

Minutes
February 21, 2012
General Meeting

1) The meeting was called to order by Charles Neff/Mayor at 7:02PM.

a) Council Members present were Charles Neff/Mayor, Burl Ingebretsen, Mark Hanson, Shelley Poehls and Bob Dablow

b) Others Present were Wendy Otte/Clerk, Aaron Mayry, Norm Nyland, Richard Schenck, and Dan Hanson.

2) The Pledge of Allegiance was said.

3) Previous Minutes

a) General Meeting – January 17, 2011

A MOTION was made by Burl Ingebretsen to approve the General Meeting Minutes for January 17, 2012. It was 2nd by Bob Dablow and the motion carried.

4) City Attorney – Zenas Baer – Not Present to report.

5) City Engineer – Dan Hanson – Dan brought in a revised report for the street project and the council discussed whether or not we would be able to afford to pay for the project and if we would be able to do part now and part later. We do not have any funds available at this time to cover the bond for the project, so the council will look over the budget to see what we can cut to get the project done this year. We will discuss it again at the next meeting.

6) Amendments to Agenda – none.

7) Citizens concerns – none.

8) Maintenance Department – Aaron Mayry – Aaron reported on what he's been working on.

9) Water Department – Norm Nyland – 825,000 gallons were pumped out of the plant last month. Norm and Aaron will be attending a water and wastewater conference in St. Cloud March 6, 7 & 8th. Steve sent a report and chart informing the council on how the iron and manganese removal has been going in the plant and it is looking very good. Norm has been working with one family in town that has some discoloration issues other than that we haven't had any recent complaints. Norm and Aaron will be flushing hydrants in the spring. Norm and Aaron replaced a meter in a home that was showing very high readings for the past few months and the resident felt wasn't working properly. Norm requested and we received a letter from the resident asking if a credit can be issued for the overage due to the bad meter.

A MOTION was made by Shelley Poehls to credit the homeowner for the overcharges due to the meter not working properly. It was 2nd by Bob Dablow and the motion carried.

Norm also asked if we will need to charge the homeowners for replacing meters due to the fact that they own the meters. The council is not sure if we are able to have the damaged meters fixed or if we need to purchase new meters. Norm will check into whether we need to replace them with new or if they are able to be fixed. We will discuss at the next meeting whether we need to charge residents for replacing the damaged meters.

16) d) Policy on NSF Checks – moved up. We had a recent resident shut off that was turned back on

after payment, but after it was turned back on we found that the check they paid with was NSF. In the past when this has happened we have given them more time to pay the fee before we turn it back off, the council discussed how to handle this situation in the future.

A MOTION was made by Charles Neff to establish an NSF Policy that states if your water is shut off and you pay to have it turned back on with an NSF check you will immediately be shut off again without further notice, charged an NSF fee and an additional shut off fee. They must also pay by cash or collected funds in the future. It was 2nd by Mark Hanson and the motion carried.

Norm also asked what we can do for difficult to shut off curb stops that can be very time consuming to turn on and off.

A MOTION was made by Bob Dablow approve a policy that our shut off rate is for a half an hour any time over that we will bill at an additional rate of \$20.00 per hour for those that take longer than a half an hour to turn on or off. It was 2nd by Burl Ingebretsen and the motion carried.

9) a) Proposal for Upgraded Water Treatment Plant – Norm got a proposal from Sweeney Controls to upgrade the software and some hardware improvements we are waiting on another proposal from REI before we act on the proposal, but would like to approve up to \$28,000.00 for the upgrades, so the work can be completed before the next council meeting. The upgrade will be able to more closely monitor the plant and store data.

A MOTION was made by Bob Dablow to approve up to \$28,000.00 for the plant upgrade. It was 2nd by Shelley Poehls and the motion carried.

10) Sewer Department – Norm Nyland – 732,000 gallons were pumped to the lagoons last month.

a) Sump Pump Update – none.

11) Mayors Minute – none.

12) Treasurers Report – Charley thinks we may be able to cut the snow removal budget and restore some of the cuts that were made to the budget for this year. We will look into it at the next meeting.

13) Receipts, Disbursements & Claims

A MOTION was made by Shelley Poehls to approve the Receipts, Disbursements & Claims. It was 2nd by Bob Dablow and the motion carried.

14) Water/Sewer/Garbage Bills & Past Dues – Wendy will check into assessing one to taxes that is off and hasn't had a payment since June. There are six residents to be shut off this month if payments aren't made by the 25th.

15) Old Business

a) Drug Paraphernalia Ordinance – Charley modified the Clay County Ordinance to fit our needs that the council read through.

A MOTION was made by Burl Ingebretsen to pass a resolution establishing a drug paraphernalia ordinance. It was 2nd by Bob Dablow and the motion carried.

16) New Business

a) Citizen of the Season – The council discussed what would be given to the person chosen as Citizen of the Season. The council decided that the council will pass a resolution to be given to whomever is chosen as the Citizen of the Season.

b) Rescue Squad SOP's – The council looked over what was submitted by the Rescue Squad

for their standard operating procedures. Some changes needed to be made to the SOP's before they were approved. The ordinance reference number was changed, officers must be appointed annually, instead of notifying a council member in case of an incident they should notify the council commissioner for the Rescue Squad and the City Clerk and all monies to be spent above what is approved in the budget need council approval.

A MOTION was made by Mark Hanson to approve the amended Rescue Squad SOP's. It was 2nd by Bob Dablow and the motion carried

c) Rescue Squad Radio Grant – There are some major concerns with the proposal stating that the equipment will remain the property of the City of Hawley. We will look into the wording of the agreement and discuss it at the next meeting.

d) Policy on NSF Checks – discussed earlier.

e) Utility Late Fees – The council discussed an email sent by a resident about her late fees and Charley's response to the email. The council agreed with the response to the resident.

17) Commissioner Reports

a) Health & Weeds - Charles Neff – Nothing to report.

b) Emergency Management Director - Randy Schmidt – Bob sent an email to Midwest Wireless about the siren.

c) Fire District - Bob Dablow – Minutes and financials were looked over.

d) Rescue Squad- Shelley Poehls – Minutes were looked over and there was some discussion about the wording in the minutes about the Rescue Squad not needing approval for the radio grant, the council pointed out that anytime money above what is budgeted for the Rescue Squad is to be spent they do need council approval.

e) Parks – Burl Ingebretsen – Aric Saign requested that the city help cover some of the \$3,900.00 for agralime that Sabin Youth Softball has paid for we will look into it next month. Bob said in past years the city has paid half the cost.

f) Recycling - Mark Hanson – The recycling center will be open Thursday this week instead of Monday.

g) Streets – Mark Hanson – Nothing new to report.

18) Adjournment

A MOTION was made by Bob Dablow to adjourn. It was 2nd by Shelley Poehls and the motion carried.

The meeting adjourned at 9:45 p.m.

Respectfully Submitted

Wendy Otte, City Clerk

Approved 3-20-12
