

City of Hewitt
509 East Third Ave
Hewitt, Minnesota 56453

City Council Minutes
Regular Meeting

August 13th, 2014
City Hall, 7:21 p.m.

CALL TO ORDER

The Hewitt City Council met in regular session.
Councilmember Donald Fitzgerald made a **motion to open the meeting at 7:21 following a public hearing to discuss organized garbage service**, Alice Melzer 2nd, all in favor, motion carried.

ROLL CALL

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

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

Guests: Dave Templin, Carolynne Bisel,
Richard Kirckof

APPROVAL OF MINUTES

Alex Weego made a motion **to accept the July 8th council meeting minutes and the July 16th & 18th special meeting minutes as presented**, Donald Fitzgerald 2nd, all in favor, motion carried.

**FINANCIAL
REPORTS**

Mayor Juanita Mitchell asked how the fuel receipt was presented for the tractor pull track. Clerk Michael Dagen showed the mayor the receipt for the fuel. Alex Weego made a motion **to pay checks #13958-13975**, Donald Fitzgerald 2nd, all in favor, motion carried.

**MAINTENANCE
REPORT**

Lead Maintenance Luke Mitchell explained that the city's unpaved roads are in need of gravel. Alex Weego made a motion **to proceed with gravel road repair for maintenance and flood damage, not to exceed \$10,000**, Donald Fitzgerald 2nd, all in favor, motion carried.

Luke suggested that the ends of the storm sewer drain running through the city be cleared out either this fall or spring.

Mitchell requested permission to purchase new flags for the city. Donald Fitzgerald made a motion **for the Maintenance department to purchase flags with a cap of \$500**, Alice Melzer 2nd, all in favor, motion carried.

Luke shared that Mike Allen would like to borrow the city's picnic tables for a family reunion in exchange for Mike providing tree trimming services for the city. Donald Fitzgerald made a motion **to allow Mike Allen to borrow the city's picnic tables in exchange for his tree trimming services**, Jim Opelia 2nd, all in favor, motion carried.

Donald Fitzgerald made a motion **to approve the water operators request for a new sewer water testing meter capped at \$2800**, Jim Opelia 2nd, all in favor, motion carried.

**CLERKS
REPORT**

Clerk Michael Dagen gave a brief recap of the FEMA flood relief meeting in Long Prairie on July 24th. Michael shared that \$11,713.50 in city flood related expenses were submitted to FEMA, but this number could change with the gravel road repairs.

**CLERK'S
REPORT
CONT...**

Donald Fitzgerald made a motion **to hold a budget workshop meeting at 7 pm on August 27th**, Jim Opelia 2nd, all in favor, motion carried.

Alex Weego made a motion **to proceed with the Initiative Foundation grant to help cover the cost of a Comprehensive Plan for the City**, Donald Fitzgerald 2nd, all in favor, motion carried.

Donald Fitzgerald made a motion **for Clerk Dagen to proceed with a DNR Legacy grant for the replacement of the Wing River Dam**, Jim Opelia 2nd, all in favor, motion carried.

Jim Opelia made a motion **to renew the calendar and photo extra ads for the City of Hewitt in the Independent News Herald**, Juanita Mitchell 2nd, all in favor, motion carried.

Clerk Dagen requested to leave the office on Thursday August 14th at 2 pm to prevent himself from going into overtime.

Mayor Juanita Mitchell said due to the city's past negative experience with Staples, she would like to continue to order office supplies from Office Depot.

Donald Fitzgerald made a motion **that the city continue to order office supplies from Office Depot**, Jim Opelia 2nd, all in favor, motion carried.

Old Business

**MILL
REMOVAL**

There are no new developments with the mill removal.

**SENIOR
CENTER**

Dave Templin from the Hewitt Senior Citizens read and submitted a letter on behalf of the Senior Citizens. Dave stated that the senior building is all cleaned out.

**EMPLOYEE
PERSONNEL
& DRUG TEST
POLICY**

Donald Fitzgerald said that in order for the city to implement random drug testing for employees a drug test policy would need to be passed. Clerk Dagen shared that the city needs to have their drug test policy separate from the personnel policy.

**ORGANIZED
GARBAGE
PICKUP**

Donald Fitzgerald made a motion **to approve organized garbage service for the city of Hewitt**, Juanita Mitchell 2nd, all in favor motion carried.

**LOOSE DOG
COMPLAINT**

Mayor Mitchell asked if this is the same complaint as last month and Fitz said yes. Clerk Dagen said that there are two unlicensed dogs from the property causing the problems.

Donald Fitzgerald made a motion **to send the owners of the dogs a letter stating that the dogs need to be licensed and be kept on a leash**, Alice Melzer 2nd, all in favor motion carried.

New Business

**RESOLUTION
#14-011
CREATING
HEWITT
FLOOD
RELIEF FUND**

Dan Frank from the Initiative Foundation (IF) gave a recap and update on the Hewitt Flood Relief Fund. Dan laid out the process for how the income restricted relief funds will be distributed. Mr. Frank said that IF would be working with Tri County Community Action and a local committee that will be created to administer the flood relief funds.

Alex Weego made a motion **to approve Resolution #14-011 creating a Hewitt disaster relief fund**, Alice Melzer 2nd, all in favor motion carried.

**RICHARD
KIRCKOF
PROPERTY**

Richard Kirckof spoke on behalf of his property that is for sale at 408 East Third Ave in Hewitt. Mr. Kirckof said that he has had interest in his property, but people have been scared away from buying the property due to Hewitt City ordinances. Clerk Michael Dagen explained that the current city ordinance requires 18,000 square feet in order to build on unplatted land in Hewitt. Michael said that there is a requirement that the owner receive permission from the neighbors within 300 ft property before submitting for a land use permit variance. Alex Weego stated that a variance can be passed but the city and property owner need to follow the guidelines in the city ordinance. Jim Opelia said that even if it was a larger piece of land, any other property owner would need to follow the ordinance procedures.

**JACKIE &
LUKE
MCMANIGLE
LAND USE
PERMIT**

There was a discussion about what the McManigle land use application. It was stated that Jackie and Luke plan to pour new cement at the base of their stairs as the old base is cracked up.

Donald Fitzgerald made a motion **to approve the McManigle's action with no permit needed**, Alice Melzer 2nd, all in favor, motion carried.

**TODD
KIMBER
LAND USE
PERMIT**

Luke Mitchell stated that Todd Kimber is planning to put a trailer on his property at 302 N Front Street, 33 ft from the center of the road and it needs to be 40 ft. Alex Weego said that a variance to the city's ordinance would need to be passed to allow the trailer in this location. Clerk Dagen shared that according to the city ordinance governing non conforming use permits, Mr. Kimber will need to receive

**KIMBER
LAND USE
PERMIT
CONT...**

written permission from his neighbors within 300 ft and a public hearing will need to be held before a land use permit can be issued.

Donald Fitzgerald made a motion **to hold a public hearing on Aug. 27th at 6:45 to discuss a Todd Kimber Land Use Permit Variance**, Jim Opelia 2nd, all in favor motion carried.

**HIGH WATER
READING
COMPLAINT**

Clerk Michael Dagen said that the high water meter complaint has been withdrawn.

**COUNTY
PROSECUTION
SERVICES
AGREEMENT**

Jim Opelia made a motion **to approve the 2015 contract with Todd County for prosecution services**, Donald Fitzgerald 2nd, all in favor, motion carried.

**NOV. 2014
NATIONAL
HOSPICE CARE
PALLIATIVE
MONTH
PROCLAMTION**

Alex Weego made a motion **to pass a proclamation declaring November 2014 National Hospice Care Palliative Month**, Donald Fitzgerald 2nd, all in favor, motion carried.

**MINNESOTA
RURAL WATER
ASSOCIATION
MEMBERSHIP
RENEWAL**

Donald Fitzgerald made a motion **to renew the city's membership in the MN Rural Water Association**, Jim Opelia 2nd, all in favor, motion carried.

**TODD COUNTY
SOIL & WATER
REQUEST FOR
DONATION**

Mayor Mitchell said that Todd County Soil & Water is requesting a donation to hold a class in Browerville.

**INITIATIVE
FOUNDATION
REQUEST FOR
2015 SUPPORT**

Alex Weego made a motion **to provide \$250 to the Initiative Foundation in 2015**, Donald Fitzgerald 2nd, Alex, Jim, Juanita, Alice in favor, Fitz no, motion carried.

**JULY 2014
FLOOD
RELIEF
UPDATE**

Alex Weego said that FEMA will not be covering citizens' expenses as the area flooding did not meet their requirements. Mr. Weego said that there may need to be another public meeting for the flood affected citizens. Clerk Dagen suggested that a letter be sent to these citizens laying out their options for assistance.

**CLOSED
SESSION**

Donald Fitzgerald made a motion **to close the meeting per State Statute 13D.05 Subd 3.1 to discuss city property at 320 Front Street**, Alice Melzer 2nd, all in favor, motion carried.

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

Donald Fitzgerald made a motion **to approve Carol A Carroll's offer of \$6000 for the Hewitt Senior Center building, including attorney fees and closing costs, to be paid in full within 10 working days from the time of the receipt of the city's notification letter**, Juanita Mitchell 2nd, all in favor, motion carried.

**MEETING
ADJOURNED**

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

Mayor _____

Clerk _____