motion **to close the meeting to perform an evaluation of city employees Luke Mitchell and Michael Dagen per State Statute 13D.05 Subdivision 3 (a)**, Alice Melzer 2nd, all in favor motion carried.

Donald Fitzgerald made a motion **to open the meeting**, Alex Weego 2nd, all in favor, motion carried.

Donald Fitzgerald made a motion **to give Luke Mitchell and Michael Dagen a 50 cent per hour pay raise effective April 13th, 2014**, Jim Opelia 2nd, all in favor, motion carried.

**CLOSED
MEETING**

Donald Fitzgerald made a motion **to close the meeting for preliminary consideration of allegations against an individual subject to city authority per State Statute 13D.05 Subdivision 2(B)**, Jim Opelia 2nd, all in favor, motion carried.

Donald Fitzgerald made a motion **to open the meeting back up**, Alice Melzer 2nd, all in favor, motion carried.

**MEETING
AJOURNED**

Alex Weego made a motion **to adjourn the meeting**, Donald Fitzgerald 2nd, all in favor, motion carried.

Mayor _____ Clerk _____

