

City of Hewitt
509 East Third Ave
Hewitt, Minnesota 56453

City Council Minutes
Regular Meeting

March 11th, 2014
City Hall, 7:00 p.m.

CALL TO ORDER The Hewitt City Council met in regular session. Acting Mayor Jim Opelia 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
 Donald Fitzgerald, Council Member
 Alice Melzer, Council Member
 Alex Weego, Council Member

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

Guests: Carolynne Bisel, Adam Templin,
 Karen Ackerman

APPROVAL OF MINUTES

Jim Opelia shared that absent Mayor Juanita Mitchell asked if the Fire Department Committee has met with the Fire Department to discuss the restrictions issue listed on page 4 of the February minutes. Fire Chief Adam Templin shared that he met with Councilmember Fitzgerald from the personnel committee to start setting goals for implementing changes. Jim Opelia brought up that Mayor Mitchell would like to be taken off of the Fire Department Committee. Alex Weego suggested that Donald Fitzgerald replace Juanita on this committee and Mr. Fitzgerald agreed.

Jim Opelia shared that Mayor Mitchell also recommended that Cory Godel replace Rick Mitchell on the Fire Department & Civil Defense and Emergency Management Committee.

Alex Weego made a motion **to approve the February 11th Council meeting minutes as presented**, Donald Fitzgerald 2nd, all in favor, motion carried.

**FINANCIAL
REPORTS**

Donald Fitzgerald recommended that check # 13788 be held until the claim is approved by the fire department, since he (Don) was unable to find an approval for these items in the department's past meeting minutes. Donald Fitzgerald made a motion **to pay checks # 13778-13792**, Alex Weego 2nd, all in favor, motion carried.

**MAINTENANCE
REPORT**

Donald Fitzgerald made a motion **for Luke Mitchell to attend the Weed Inspectors training in Browerville on March 20th, with all expenses paid**, Alice Melzer 2nd, all in favor, motion carried.

Councilmember Fitzgerald presented that Grandma's Country Kitchen and the Hewitt Service Center have offered to donate new Minnesota and POW flags to the Hewitt Veterans Memorial.

**CLERK'S
REPORT**

Clerk Michael Dagen mentioned that he forgot to include the price for the new digital recorder in his notes, which was \$31. Alex Weego asked about the Hewitt hotspot and Dagen referenced his notes that explain the need for a new router for the City Wi-Fi. Michael shared that he would like to include a donation request for a new router in the city's spring cleanup day newsletter to the citizens of Hewitt.

**CLERKS
NOTES
CONT..**

Councilmember Weego asked about placing an omni-directional Wi-Fi transmitter on the water tower. Clerk Dagen shared that he was told by Arvig that an omni-directional transmitter would cost \$1300. The council decided to table a decision about purchasing a new internet router until the April meeting.

Donald Fitzgerald shared that Tim the Computer guy hasn't been able to access the city's external hard drive which is password protected. Jim Opelia suggested that the city purchase a new external hard drive since the information on the old drive is not needed.

Alex Weego offered to go to the county for the opening of the road construction bids on April 8th.

**MAYOR'S
REPORT**

The council decided to table two new fire department applications until the April meeting, so the fire department has a chance to review the applications.

**MILL
REMOVAL**

****Unfinished Business****

There were no new developments in regards to the Mill removal.

**POST PROM
DONATION
REQUEST**

Donald Fitzgerald made a motion **to donate \$250 out of the charitable gambling fund to the Bertha-Hewitt Post Prom event**, Alex Weego 2nd, all in favor, motion carried.

****New Business****

**CITY FEE
SCHEDULE**

Jim Opelia shared that Mayor Juanita Mitchell suggested adding a \$10 fee for a set-up liquor license to the city's fee schedule.

**CITY FEE
SCHEDULE
CONT...**

Donald Fitzgerald made a motion **to add a \$10 fee for a set-up liquor license to the city fee schedule**, Alice Melzer 2nd, all in favor, motion carried.

Councilmember Opelia added that Juanita felt that the \$15 obstructed meter fee needs to be enforced and that a water turn on or off fee should be added to the schedule. Donald Fitzgerald made a motion **to add a \$10 charge for water turnoff during business hours and \$50 for after business hours to the fee schedule**, 2nd by Alex Weego, all in favor, motion carried.

**SEMI-TRUCK
PARKING**

There was a discussion about restricting semi truck parking in town once the roads are repaired this summer. Alex Weego suggested that the County Engineer be asked about semi-trucks parking on the newly paved roads.

**2013
FINANCIAL
AUDIT
REPORT**

New city auditor Brian Koehn gave a presentation on the city's 2013 financial audit.

Auditor Brian Koehn explained that the council does not need to say "refer to audit" when approving the financial claims and only needs to list the check numbers to be paid.

The auditor shared that all donations to the city need to be accepted by resolution.

Brian explained that it is now required that an out of state travel policy be adopted by the city.

Mr. Koehn told the council that they need to reference the state statute number that gives them permission to close an open meeting to hold a closed session. Koehn also said that a summary of the closed meeting needs to be included in the minutes.

**AUDIT
CONTIN...**

Brian shared that a committee meeting has the same requirements as a regular council meeting when it comes to posting notice and taking minutes of the meeting.

Mr. Koehn explained that a disclosure statement needs to be included on the employee time sheets.

Lastly, Auditor Brian Koehn said that there were two journal entries that needed to be recoded. Mr. Koehn said that over all the entire audit went very well. Alex Weego made a motion **to approve the 2013 audit**, Donald Fitzgerald 2nd, all in favor, motion carried.

**FUND
BALANCE
POLICY**

Auditor Brian Koehn suggested that the city approve a fund balance policy which breaks down the different funds into committed, unavailable assigned and unassigned funds. Koehn shared that adopting a fund balance policy would not change the city's daily operations and that it formulates what goes into the separate cash fund balances. Donald Fitzgerald made a motion **to adopt the GASB-54 Fund Balance Policy**, Alex Weego 2nd, all in favor motion carried.

Brian referenced the audit and explained that with a motion the council could split the fire department fund from the general fund for external reporting purposes. The council requested that clerk Michael Dagen prepare a motion for the next council meeting to split the fire department fund from the general fund for external reporting purposes.

**FIRE
DEPARTMENT
RESIGNATIONS**

Donald Fitzgerald made a motion **to accept the resignation of Luke Mitchell from the fire department and the retirement of Rick Mitchell effective immediately and the retirement Dave Ashbaugh effective May 1st, 2014**, Alice Melzer 2nd, all in favor, motion carried.

**FIRE
DEPARTMENT
CONT...**

Fire Chief Adam Templin explained that the fire department has approved a gentleman’s agreement to pay for other departments’ fuel when mutual aid is provided to Hewitt.

Donald Fitzgerald made a motion **to approve a gentleman’s agreement to pay for fuel when other fire departments provide mutual aid to the Hewitt Fire Department**, Alice Melzer 2nd, Fitz, Alice, Jim in favor, Alex Weego abstained, motion carried.

**MUNICIPAL
DERIVATIVES
CLASS
ACTION SUIT**

Clerk Michael Dagen referenced the letter in the council packet from the city attorney. Michael explained that the city might be able to receive a portion of the class action lawsuit against the companies listed in the notification letter. The clerk shared that he has been unable to locate any loans from the companies listed in the suit, but that the paper work in the office only goes back to 1999 and the suit goes back to 1992. Dagen suggested that the city look for more loan documents in the files located above the fire hall. Donald Fitzgerald made a motion **to table this item to the next meeting**, Alex Weego 2nd, all in favor, motion carried.

**MEETING
ADJOURNED
9:30 PM**

Donald Fitzgerald made a motion **to adjourn the meeting**, Alice Melzer 2nd, Alex, Jim, Alice in favor, Fitz no, motion carried.

Mayor _____ Clerk _____

