



**MINUTES**  
**REGULAR COUNCIL MEETING**  
**April 3, 2018 6:00 pm**

- **CALL TO ORDER:** 6:00pm
- **PLEDGE OF ALLEGIANCE**
- **ROLL CALL:** Spanjers, Bissen, Albrecht, Pfiffner, Walsh
- **ACTION TO CHANGE AGENDA:** Clerk Leitzen added a bill for \$8 for document creation requested from the DNR.
- 1. 1. Consent Agenda:** Accepted w/changes. Motion Pfiffner, Second Albrecht. Unanimous.

*All items listed under the consent agenda are considered routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.*

<b>1.1</b>	Minutes:	March 6, 2018
<b>1.2</b>	Bills Payable Through:	March 29, 2018
<b>1.3</b>	Consolidated Balance Sheet:	March 29, 2018

**2. Water/Waste Water/City Engineer:**

Matt Vetsch discussed needed pump repairs at the sewer plant, and will present the numbers to the council when they are available. Vetsch detailed happenings since the last meeting including the replacement of two water valves and a sewer blockage issue on Cedar street. Vetsch noted that the city had gone out of sequence with the cleaning of sewer lines, and that may have lead to blockages in the area. Vetsch noted that the area was next in line to be cleaned.

**3. Library/City Hall/City Center:**

Council member Albrecht reported on a new tower garden at the Library, along with ongoing events on Thursday nights. Albrecht also spoke about upcoming summer events at the library. Barb Bissen reported that the first milestone report had been approved for the City Hall elevator project. Leitzen asked the council to approve a new fee schedule for city buildings. The council asked Leitzen to review prices for renting the kitchen at the Hokah City Center, and report back. The council then discussed the renting of keys for city buildings at the local Kwik Trip convenience store, and the council voted that the city should take control of the rental process, moving the keys to the city office to be rented there. Motion Bissen, Second Spanjers. Unanimous.

**4. Police Dept./City Attorney:**

The council discussed a contract for one of Hokah's cell tower leases changing ownership from Mediacom to CTI Towers. The council approved the deal, motion Spanjers, second Bissen. Unanimous. Police Chief Bob Schuldt then explained to the council that an update to his computer's software has made his office computer incompatible with his state reporting. Schuldt requested that the city allow him to purchase a new computer through the County, and the council agreed. Motion Pfiffner, second Spanjers, unanimous. Chief Schuldt also noted that, following a visit from CCS of LaCrescent, the city office was encouraged to look into a cloud storage backup for its computerized information. The council directed Clerk Leitzen to look into cloud based storage for the next meeting. Schuldt then asked the council for their help in dealing with various nuisance properties around town, as he has received official complaints. Schuldt asked the council and the originator of the complaint to follow through with the complaint to the end, noting that several properties around town were in need of cleanup. Schuldt then moved on to Animal Control, stressing the need for pet licenses and noting that the city

would not be offering a low-cost pet clinic this year.

**5. Streets / Maintenance:**

Matt Vetsch reported that he has looked into prices for new LED area lighting for the City Center exterior and suggested LED bulbs for interior lighting in order to save energy. Vetsch noted that the eventual plan is to move the entire city to LED to reduce electricity consumption. Vetsch then reported on a quote from the city's insurance regarding replacement of an overhead door at the maintenance shop following accidental damage. The council voted to go ahead with the door replacement if the insurance would cover the costs. Motion Bissen, second Spanjers. Unanimous.

Vetsch also mentioned the possibility of purchasing a plow for the city's Bobcat skidsteer, allowing the city to use more of the Bobcat's leased hours and to take some of the strain off the aging city plow truck. The council agreed to look at it again next month. Vetsch also requested he contact P&T Electric of LaCrescent to begin a transition of electrician work for the city from Dave Bissen. The council agreed.

**6. Recreation Board:**

Sam Mullen reported that the pool house was not 100% winterized and would need repairs before summer. Mullen also requested a drain/dig-out of some of the sand at the pool to remove some debris, and possibly the use of more sand to the side of the pool to fight weeds. Mullen also suggested some other weed-fighting measures including concrete patio squares. The council also discussed the possible removal of the pitcher's mound at Legion Ball Field, and Mullen also requested screens instead of grass at Veterans' Park. The pool cleanup is scheduled for May 20, and Mullen asked Leitzen to help her develop an orientation program for the summer workers.

Mullen also asked the council to approve Lifeguard training in cooperation with LaCrescent, (Motion Spanjers, second Pfiffner, unanimous) and an increase of lifeguard pay to a base of \$10 for lifeguards, \$12 for managers, and a cap of \$15/hour for the certified workers with a \$.25/hour raise per each year returning. Motion Pfiffner, second Spanjers, unanimous.

**7. Planning Commission / Zoning :**

Clerk Leitzen asked the council to direct the city Planning Commission to hold a public hearing to determine a Map Amendment, allowing the City Center to be zoned Commercial. The council agreed.

**8. New Business:**

Clerk Leitzen reported that the Personnel committee voted to recommend to the council a payment in lieu of benefits amount of \$160 per pay period. The council approved the amount, Motion Pfiffner, Second Albrecht. Yes: Pfiffner, Spanjers, Albrecht, Walsh. No: Bissen.

Leitzen then introduced an official Code of Conduct for Hokah City Council, Board and Commissions. The code was a requirement of the bond the city has through the USDA. The council approved the code, Motion Albrecht, Second Pfiffner, Unanimous.

**9. Old Business:**

Clerk Leitzen reported that bookshelves attained by the library are still in storage at the City Center. Barb Bissen replied that she would work to move the shelves into the library.

**10. Council Member's Comments/Community Input:**

Community: Barb Bissen requested assistance with hanging baskets and flowers for Main St. Barb Bissen also asked the city to monitor when the flags at city buildings should be flying at half-staff.

After hearing a complaint from a citizen, the council voted to send a letter to a second citizen regarding the plowing of snow across a city street.

Spanjers: City Cleanup Day is scheduled for April 22.

Bissen: Requested a controlled burn by the ponds near the pool, and possibly replace the bridge.

Requested more garbage bins on Main street, requested additional paving on Main street, and requested more rock on the ballpark road.

Albrecht:

Pfiffner: Marsha Von Arx will be starting a Hokah Farmer's Market on Thursdays, 3:30pm to dusk, starting May 31 or June 7.

**11. Mayor's Comments:** Mayor Walsh asked the council to consider possible summer maintenance help.

Meet the Mayor March 21: Walsh spoke with American Legion about putting a memorial in Veterans' Park and storage space at the City Center.

**12. Staff Correspondence:**

Clerk Leitzen mentioned that he will be attending his second year of a three year program at the Minnesota Municipal Clerks Institute in St. Cloud from April 30- May 4. Leitzen also detailed his meeting with Laurie Belata from the USDA regarding the status of the WWTP bond. Leitzen noted that Belata specifically mentioned ADA compliance for the city, and the city agreed to have Leitzen contact a specialist to determine the city's current compliance. Motion Pfiffner, second Spanjers, unanimous.

**13. Correspondence Received:** Clerk Leitzen noted that he had received a Tenant Application for the City Center from Barb Gittens to start an artists' community upstairs in the building. The council approved the initial six month lease for \$100/month/main rooms, \$50/month for office space. Motion Spanjers, second Albrecht, unanimous.

**14. Announcements:** none

**15. Next Council Meeting:** Council voted to move meeting to May 8 due to Clerk Leitzen's absence at MMCI in St. Cloud. Unanimous approval.

**16. Items for next Agenda:** Fee Schedule. Cloud Storage, Bobcat Plow, Pitcher's Mound, MNDOT Handicap Crossing

**17. Adjournment:** 9:06pm Motion Bissen, Second Spanjers. Unanimous.