

**MEETING MINUTES  
CITY OF HECTOR  
WORK SESSION – 6:00 P.M.  
AND REGULAR MEETING – 7:00 P.M.  
HECTOR COMMUNITY CENTER**

**JANUARY 11, 2016**

PRESENT: Mayor Steven Squibb, Council Members Doug Best and Jeff Heerdt. Ralph Bergsma and Penny Kandt arrived at approximately 6:35 p.m.

ALSO PRESENT: Kathy Blackwell, Jerome Schueller, Kevin Freisen, Clifton Allen, Gary Groen, and Brad Falteysek.

The group reviewed the infrastructure projects and the financing.

MOTION by Doug Best and seconded by Jeff Heerdt to close the work session at 6:50 p.m.

PRESENT: Mayor Steven Squibb, Council Members Doug Best, Jeff Heerdt, Ralph Bergsma and Penny Kandt.

STAFF PRESENT: Kathy Blackwell, Jerome Schueller, Clifton Allen and Todd Kramer.

ALSO PRESENT: Penny Macik, Marlys Hagstrom, Marty Larson, and Kevin Friesen,

Mayor Steven Squibb opened the meeting at 7:00 p.m. following the pledge of allegiance.

MOTION by Ralph Bergsma, seconded by Doug Best and carried unanimously to approve the agenda with the addition of the Fire Department purchase of SCBA bottles. MOTION by Doug Best, seconded by Ralph Bergsma and carried unanimously to approve the consent agenda.

PROJECT UPDATES – City Engineer Clifton Allen reviewed the projects.

Gridor Construction is approximately 58% done with the waste water treatment plant. Pay request #8 in the amount of \$142,823.55 is pending.

Hjerpe Contracting is owed \$385.42 to correct an error on Pay request #3. Pay request #3A in the amount of \$385.42 is pending.

KHC Construction submitted Change Order #3 in the amount of \$12,855.10 that needs formal approval.

Moore Engineering invoices in the amounts of \$14,520 and \$294.16 are pending.

MOTION by Ralph Bergsma, seconded by Penny Kandt and carried unanimously to approve the two pay requests, one change order and engineering invoices as underlined above, pending approval from RD.

TRIPLE J – Marlys Hagstrom asked about the status of Triple J. Mayor Squibb stated that the city has had no formal communication with the company and that the city has shut off and locked the discharge valve.

MOTION by Ralph Bergsma, seconded by Penny Kandt and carried unanimously to adopt Resolution 2016-1 Official Designations, Resolution 2016-2 City Authorization, Resolution 2016-3 Designation of Financial Institution, and Resolution 2016-4 Allowing Electronic Fund Transfers, including a correction to list Penny Kandt as the police liaison in Resolution 2016-1.

AIRPORT – Councilor Bergsma stated that the zoning documents are being reviewed by the attorney.

FIRE WAGES – The council discussed increasing the wage for the Fire Department members. Clerk Blackwell was directed to prepare some calculations for the February meeting.

SCBA BOTTLES - Fire Chief Todd Kramer presented three quotes for the purchase of SCBA bottles. MOTION by Doug Best, seconded by Penny Kandt and carried unanimously to approve the purchase of 24 SCBA bottles from Stoney Brook Ent Inc. at a cost of \$17,256.

EDA – Mayor Squibb and EDA Board Member Penny Macik commented on the hiring of Jacob Work as the RN and a new Executive Director at Prairie View. It is hoped that the staff changes will increase occupancy.

POLICE – Chief Doug Best reported that annual performance reviews are complete and some additional training will be put into place.

PUBLIC WORKS – The council had no questions on Jerome's monthly report. Schueller stated that the computer needs at the water treatment plant are being determined.

FORD RANGER – Following a discussion on selling the 1996 Ford Ranger, MOTION by Jeff Heerd, seconded by Ralph Bergsma and carried unanimously that the vehicle be given to the Fire Department for training.

TREE GRANT – Clerk Blackwell provided information on a DNR Community Forest Improvement Grant. The council authorized Blackwell to proceed with the application process.

PLANNING COMMISSION – It was noted that there are two vacancies on the Planning Commission that need to be filled.

HIRING COMMITTEE – Council members Ralph Bergsma and Penny Kandt agreed to serve on the hiring committee with Clerk Blackwell for the Deputy Clerk position.

MOTION by Ralph Bergsma, seconded by Doug Best and carried unanimously to close the meeting at 7:38 p.m. for the City Clerk performance review.

MOTION by Ralph Bergsma, seconded by Doug Best and carried unanimously to reopen the meeting at 8:43 p.m.

MOTION by Doug Best, seconded by Ralph Bergsma and carried unanimously to approve the performance evaluations for Clerk Blackwell, increase Blackwell's wage by 8.5% retroactive to 02/24/15 and increase Blackwell's wage by 8.5% effective 02/24/16.

MOTION by Doug Best and seconded by Ralph Bergsma to adjourn the meeting at 8:44 p.m.

  
\_\_\_\_\_  
Kathy L. Blackwell, City Clerk