

City of Hewitt
509 East Third Ave
Hewitt, Minnesota 56453

City Council Minutes
Regular Meeting

January 14th, 2014
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, Council Member
 Donald Fitzgerald, Council Member
 Alice Melzer, Council Member
 Alex Weego, Council Member

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

 Guests: Carolynne Bisel

APPROVAL OF MINUTES Alex Weego suggested that on page 4 of the minutes under the second sentence of the Mayor’s report, it should read “discussion” instead of “discussing”. Alex Weego made a motion **to accept the minutes from the December 10th Hewitt City Council meeting with this correction made**, Alice Melzer 2nd, all in favor, motion carried.

**FINANCIAL
REPORT**

Alex Weego asked if the \$600 payment to the Todd County Attorney covers all of their court services and Clerk Michael Dagen responded that yes it does. Mr. Weego asked how often the fire truck loan payment is made. Clerk Dagen shared that the fire truck payment is electronically deducted once per year, but the fire department voted to make an addition principal payment which is shown on the financial statement. Juanita asked if any of the past due water accounts have made a payment. Dagen updated the council on the accounts that have made a payment since yesterday. Jim Opelia **made a motion refer to audit**, Alex Weego 2nd, all in favor, motion carried. Alex Weego **made a motion to pay checks # 13706-13726**, Jim Opelia 2nd all in favor motion carried.

**MAINTENANCE
REPORT:**

Lead Maintenance Luke Mitchell shared that a chunk of tar broke loose when he was plowing on Front Street. Mr. Mitchell showed a piece of the broken tar to the council. It was pointed out how the rocks are showing in the tar and there was a discussion about the need to repair the city roads. Luke updated that he got a call back from Dailey Electric and they will coming tomorrow to take a look at connecting the dialer alarm in the water plant. Mitchell explained that he found out that the city won't be able to install a system at the water plant so the employees will have to continue coming in on weekends.

**CLERKS
REPORT**

Clerk Michael Dagen referenced his notes and updated the Council on his discussions with the Rural Renewable Energy Alliance (RREAL) about performing a site assessment on the Museum/Community center for a solar energy system.

**CLERK NOTES
CONT...**

Dagen said that RREAL would be willing to assess solar energy possibilities at three sites in Hewitt when they visit for \$500. Alex Weego made a motion **to expend \$500 for the solar site assessments**, Jim Opelia 2nd, all in favor, motion carried.

Michael shared that he met with the new city auditor Brian Koehn. Dagen told the council that he has already learned a lot from the new auditor and he will be referencing some items of note throughout the meeting. Clerk Dagen informed the council that the Wi-Fi wireless router has been locking up on the weekends due to high usage. Michael said that he has contacted Arvig about this issue and he learned that the router might need to be upgraded to be able to handle the higher user load.

Clerk Dagen requested to attend the Region 3 Minnesota Clerks and Financial Officer Association's (MCFOA) meeting January 30th in Cold Spring MN. Alex Weego **made a motion to authorize the clerk to attend the Cold Spring meeting and to apply for a grant to cover the 2nd year of the clerks institute in April**, Jim Opelia 2nd, all in favor, motion carried.

*****OLD BUSINESS*****

MILL REMOVAL

Clerk Dagen shared that the owners of the mill did make a property tax payment by the end of 2013. Michael said that he learned from the County that the remaining \$1600 in back taxes would need to be repaid before the property owners could split their parcel in two. There was a discussion about the city's options for dealing with the old mill.

**MUSEUM &
COMMUNITY
CENTER**

See clerk's notes for an update on the Museum/Community Center.

**MASLOWSKI
WELLNESS
CENTER**

Clerk Dagen recommended that the City not donate funds to the Maslowski Wellness Center in Wadena. Michael said that after meeting with the city's auditor, he learned that Hewitt would be hard pressed to justify such a donation.

**FIRE
DEPARTMENT**

Clerk Dagen shared that he has spoken with both candidates for Fire Chief and acting Chief Steve Peterson about some changes that need to be made involving the city's personnel policy and Hewitt Fire Department. The clerk explained that he has learned from the League of MN Cities that fire departments should abide by the same personnel policy as the other city employees, rather than have separate bylaws.

**CRISES LINE
DONATION
REQUEST**

Michael Dagen told the council that the last time the city donated to the Crises Line was in 2010 out of the charitable gambling fund. The council decided against donating funds to the Crises Line due to limited charitable gambling funds.

**BERTHA-
HEWITT
POST PROM
DONATION
REQUEST**

Donald Fitzgerald **made a motion to table the Bertha Hewitt Post Prom request until the April council meeting**, Jim Opelia 2nd, all in favor, motion carried.

**SANTA DAY
THANK YOU**

Mayor Juanita Mitchell shared that there is a Santa Day committee thank you in the council packet.

**LEAGUE OF
MN CITIES
TRUST
DIVIDEND**

It was pointed out that Hewitt received \$1777 in dividend from the League of MN Cities Insurance trust. Alex Weego asked Clerk Dagen to research what can be done with the trust dividend.

**CONFERENCE
REIMBURSEMENT**

There was a discussion about reimbursing council members for their expenses for attending League of MN Cities training and conferences. Alex Weego **made a motion to cover lodging and per diem expenses for sanctioned official conferences that effect city business**, Donald Fitzgerald 2nd, all in favor motion carried.

**RESOLUTION
#14-001**

Donald Fitzgerald **made a motion to accept resolution #14-001 assigning the official 2014 city designations**, Alice Melzer 2nd, all in favor, motion carried.

**RESOLUTION
#14-002**

Donald Fitzgerald **made a motion to adopt the attached 2014 city fee schedule**, Jim Opelia 2nd, all in favor, motion carried.

**RESOLUTION
#14-003**

Alex Weego **made a motion to accept resolution #14-003 allowing payment of bills before council authorization**, Jim Opelia 2nd, all in favor, motion carried.

**2014 PAY
EQUITY
REPORT**

Alex Weego **made a motion to accept and submit the 2014 pay equity report**, Donald Fitzgerald 2nd, all in favor, motion carried.

**SNOW PILE
COMPLAINT**

There was a discussion about the complaint against Rick Sullivan for piling snow at city intersections. Clerk Michael Dagen read the sections of city ordinance #500-08 listed on the complaint that Mr. Sullivan is in violation.

The council instructed the clerk to send Mr. Sullivan a letter instructing Rick Sullivan to cease and desist:

- *plowing snow on City property
- *plowing snow on personnel property without the home owner's consent
- *piling snow at city intersections
- *plowing snow from driveways on to city streets.

Donald Fitzgerald stated that he has received complaints that Rick Sullivan is fighting fires without wearing the proper safety equipment. Mayor Juanita Mitchell told the council that the current Chief of the fire department has been unwilling to deal with this matter before the upcoming fire department elections.

Donald Fitzgerald **made a motion to request that Rick Sullivan present an updated medical examination letter to the city by the February council meeting, stating that he (Rick) is physically fit enough to fight fires according to the Hewitt Fire Department bylaws, Jim Opelia 2nd, all in favor, motion carried.**

**MEETING
ADJOURNED
9:15 pm**

Donald Fitzgerald **made a motion to adjourn the meeting, Jim Opelia 2nd, Alex, Juanita, Jim and Alice Yes, Fitz No, motion carried.**