

**HOKAH CITY COUNCIL
MINUTES NOVEMBER 5, 2008 COUNCIL MEETING AND PUBLIC HEARING**

5:30 PM PUBLIC HEARING – PROPOSED LAND USE REGULATION

Council members present: Martell, Pfiffner, Christianson and Ross.

Mayor Martell called the public hearing for proposed land-use regulation to order at 5:59 p.m. Administrator Blank explains to the participants of the public hearing the reason for the hearing. The City of Hokah has entered into contract with both the Minnesota Department of Natural Resources and Frankie and Brenda Kimball to acquire the property known as the Junction Inn bar and restaurant located at the intersection of highways 44 and 16. The contract with the DNR is a flood reduction grant. It stipulates that once the damaged buildings have been removed the land is to be restored to its natural condition and henceforth no structures will be allowed to be placed upon said land. Further the only permitted uses of this land in the future shall be recreational and it shall be consistent with respect to parklands. Administrator Blank informs the audience that the budget the DNR has offered is \$100,000. Out of these proceedings the cost to the City of Hokah for acquiring the land will be paid. The remainder of money not used in expenses will then be awarded to the Kimball's. Administrator Blank goes on to state that he had sent a mailing to the property owners within 370 feet of the Junction Inn. Administrator Blank then reads to the audience the five sections of special land-use regulation information. After completing the reading of the land use regulation Administrator Blank asked the audience for any questions. David Welke asks if the City will be maintaining the creek bank. Administrator Blank responds that the lands will become the property of the City of Hokah and possibly through DNR assistance the bank would be maintained. Mayor Martell states he has spoken with Bill Huber from the DNR. Martell stated he is sure the DNR will allow the City to make repairs to the bank. Mayor Martell asked for any further questions from the audience. He then asked for a motion to approve the resolution for proposed land-use regulation. Motion by Ross second by Pfiffner roll call all approved motion. Mayor Martell adjourns the public hearing at 5:45 p.m.

1. MEETING OPENED BY: Mayor Martel at 6:00 PM.
2. ROLL CALL COUNCIL MEMBERS PRESENT: Pfiffner, Christianson, Ross, Martell
3. CHANGES TO AGENDA : Administrator Blank states item # 17, ALLTEL resolution is dropped from the agenda as the necessary documentation has not been received to date from ALLTEL.
4. MOTION TO CONSENT TO AGENDA: Motion by Pfiffner second by Ross to approve and consent to the agenda roll call all approved motion carried.
5. APPROVE MINUTES COUNCIL MEETING OCTOBER 7, 2008: motion by Ross second by Christianson to prove the minutes as submitted second by Christianson roll call all approved.
6. APPROVE ACCOUNTS PAYABLE: Councilmember Christianson asked why we purchased Blackberry phones and who gave the okay to spend city funds to do that. Administrator Blank responds he did. He further goes on to state that he and Andrew received the phones because there is

often a problem attempting to communicate between Blank and Andrew. Administrator Blank goes on to state that there will be a \$200 rebate that offsets the purchase price, further that we switched plans to a lower usage plan. Administrator Blank further states that the \$200 rebate was delivered to Seven Rivers Surplus for another purchase to offset that billing. Councilmember Christianson then asked what was that purchase. Mayor Martell informs her that we had to buy a cordless drill. He further states that we burned up the drill putting the bridge together. Christianson states it's probably too late now but it seems as if you spend money for something isn't it supposed to be appropriated through the Council? Mayor Martell states he believes that amount to be \$500 and under. Blank states he doesn't know what that amount is and he goes on to state that there were issues with the phones and this purchase should improve communications. Blank goes on to state that we also activated an old phone and we have because the three maintenance employees are now rotating weekends for the City and they would have the ability to be contacted by that phone. Further that additional cost is in that billing. Administrator Blank goes on to further state that Blackberry communications are a successful way to maintain contact. Further that during the floods of last year he understood the only communications that did function were the Blackberry system. Mayor Martell asked Councilmember Christianson if that answered her question and she stated yes it did. Mayor Martell asked for any further questions on the buildings. Mayor Martell states to Councilmember Christianson that in regards to be drill that may possibly be an item that FEMA will cover because it was wrecked in construction of the bridge at Como Falls Park. Administrator Blank states that in actuality it wasn't our drill that was damaged. Further that Mayor Martell has yet to speak to the owner of the drill. Blank goes on to state that we do have a drill Kit on order for the City. But it has not arrived yet so wasn't available for the construction of the bridge, with the exception of Administrator Blank's own personal drill that they used for the construction of the bridge as well as installing water meters etc. Blank states that he plans to donate the drill to the city. Mayor Martell now asked for a motion to approve the payables. Motion by Pffifner second by Christianson all approved.

7. ROBERT BECKER, RICHARD WALTER: and Donald Bissen. Richard Walter approaches the counsel table. With him paper documentation regarding their visit to the Council this evening. Richard states that before there was a Twin Creeks golf facility they had done a subdivision of property. He states the reason that they did this subdivision was to get access to the bottom of the hill. He states they purchase the property from a Daniel Walcker. He states they used out lot A as the main street to go down the hill. He further states that created a small area between what they were going to dedicate as a street, and 4th. Street. Richard states that this is something that was agreed upon earlier that once they brought everything up to City specifications they would turn this area of land over to the City. Mayor Martell states in essence what we are doing is accepting a street. I Mayor Martell asked Richard how quick we need to act on this item, and then we should have an opinion on this matter on file. Richard states their intent is to have this completed before the end of the year. Mayor Martell states that we could take these items for review, and act on this at the next council meeting in December.

8. BEN SPANGERS CONDITIONAL USE: Administrator Blank explains he has been contacted by

Mr. Spangers to operate a venison processing business at his residence again this year. Blank further states that it was agreed upon last year that he is to ask the Council's okay yearly for him to operate this venture. Comments by the Council consisted of they have not been informed of any opposition currently or in the past regarding Mr. Spangers operation. Mayor Martell asks for a motion to allow him to process deer again this year. Motions by Christianson second by Ross roll call all approved motion.

9. RECREATION BOARD KATHY ROGISH: Kathy Rogish is in attendance to represent the Hokah Recreation Board. She updates the council that the Lions bought hats for the Recreation Board. Further she asked if there is any FEMA money left for scoreboard for the baseball diamond. Administrator Blank states there is not, we are actually money behind on the ball diamond project. Kathy also states that they are looking into having a sign put up in the area of First Street and Como Ave. directing people to the Hokah pool. Also possibly a sign directing people to Como Falls now that access has been afforded the south end of the Falls area. Possibly mention also of walking trail information on the sign. She asked if it's okay if she worked with Tom Sawyer in the design of a sign in for these purposes and presented back for Council approval. Council agrees that would be acceptable. Kathy goes on to state that they are interested in making the Hokah swimming pool a more eco-friendly green swimming pool. She discusses forming a committee that would be knowledgeable about these types of activities. She further states that there should be a long-term not a short-term goal for the swimming pool. She states that they'll have to apply for grants and come up with a plan to facilitate this project. She states the idea of the project is to put special plants and fish in the pond areas before the pool to assist in the filtration and cleaning of the water that enters the pool area. Mayor Martell questions as to whether we should involve any regulatory agencies in this project as consultants. He reports that and there was an attempt in the past by a regulatory agency to close the Hokah swimming pool. Mayor Martell states that now that we have a Bobcat and it should be easier for the City Employees to perform maintenance on the pool area and if necessary we would put a new petrol mat back down. Mayor Martell believes that the current mat has been in place for approximately 10 years. Mayor Martell suggests that the recreation Board begin researching what types of plants and or fish should be placed in the facility, and then we could do our own program at the pool. Further discussion among members of needed items and methods at the swimming pool. Next Kathy asked if she should do a list of necessary maintenance items at the pool area and give them to Administrator Blank to give them to David Welke. Mayor Martell states that yes that was discussed previously and that's the procedure they should utilize to make repairs and improvements at the pool. Next Kathy discusses hiring an adult to be the supervisor for the pool next year. Mayor Martell asks are those types of people still out there that would be adult and would have their lifeguard certification that would be interested in working at the pool. He asked if this is something that they could begin pursuing now. Kathy states they are talking about it now but they're wondering if the council would approve this to be a paid position. Kathy states she has mixed feelings about having an adult on staff, and then having no pool house people or would it be better to have younger staff people assist in the cleanup of area in general. Kathy states that it is difficult having a 19 year old down there that may be in charge and have their general duties consist of pulling weeds as well as lifeguard duties and that

they don't seem to be interested in any types of maintenance at the facility. Kathy reports that the most difficult item has been maintenance of the weeds at the pool with the pool staff. Andrew reports that he tests the water at the pool weekly and has had no issues with the quality of the water of the pool thus far. She states that they have commented that they don't want to be involved in weed maintenance that they could go to La Crosse area pools for more money and no maintenance duties. Kathy again asked if they can consider hiring an adult at the pool. Council member Pfiffner asked if they consider hiring one less person to reflect the hiring of an adult. Kathy states that's what they're thinking they wouldn't higher two pool house employees as they would not need them then. Kathy now asked if the park is going to be flooded this winter for ice-skating if that is possible. Andrew states that he would like to do that and Mayor Martell cautions to do it in thin coats, to be cautious of the area that was just repaired due to flood damage this summer. Kathy now discusses Super Saturdays planning. The person that was running the super Saturdays last year Joe Horihan has left the City of Hokah. So far they have not had any luck finding someone interested in the program. Kathy now discusses future plans for the soon-to-be vacated Junction Inn property. She asked if the city would be interested in making a fund raising house. She states then organizations would have a fund raiser in the area such as selling hot dogs or ice cream etc..

10. WWTP – ANDY KLINGSPORN, WALSH BILLING, HEIDI SNELL EMPLOYMENT

CONTRACT, RURAL DEVELOPMENT STATUS, WORK WEEK REQUESTS: Andrew reports getting things ready for the winter weather at the wastewater treatment plant. He discusses the Mike and Darlene Walsh billing that is on the agenda this evening. He reports that their usage is back to normal at this time. Mayor Martell asked Andrew for his recommendation regarding this situation. Andy states he sees it frequently where there is a high reading and then it returns back to normal and whether it be a leak or something was forgotten and it got fixed he said the returns back to normal. If it wouldn't return to normal then that might show a problem with the meter but in this case it again returned to normal. Bottom line is Andy recommends that what was used needs to be taken care of. Mayor Martell asked the council what they thoughts are. Some discussion among Council Members regarding the item. Mayor Martell asked for a motion regarding this billing. Council Member Ross motions to have the Walsh's pay the bill as presented. Second by Pfiffner roll call all in favor motion carried. Administrator Blank now discusses the Heidi Snell employment contract. He states that City Attorney Von Arx at the Council's request constructed the employment contract. Blank reads aloud various items and provisions of the employment contract. Administrator Blank now presents that another item listed on the agenda for work week requests by employee Heidi Snell to complete 32 hours of employment weekly which would afford her four eight hour days, Monday through Thursday. Blank reports that he has spoken with Heidi Snell and she has stated that the weekend that she works that cuts her normal week of hours down where she wouldn't completing eight hour days during that week and wishes to work four days at eight hours a day. Blank further reports and other items from the agenda the Rural Development status. Currently the City has received from Rural Development a total of \$4000 for training for Heidi Snell. Blank states that what he needs is a motion to enter into this contract with Snell, and also asks for direction in her request for work

hours from 30 hours a week to 32 hours a week. Mayor Martell asked the Council their thoughts and opinions. Council member Pfiffner states that she would go along with that. Mayor Martell then asked Council member Christianson and she states no. Mayor Martell then asked Council member Ross and he states no. Administrator Blank then asks what are we saying no to. Council Member Christianson responds to 32 hours a week. Mayor Martell states okay 30 hours a week it is. Administrator Blank then states we do need a motion to enter into this contract. He believes this is a minor matter of formality at this point because the item had been approved at a budget meeting in September 2008. Blank states it could be buy a motion of the Council or either direction of the Council for Blank to complete the contract with Snell, however they would like to do it. Mayor Martell asked the council and Council Member Christianson states it doesn't matter. No other comments were offered from the Council Members. Mayor Martell states the consensus of the Council was that it did not matter. Mayor Martell then directed Administrator Blank to complete the contract with Snell.

11. LIBRARY / CITY HALL BUILDING / LANDSCAPE APPLICATION TO MNDOT: Barbara Bissen states the landscape cooperation project that has a deadline of December 2008. She states she has not contacted them to date. She states are some things along the fence that needs to be replaced but also the right away along the Junction Inn she would like to get permission from the Council to apply to do some landscaping in that area as well. She states that MNDOT pays for the plants. Mayor Martell asked the council there thoughts. General consensus of the council is they have no problem with this.

12. POLICE DEPARTMENT CHIEF SCHULDT: not in attendance tonight. Mayor Martell states he has spoken with Chief Schuldt who asked he relay to the attendants that there have been numerous day time burglaries in the area, and to be observant of any activity that might seem out of place.

13. STREET AND MAINTENANCE / MNDOT SNOW REMOVAL RESOLUTION / EQUIPMENT STATUS: Administrator Blank presents to the Council the yearly resolution for snow removal efforts by the City of Hokah for MNDOT including the various documents detailing City equipment that we supply for Hwy. 44 snow removal. Mayor Martell asked the Council for motion to approve the resolution. Motion by Ross second by Christianson roll call approved motion carried. And Blank reports to the council that we today received the Bobcat and equipment that was ordered from Coulee region Bobcat. Total invoice to date for the Bobcat and equipment is \$30,135.44. Blank further stated we have on order a 2009 Chevrolet/GMC 3500 HD truck from Nelson Auto at Fergus Falls Minnesota. That invoice was \$21,217.93. Delivery time for that vehicle is estimated to be 60 days. Blank further reports that we have two equipment bids for the truck. One from Universal Truck at Galesville Wisconsin in the amount of \$14,996. The second bid is from Bert's Truck Equipment in Moorehead Minnesota for \$12,788. Blank explains Bert's Truck Equipment is the vendor for the state purchase contract. Blank goes on to explain that Nelson Auto Center would deliver the vehicle to Bert's Truck Center for the installation of the equipment. Mayor Martell asked the Council for motion to approve the quote as submitted by Bert's Truck Center. Motion by Ross second by Christianson roll call all in favor motion carried.

14. DECEMBER COUNCIL MEETING DATE OF DECEMBER 2, 2008

15. MINNESOTA BASIC CODE COUNCIL MEMBERS REVIEW OF DOCUMENTS: Blank reports that the Council last month discussed stopping in during the month and examine the Minnesota basic code booklet. Blank reports he has spoken with the law firm supplying the document and asked for an extension of time for the Council Members to review the documents. He also states that we have to keep the book in pristine condition in case it would go back to the law firm. Blank states unless the Council Members have examined the book there is too much documentation there to discuss and make an educated decision upon. Blank does ask Council Member Ross's opinion after he had the opportunity to examine the documents. Ross states that the Minnesota Basic Code is much easier to understand than some of our current ordinances. He states it is worded better but there are couple items that we would have to add to that for our own use. Administrator Blank suggests that we table this matter until next month and during the next month if the Council Members that have not reviewed the document would please stop and do so. Council Member Christianson stated that she would also like to examine the current ordinances that we have in force to see if they are in fact obsolete. Blank states that they are available for her review at anytime she would wish to stop in. Council Member Ross states it's either this or we're going to have to go through all our current ordinances next year anyway. Mayor Martell asked Council Member Christianson if she had the desire to look at the book further and she said yes she did.

16. ADOPT MINNESOTA RED FLAG RULE: Administrator Blank reports the Federal Trade Commission and Rural Development have a requirement that Cities adopt protective measures for utility customer information. This procedure has been determined to be called the red flag rule. Municipalities that have utility billing are required to adopt a procedure to protect that data. Administrator Blank reports that he has supplied to the Council Members a document that should satisfy those said requirements. This document determines how employees should limit access to information by unauthorized personnel, securing of computers, securing of networks etc. Mayor Martell asked for a motion adopting the Minnesota Red Flag Rule. Motions by Christianson second by Pfiffner roll call all approved motion carried.

~~17. ALLTEL RESOLUTION~~

18. ITEMS FOR NEXT MONTH'S AGENDA. Minnesota Basic Code review.

19. MAYOR'S COMMENTS

20. COUNCIL MEMBERS COMMENTS: Council Member Ross asked if Andy would look at the area in front of the Fire Department by the garage doors where there is a channel that collects water. He asks if that could be sealed some way or another. Andrew discusses the repair and states that it may be best to attempt to seal it up with some tar. Mayor Martell suggests getting some bags of cold mix to apply to the area. Council member Christianson asked if anything had been decided regarding the fans for the City Hall Auditorium. Mayor Martell responds no we have not. Blank reports speaking to Phil Onstad who stated that he wasn't interested in looking at the situation. Barb Bissen

states a seal was leaking, and had repair on scene, and she had him look at the furnace fans. She states he did make adjustment to one of the fans, but she requests that the others are looked at as well. She further reports that her Husband could be contacted to accomplish this.

21. STAFF CORRESPONDENCE: Blank reports receiving a letter from St. Peter looking for donations. Council states they cannot make a donation. Next Blank discusses receiving a letter from Mn DNR regarding a complaint regarding the existing dike structure that has been installed at Twin Creeks Golf. Robert Becker had approached him to re-take photos and deliver to Bill Huber, stating the dike has been removed.

22. ANNOUCEMENTS

23. ADJOURN: Motion by Ross second by Pfiffner, all in favor at 7:27 PM.

ATTEST:

Administrator

Mayor