

**HOKAH CITY COUNCIL
MINUTES APRIL 1, 2008 COUNCIL MEETING**

BOARD OF APPEAL 5:30 PM. The Board of appeal meeting opened and it was announced by Houston County that there was a failure of a vendor to timely mail out the notices for Hokah residences. Therefore this meeting will reconvene on May 6, 2008 at 5:30 p.m. Houston County will make the necessary notifications and publications of the reconvened meeting.

1. MEETINGING OPENED BY: Mayor Martell at 1800.
2. ROLL CALL OF COUNCIL MEMBERS PRESENT: Christianson, Ross, Walther, Martell.
3. CHANGES TO AGENDA: Item number 10 is deleted.
4. MOTION TO CONSENT TO AGENDA: Walther motions to accept and consent to the agenda, Christianson seconds all in favor.
5. APPROVE MINUTES COUNCIL MEETING MARCH, 12 2007. Motion by Ross seconded by Walther to prove the minutes roll call all in favor.
6. APPROVE ACCOUNTS PAYABLE. Motion by Christianson to pay all bills seconded by Walther, roll call all approve.
7. **WWTP – JIM KOCHIE & ANDY KLINGSPORN, HEIDI SNELL.** Andy Klingsporn brings to the Council his desire to have an assistant to help him when he's off or ill or on vacation. Andy asked if we would need to publicize that we're looking for an assistant for him. Andrew also states that Heidi Snell has been working for the city of Hokah through Workforce Development on and off for a matter now of a few months. She currently is located in the city offices, doing a database for flood damages for the city. Mayor Martell asks how many hours Andy is thinking of. Andy discusses various needs that he has for an assistant but is unsure of the hours that would be required currently. Andy also states that if there would be interest someone could work in an apprentice program with him. And after one year, they are able to obtain a class D license wastewater treatment plant operators license. Christianson questions Andrew if the person working under him now would need a license or not and Andrew responds that now they would not to work under his license. But the opportunity would exist for them to test for a class D license after approximately one year. Andrew explains that is the reason that Heidi is in attendance for the Council meeting this evening. He states that she is doing a good job for him and for the City. He states that she does have some intentions to attend school, but is waiting to hear back from financial aid to determine whether or not she is qualified. If financial aid isn't possible Heidi is interested in doing an apprenticeship program with Andrew. Blank explains that Heidi is working for us through Workforce Development for flood assistance. She had also worked here previously for flood assistance in the fall of 2007. Blank has spoken to the regional director of workforce development Bruce Thompson regarding Heidi working for the City of Hokah. Mr. Thompson states that Heidi's benefits are scheduled to sunset in May of 2008. Blank offers that the City has received \$3500 from the Horizons Group for clerical staff for flood related activities that has not been spent to date. Blank states that in the Council packets is a spreadsheet that Heidi has been working on for our FEMA projects. Blank reports that Heidi has been currently assisting Andrew at the wastewater treatment plant. She came in to check the plant on the days that Andrew was on vacation last month. Christianson offers that she doesn't blame Andy for wanting assistance. Jim Kochie offers that this procedure is something that the MPCA encourages. Andrew also offers that there may be another person that would be interested in assisting

him. Mayor Martell states it's a position that the Council has not addressed. Mayor Martell states that we should determine what a salary would be, and what her duties would consist of. Mayor Martell also states that it is a position that is necessary. Christianson asked Andrew, how long the duties take on the weekend to check be plant and the city buildings. Andrew states that it takes approximately 1 hour to complete necessary duties. Martell asked if there are other scenarios that Heidi Snell could also work at, that would make her a trip to Hokah worthwhile. Mayor Martell states, we have other things that have to be done, such as we have buildings that need to be checked and so on. Mayor Martell suggests we don't have all her time go against wastewater. Further in Mayor Martell states we could possibly look at having Heidi complete weekend duties that are required as well. Blank reports that blank reports Heidi has submitted a resume and that the office does have other issues such as transcription, water bills, etc. Further Blank reports that she has completed reading water meters with Andrew today. Mayor Martell reports that we are down one full-time position down currently since Keith Lewis's resignation. In the Council agrees there is an abundance of work to be performed just by the abundance of money. Blank reminds the Council that we have received \$3500 from the horizons group for clerical support staff that has not been spent to date. Council Member Christianson inquires as to the necessity or not to advertise for the position. Mayor Martell states that it would be a part-time position and asked for direction from City Attorney William Von Arx in the audience. Attorney Von Arx states there are exceptions for part-time employment. Andrew states that one year working with him, would qualify Heidi for a class D license. Mayor Martell states he would like to see some facts and figures and some more information for her possible employment with the City of Hokah for the next council meeting. Mayor Martell states that will also allow the Council to investigate some items regarding this situation as well. Jim Kochie presents to the Council the current status of the wastewater treatment plant construction. Jim Kochie reports items that should be completed at the old plant and he would like to discuss those items this evening. He reports that within the next couple weeks will be a substantial completion of the plant. Kochie reports there are three change orders that he wishes to discuss with the Council. The first one is with Wapasha Construction change order nine, which are modifications to the basement of the old plant building. He requests a fill in the bottom of the flooring and put up a four inch cement topping on that floor. He reports the amount of that change in order is for \$3586.15 and a time extension to complete that work. Change order number 10 is for \$6,146.00. Partial items of change order are for power washing and completing and painting the old building. Kochie continues with other items of that change order. Change order attached to the minutes of the meeting. Change order number four from Morem electric. It is for a new sump Pump. Kochie recommends that the Council except that change order, and then asked for any questions. Kochie states there is money in the budget for the change orders. Kochi states that out of the current budget there should be approximately \$100,000 available for something else. Possibly paving and some other minor items that will reduce that mount slightly. Kochie recommends possibly completing some sewer rehabilitation work with the available money. Blank and Kochie discuss insurance coverage for both the new plant and the old plant. Mayor Martell asked for a motion to approve the change orders. Motion made by Christianson and second by Ross, roll call all in favor motion passes. And two other items Kochie brings to the floor would be the discharge permit application. After the application is complete, it will downgrade the plant from a class B to a class C plant. The second is phosphor management plan. This also is another permit requirement plan that had to be submitted. Kochie reports at the January meeting, a committee was set up to meet to discuss the current water building procedure and user charge system Kochie reports that we've got a couple times. Kochie continues on to explain the current building procedure. Kochie explains that it may be fairer to bill the user for the water that they have actually used. He also suggests that more often the water meters could be read the more accurate the results would be. He reports it would obviously take more time but would also give you better information. He reports and if you read the meters quarterly still have to catch up the shortfall every two months to adjust for. Kochie suggests overall, this might be a more fair way to bill customers. Further discussion by Council members and Jim Kochi, regarding proposed new billing procedure. Mayor Martell asked

for motion to approve change in water billing procedure. A motion by Ross second by Christianson roll call all in favor motion carried.

- 8. POLICE CHIEF SCHULDT.** Chief Schuldt reports considerable crime in the area. He goes on to detail this. Schuldt also reports he's been having difficulties with ATV usage recently. Chief Schuldt also reports that he is looking into doing a new ordinance for animal control. He states the current ordinance is not what he would like to see in an ordinance. Further, he discusses licensing animals in April of every year and possibly doing a vaccine clinic during that time. Chief Schuldt also discusses the city's golf cart ordinance. He has a request from a citizen to operate a golf cart on the city streets.
- 9. RECREATION BOARD.** Christian reports that they had their recreation Board meeting last night. Further that they do have some questions they would like clarified. She asked if the Veterans Park, where the kids play T-ball will be fixed or not. Will it be fixed in time for summer recreation beginning in June? Blank and Martell respond that we believe that it should be fixed by June. Martell reports that it should be fixed to use, but not totally repaired by then. Further discussion about repairs at the Legion Ball Field. Christianson asked if the Rec Board needs approval of the City to put an ad in the local newspaper regarding recreation program sign-up. Christianson also asked if recreation employees are automatically hired next year or if they have to reapply for their position. After discussion, it was decided that they should have to reapply every year for their position, due to seasonal nature of the job. Further, if they wish to place an ad for summer recreation, to go ahead. Christianson also states that the Rec Board should have approximately \$10,000 in their budget currently.
- 10. DRAFT SHORELAND MANAGEMENT ORDINANCE WILLIAM VON ARX.** City Attorney asked if a draft copy of the proposed ordinance has been disseminated to the Council members, Mayor Martell states that it has. City Attorney Von Arx discusses holding a public hearing regarding this ordinance and the procedure to enact this ordinance, and/or the reasons why this ordinance is a needed ordinance for the City of Hokah. Mayor Martell and Blank discuss the current situation in the City of Hokah regarding rebuilding of flood damage structures. Mayor Martell asked the council if anyone has any questions regarding the draft ordinance. Christianson states we have something now, but then this is different? City Attorney Von Arx states that this focus is a little different and classifies streams and bluff areas. Further discussion regarding the current situation regarding flood damaged structures, etc. Von Arx will look into completion, hearings etc.
- 11. STREET AND MAINTENANCE.** Mayor Martell states he has spoken with David Welke regarding the streets. It was determined that since the roads are heaving and cracking all over the place, they determined to wait until the settling is complete for the season. Council member Walther states we will probably do the same thing in regards to be sidewalk program to wait until the spring settling to determine which sidewalks are in need of repair. Member Christian states she has a lot of people complaining about the sidewalks in the downtown business area, including the sidewalk in front of the City building at 102 Main St. Blank states the issue with the sidewalk in front of the city building at 102 Main St. is that the storm sewer has collapsed, allowing tipping of the sidewalk cement pad. And Blank also reports the drainage from the Hokah lumber Co. building next door should go underground into the storm sewer rather than drain across the sidewalk. And Matt Vetsch also reports that there are issues with the Fire Department building where there is separation between the building and the pavement area that needs to be sealed. Blank reports that he has given Mayor Martell state bid price for cab and chassis pickups and currently the lowest price is for a Dodge, under \$20,000.00. If we wait until June, and join the State bid process, we expend \$500.00 for the year, and can utilize those bid services for the entire year on the purchase of a number of items on state bid rates.

12. LIBRARY REPORT. Barb Bissen reports regarding grants available, etc. for the City Hall building at 57 Main Street. She states that there is a need for a new refrigerator at the hall, as well as the need for alternative energy grants that may be available. She discusses heat pumps, etc. Further she reports the current status of the grant that we are seeking for \$100,000.00. Barb also discusses the upcoming League of Minnesota Cities convention in Rochester. Mayor Martell asks the wishes of the Council regarding attending the League Convention of June 11, 12, and 13th, 2008. Council members Christianson and Ross state they are not able to attend. Walther states he may be able to go. Martell asks the members to look into their schedules, and contact Blank if they can attend.

13. ZONING. Ross reports looking at two zoning permits, one for Clint Lorenz, the other for Jeff Jarchow. Both permits approved. Ross also reports speaking with Brian Jorstad regarding his options for rebuilding. Martell has paperwork that he received from Jorstad. Ross takes possession of the paperwork from Martell. The planning commission will review the applications.

- **TREE TRIMMING – JEFF SOLAND – JAMES MOSS – SMOKY JOHNSON BID.** Blank reports being contacted by both Jeff Soland and James Moss regarding trees that they both determine are located on City property. Jeff Soland is interested in getting a tree removed, and James Mauss is interested in a tree being trimmed. Blank stated in the Council packets was information regarding the trees and the suggestion by Blank to physically go and look at the situation at both properties. Blank asked if the Council members had time to inspect the properties. Blank states that Mauss's neighbor recently had a survey completed. Mauss states that the survey shows that the tree in his front yard, should be owned by the City. Blank reports that he has contacted Smoky Johnson Tree Service and discussed both of these trees with Mr. Johnson. Blank also reports speaking with Xcel Energy lineman Todd Graves regarding the tree at the Mauss residence. It had been discussed that the City probably should not be involved in tree trimming, if indeed these trees are the responsibility of the City. Blank questions the liability and the future need for tree trimming of trees located on City property that may be in a state of condition that would require the removal of the tree rather than the trimming of the tree. Smoky Johnson reports that the trees at the Mauss residence should probably come down, due to their aged condition. Martell states we have removed trees in the past, not trimmed trees. Mayor Martell states that these trees are old trees, and if we start trimming them, we might as well take them down. At both locations. Jeff Soland from the audience states he never heard of the City trimming trees. He states if you trim a tree, trim your own tree, if not take it down. Blank reports that the estimate for trimming the two trees at the Mauss residence is \$500.00 per tree. Jeff Soland tree removal estimate is \$750.00. Johnson stated that he would also remove the Mauss trees for the same amount as the trimming estimate. Mayor Martell asks what the Council's wishes are. Member Ross replies, if they're on city land will have to take them down. Mayor asks if Ross would like to make that into a motion. Ross replies yes, Pfiffner seconds, roll call all in favor. Blank is instructed to contact the Mauss's, explain the shift in survey situation, and if they want to keep the trees, and bear the responsibility for them, they should do that. If they want them removed, the City would bear that responsibility.

14. THOMAS WALCKER REAL ESTATE. Blank presents that Thomas Walcker has stated he is asking \$50,000 for 13 acres of land in the area behind the Legion Ball Field. After discussion, Council isn't interested in the real estate at that price. Asks Blank to speak with Walcker to see if there are any price reductions. Ross doesn't agree to that price, and discussion regarding the developability of the area. The Council is interested in obtaining the property if the price is lowered significantly.

15. TAMI POWELL – PRODUCE SALES AT BOAT LANDING. The City doesn't own the land in question, and has no objections of her operating a produce sale as described of a trailer or two of offerings or wares for sale.

16. MAY 2008 COUNCIL MEETING ON MAY 6th AT 6:00 PM.

17. MISCELLANEOUS ANNOUNCEMENTS / COUNCIL MEMBERS / EMPLOYEES. Resident Jean Kolsch reports that their LP storage tank had been hit by a vehicle. She asks the City's permission to place decorative protective measures in front of the tank. Mayor Martell asks that the rock they intend to place be placed close to the tank to keep it away from the street. Jean agrees. Matt Vetsch presents his bill regarding construction at the Fire Department for mold removal due to flood damage. Mayor Martell asks for a motion to pay these items. Motion by Pfiffner, seconded by Christianson, roll call Martell agrees, Ross and Walther abstain. Motion carried. Martell discusses NRCS projects, and any and all funding available. Martell reports that he has spoken to Cong. Walz office, and he reports that FEMA has agreed to fund the Sewer Access Road project in the amount of \$64,000.00. Blank asks the Council wishes regarding the insurance liability as included in their monthly packets for their review. Blank states that historically they have waived the limit set at \$400,000, and accept the limit of 1,400,000. Motion by Christiansen, Walther, roll call all in favor. Motion carried. Blank also reports that he has spoken with Danielson Insurance Agency regarding someone is involved with City Clerk Moen in looking at the books at least once a month. Blank has informed him that Council Member Christianson does spend time with City Clerk Moen going over the accounting, payroll, etc. This is supposed to occur once a month. Blank also states he would like to purchase transcription software for approx. \$100.00. Council agrees.

18. ADJOURN. Motion by Christiansen, seconded by Ross all in favor. Meeting closed at 8:17 PM.

Attested this day _____ of _____, 2008

Administrator

Mayor