

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

1. MEETINGING OPENED BY Mayor Martell at 1800
2. ROLL CALL COUNCIL MEMBERS PRESENT: Pfiffner, Christianson, Ross, Walther, Martell
3. CHANGES TO AGENDA. None noted.
4. MOTION TO CONSENT TO AGENDA- Motion to submit to agenda by Pfiffner, second by Christianson roll call all approve.
5. APPROVE MINUTES COUNCIL MEETING JUNE 3, 2008 in motion by Christianson second by Walther to approve the minutes of the June 2000 Council Meeting. Roll call all in favor motion carried.
6. APPROVE ACCOUNTS PAYABLE motion by Walther second by Christianson to approve all payables. Roll call all in favor motion carried.
7. WWTP – JIM KOCHIE & ANDY KLINGSPORN & HEIDI SNELL Kochie discusses the current status at the wastewater treatment plant. Kochie reports that Andrew Klingsporn is absent this evening but that he had spoken with him earlier and asked that he informed the council that the sewage line televising is complete. Kochie also states that Klingsporn request purchase of additional lab equipment as well as a portable generator. Blank states that Klingsporn has spoken to him regarding putting a key for the City Hall at the concession stand at the ballpark. Andrew reports last Saturday there was a rapid developing storm that required the evacuation of the ballpark. Andrew suggests that if the key was available at the concession stand it would facilitate the removal of patrons. After discussion including Blank has placed a City Hall key at the Kwik Trip it was decided to limit the current key locations to the Kwik Trip. Kochie asks for Council action regarding accepting the date of June 27, 2008 as the date of substantial completion at the wastewater treatment facility. Mayor Martell asked for a motion. Motion by Ross second by Pfiffner rollcall all approve motion carried.
8. LIBRARY / CITY HALL REPORT IN PACKETS City Librarian not in attendance tonight.
9. POLICE DEPARTMENT CHIEF SCHULDT ORD. #97 REVISE & ADMIN. CITATIONS REVIEW. Chief Schuldt discusses the formation of Ordinance # 140 Administrative Citations. This ordinance was formulated to allow the City of Hokah to issue ordinance violation citations rather than state citations at the discretion of the police officer. The Council reviewed the ordinance as submitted by Chief Schuldt. Mayor Martell asked for a motion to approve this ordinance. Motion by Walther second by Pfiffner roll call all approve motion carried. Next Chief Schuldt presents to the Council the fine schedule for the administrative citation ordinance. After discussion Mayor Martell asked for a motion to approve. Motion by Ross second by Walther roll call all approve motion carried. Next chief Schuldt brings to the council attention ordinance number 97. Discussion between Blank and Chief Schuldt regarding the issuance of administrative citations. Chief Schuldt discusses that administrative citations would only be issued by the City of Hokah Police Department. Chief Schuldt goes on to explain the procedure and the issuance of these citations. Mayor Martell asked for a motion improving the change to ordinance # 97. Motion by Ross second by Christianson roll call all in favor motion carried. Next chief Schuldt brings to the attention of the Council various entries to homes and vehicles that are occurring in the area.

10. RECREATION BOARD Kathy Olson reports that Joe Horihan is leaving the Recreation Board and moving out of the immediate area. Further Kathy reports that Dan Walcker from Walcker Electric has discussed putting in a motion security light in the area of the concession stand. Also Kathy discuss the refrigerator at the concession stand is not operating. Blank reminds the Council that we should have FEMA money available for the purchase of a new refrigerator. Discussion regarding do we wish to purchase a refrigerator this year or next year as there are just two weeks of summer recreation left. Martell has a refrigerator they could use if they wanted and to contact him regarding this. Kathy also reports the pool is operating well. Blank asks Kathy to call him tomorrow regarding the refrigerator purchase.
11. STREET AND MAINTENANCE David Welke not in attendance. Blank discusses the Checklist that he has implemented. Martell discusses that he has spoken to Welke regarding the street sweeper. He reports that it is in bad shape. Martell discusses replacing the sweeper. Matt Vetsch asks who is to be cleaning the upstairs bathrooms at the Fire Department. Blank reports the Council had approved between the June and July meeting the hiring of Heidi Snell on a part time basis. She will be working 15 hours a week. Hours are divided between WWTP and general maintenance. She will be assisting with cleaning as well. Blank has a plan to assign a building to each maintenance employee. Dave Welke will have the Fire Department, Andrew Klingsporn the City Hall and Heidi Snell the Admin Building. The duties and responsibilities in these buildings is cleaning, and building maintenance and repair issues will still be the responsibility of all the employees. Mayor Martell responds to Matt Vetsch that David Welke, Andrew Klingsporn and Heidi Snell all should be cleaning the buildings, including the second floor restrooms at the Fire Department
12. ZONING – CHRIS PETERSON & TODD OLSON PLANNING COMMISSION PROSPECTIVES Ross reports reviewing no zoning applications this month. Martell states to put Chris Petersen and Todd Olson on the Planning Commission.
13. HOUSTON COUNTY DEPT. OF TRANSPORTATION - FLOOD RELIEF BOND MONIES. Blank gives the packet of information to Mayor Martell to review. Blank reports the application is to be submitted by July 9, 2008. Blank asks Martell to look it over, and to speak with him in a couple of days.
14. SOUTHERN MINNESOTA INITATIVE FOUNDATION CONTRIBUTION Discussion regarding they are looking for a donation from the City of Hokah. Blank reports that the agency has given money to the City of Hokah. Motion by Walther second by Pfiffner to approve the donation of \$250 to the Southern Minnesota initiative foundation. Roll call all approve motion carried.
15. MAOSC- MEMBERSHIP DUES - \$375.15. Discussion regarding this Agency. Mayor Martell states he does not recall involvement with this agency. Council asks Blank to look into Agency, and table item until next month.
16. AUGUST COUNCIL MEETING ON AUGUST 5 AT 6:00 PM & BUDGET MEETING SCHEDULING. Mayor Martell discusses Doug Moen being be involved in the budget meetings, and Mayor Martell states that they will set budget dates at the August meeting.
17. EMPLOYEES VACATION ROLL-OVER LIMITS. UNFINISHED FROM MAY 2002. After much discussion Ross makes a motion to limit carryover of vacation hours to 100 hours. Second by Walther, roll call Christianson yes, Martell abstains. Blank describes the procedure for clarification. An Employee is limited to carry over 100 hours of accrued vacation time on December 31 of each year. The excess of 100 hours is to be paid to the Employee at the end of the year, at standard rate. Christianson asks that Employees should use their hours for vacation time. Blank will make the necessary correction in the City Personal Manual, and notify

employees.

- 18. ITEMS FOR NEXT MONTH'S AGENDA. None noted.
- 19. MAYOR'S COMMENTS. Mayor Martell discusses John and Jean Kolsch property that had been repaired last August. Mayor Martell states the Council had voted last fall to contribute money to the Kolsch's for their efforts in placement of catch basin and drainage piping. Further discussion regarding the SEMLM meeting July 29th. Marc Cairns will be cooking the meal, and also Martell is looking at Cairns making mugs to give away to attendees. Mayor Martell states he will be paying for the beer for the event. Blank asks Martell if he was looking for a decision regarding paying for the piping at the Kolsch's. Martell states that the Council had already approved paying for it. We were waiting for the State to contribute money, and they have agreed to pay thirty percent of the bill and the City paying the other seventy percent. Blank then asks that does Mayor Martell then want the City to pay seventy percent of the existing bill. Martell states yes, and believes the bill to be around \$3,700.
- 20. COUNCIL MEMBERS COMMENTS. Walther states that the donation to SEMCAC for the purchase of a bus, but was tabled last month, and brings it back up for discussion. Martell asks that it be placed on next months agenda. Martell states he will call the City of La Crescent and speak with Phyllis to see what they are doing in regards to a donation to SEMCAC for the purchase of a bus. Walther also discusses the ball park reconstruction. He states it looks real good. Ross discusses the purchase of de-humidifiers at the Fire Department. He states the Kitchen needs a unit to help protect the cabinets. Walther states he was going to pick up a unit, and will look into it. Ross also asks what the status is regarding the Como Falls project. Blank states that Chris Peterson from Yaggy Colby will be assisting in the project. Further discussion regarding the project, and money available. Martell states that Chris Peterson from Yaggy Colby is working on it. Council also asks that the gate be locked into the falls to keep vehicular traffic out. Pfiffner has left the meeting at 7:05 PM, but gave Mayor Martell a list of items to discuss: 1. Date for open house at WWTP. 2. Paint bathrooms at Veterans Park. Discussion regarding having STS people work on this. Kevin will talk with the supervisor, Mayor Martell discusses water running into the Gene Pfiffner residence, possibly installing a bern or curb. Christianson discusses a hole that seems to be deepening on Fifth and Main. Christianson discusses she will look at the area again.
- 21. STAFF CORRESPONDENCE. None Noted.
- 22. ANNOUCEMENTS – SEMLM MEETING HERE TUESDAY JULY 29, 2008.
- 23. ADJOURN. Motion by Christianson, second by Ross, roll call all approve meeting ended at 7:40 PM.

Attested this day _____ of _____ , 2008

Administrator

Mayor