

City of Hayward Council Meeting Minutes

Monday January 13, 2025, 7 p.m.

Hayward Community Center

Mayor Anthony Cox called the regular meeting of the Hayward City Council to order at 7:00 p.m. on Monday January 13, 2025.

The meeting opened with Roll Call and the Pledge of Allegiance.

COUNCIL MEMBERS PRESENT: Mayor: Anthony Cox; Councilors: Darwin Dolph; Gene Flaskerud; Derek Lerum; Mark Bangert

STAFF PRESENT: City Clerk/Treasurer, Kathy Aase; Operations Director, Travis Reichl

Councilor Lerum motioned to approve the 1-13-2025 City Council Meeting Agenda. Councilor Dolph seconded. The motion carried.

Councilor Dolph motioned to approve the 12-9-2025 Hayward City Council Meeting Minutes. Councilor Bangert seconded. The motion carried.

FIRE DEPARTMENT UPDATE: Fire Chief Eric Knutson shared the fire department's 2024 emergency response statistics:

- 45 Medical Calls
- 16 Vehicle Emergency Calls
- 15 Fire Calls

Additionally, Chief Knutson announced that all Fire Department and Fire Relief Association Officers will retain their positions for 2025, continuing from last year.

Clerk Aase informed the council that the city received a letter concerning an MBFTE rate adjustment for 2025. The city will receive \$7 less per firefighter than initially forecasted.

NEW BUSINESS: Bob Van Pelt, representing Hayward Coop informed the council about their following intentions and requested council's approval:

- **Relocate Building "A":** Move it eastward, closer to the fertilizer plant, and tear out the old pad.
- **Construct a New Grain Bin:** Construct it to the east of the existing Bin B. The new structure, with a 72-foot diameter, will be capable of holding significantly more than 220,000 bushels, making it larger than the existing bins
- **Remove Building C:** In the Spring remove Building "C"
- **Cost Estimate:** The total estimated cost for the project is \$600,000
- **Contractors:** They plan to use Klause Concrete, Spencer Moving, and Freeborn Construction.
- **Driveway Expansion:** Widen the driveway near the fertilizer office to facilitate easier access for semis

Councilor Flaskerud motioned to approve all of Hayward Coop's afore-stated requests. Councilor Dolph seconded. The motion passed unanimously.

During this January Organizational Meeting, the city council voted on several organizational matters for 2025.

Mayor Cox summarized the 2025 contract received from Hill, Benda, Skov & Bernau PA. Council agreed to pay the fee up to \$9200 for auditing services in 2025.

MEETINGS: Regular meeting of the Hayward City Council shall be held on the 2nd Monday of every month beginning at 7:00 p.m. Any regular meeting that falls upon a City recognized holiday shall be held on the 3rd Monday at the same time and place or unless specified differently by City Council. Pre-Agenda and Special meetings and workshops will be scheduled as needed. All meetings including adjourned meetings shall be held at the Community Center unless otherwise specified.

RECOGNIZED HOLIDAYS: The city of Hayward recognized holidays shall include New Year's Day, Martin Luther King Day, President's Day, Juneteenth, Memorial Day, 4th of July, Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day.

ACTING MAYOR: In the absence of the Mayor, the Acting Mayor for the Hayward City Council shall be Eugene Flaskerud to preside at the meeting. Upon the Mayor and Acting Mayor being gone, the Clerk shall call the meeting to order and ask for a motion designating the Acting Mayor for that night's proceedings.

OFFICIAL NEWSPAPER: The official newspaper for the City of Hayward shall be the Albert Lea Tribune, whose main publication is located in Albert Lea, Minnesota.

OFFICIAL DEPOSITORY: The official depository for the City of Hayward shall be Produce State Bank, Hollandale or Albert Lea, Minnesota. The official signatures for checks shall be Kathryn Aase, Anthony Cox and Darwin Dolph, with all checks requiring two (2) signatures.

COUNCIL MEMBER LIAISONS: Council members shall serve as liaisons to these specific departments:

- Animal Control – Mark Bangert
- Ordinance Enforcement unless otherwise specified – Derek Lerum
- Streets – Eugene Flaskerud
- Fire Department – Darwin Dolph and Derek Lerum
- Fire Relief Association Board of Trustees – Darwin Dolph; Derek Lerum, Mayor Cox
- Park and Recreation – Anthony Cox
- Water Department – Anthony Cox
- Sewer Departments – Anthony Cox
- Insurance – Gene Flaskerud
- Public Health and Safety – Mark Bangert

LEGAL ADVISOR: The Hayward City Council hereby retains Greta Bjerkness, an attorney with the law firm LeVander, Gillen, & Miller, P.A., Eagan Minnesota, as the primary attorney responsible for civil legal services and advice for the City of Hayward.

AUDIT SERVICES: The Hayward City Council hereby retains Hill, Benda, Skov & Bernau PA, of Albert Lea, Minnesota with Lance Skov being the contact person, as the firm to audit the financial reports of the City of Hayward.

ENGINEERING SERVICES: The Hayward City Council hereby retains Jones, Haugh & Smith, of Albert Lea, Minnesota, as the City's engineering firm.

BUILDING INSPECTOR: The Hayward City Council hereby appoints the Freeborn County Inspector as the agent responsible for building inspections for the City of Hayward.

FIRE MARSHALL: The Hayward City Council hereby appoints Fire Chief Eric Knutson as the Fire Marshall of the City of Hayward.

CITY CLERK/TREASURER: The Hayward City Council hereby appoints Kathryn Aase as the City Clerk/Treasurer of the City of Hayward.

MINUTES FOR ALL MEETINGS: Clerk/Treasurer shall take notes of all meetings held by the City Council; upon the absence of the City Clerk the Mayor shall appoint a Council Member to take the official notes for that meeting.

Councilor Dolph introduced **Resolution 2025-1**, approving the 2025 Organizational Structure as stated above; Councilor Lerum advanced and the Resolution passed unanimously.

The following was also discussed and agreed upon:

- Community hall rental rates of \$75.00 per calendar day for residents of the City of Hayward and the township of Hayward and \$140.00 per calendar day for all others.
- Non-sufficient funds/returned checks at \$30.00 per instance.
- Utility late fees at \$25.00 per quarter, pro-rated for residents that have entered into alternative payment arrangements with the City Clerk.
- Annual liquor licenses, includes On-Sale, Off-Sale, and Sunday Sales, at a combined total of \$900.
- Residential and commercial water and sewer hook-up fees at \$300.00 each.
- Residential and commercial water and sewer reconnection fee of \$75.00 per instance.
- City construction authorization form, open burning recreational fire pits, use of park shelter and/or softball field shall have no fee.
- Mayor's compensation per Council Meeting attended at \$80.00.
- Council member compensation per Council Meeting attended at \$70.00; and
- Temporary commercial water usage - up-front user fee rate of \$100 for the first four thousand gallons of water used and \$4.50 per one thousand gallons used thereafter.
- Request for Ordinance Variance - \$25.00 paid at the time of application.
- City mowing of private/commercial property to abate grass/weed nuisance ordinance violations - \$125.00/hour with a one hour minimum.

After review, Councilor Lerum introduced **Resolution 2025-2**, the Annual Fee Structure, as written; Councilor Dolph advanced the Resolution passed unanimously.

Councilor Dolph introduced Resolution **2025-3**, accepting a donation from the Hayward Fire Relief Association in the amount of \$21,000 to be placed in the Fire Training and Equipment Fund. Councilor Lerum seconded. Resolution 2025-3 passed unanimously.

Councilor Dolph motioned to approve Resolution **2025-4**, accepting a donation from the Hayward Fire Relief Association in the amount of \$10,500 to be placed in the Fire Training and Equipment Fund. Councilor Bangert seconded. Resolution 2025-4 passed unanimously.

Councilor Dolph motion to approve the updated version of the City of Hayward's Emergency Operations Plan. Councilor Bangert seconded. The motion passed unanimously.

Council made the decision to postpone "definitely" the cannabis business ordinance, for one to two months, while further research is conducted.

UNFINISHED BUSINESS: Mayor Cox provided an update on the sale of the school property located at 300 West St. in Hayward. He stated that the property has a clear title. On the recommendation of the City Attorney, the council decided it would be in the best interest of the City to purchase title insurance, and council further agreed that if the seller refuses to pay for the 2024 property taxes or the title insurance, the City will cover these costs to ensure that nothing interferes with the closing of this property.

Mark Bangert motioned to purchase the old school property, 300 West St., Hayward, MN 56043, for up to \$27,134, which would include the selling price, back taxes and title insurance. Councilor Dolph seconded. The motion passed unanimously.

OPERATIONS UPDATE: Operations Director Travis Reichl presented the following updates:

- Utility Consultants (UC Labs) is a company the city does business with on a regular basis for things such as water and sewer testing. Reichl told council their fees will increase 4% in 2025.
- Reichl sought council's approval to attend the annual St. Cloud Technical Conference March 4 – 6.
- ISG Engineering is offering grant reimbursement for exploratory research. An intended use plan must be submitted by 6/6/2025. In speaking with Bryan from ISG, there are micro loans and mini loans, available along with the DWRF Loan (Public Facilities Authority), and the MRWA. Reichl will check to see if Bryan might be able to come to a council meeting with more information.
- The City of Hayward will adhere to the ESST time guidelines as specified by the Minnesota Department of Labor and Industry. Starting January 1st each year, employees will continue to receive 48 hours of ESST time, front-loaded. This time can roll over into subsequent years but cannot exceed a total of 80 hours. Councilor Darwin Dolph introduced Resolution **2025-5**, which formalizes these points and states that the city will continue using PTO instead of separate sick and vacation time. Councilor Flaskerud seconded. Resolution 2025-5 passed unanimously.
- According to the League of Minnesota Cities (LMCIT), everything remains on track, and the city may continue to provide no-fault sewer backup coverage.

COUNCIL REPORTS: Council directed Clerk Aase to send a letter to the homeowner of 104 E. 2nd St. Garbage and trash in the front yard needs to be cleaned up and the refrigerator in the back must be removed.

FINANCIAL REPORTS: Mayor Cox presented bill(s), exceeding \$500 for payment:

- Produce State Bank \$14,380.00, 2010 Go Bond (principal & interest)
- Clarey's Safety Equipment, Inc. \$1,671.06, hoses for fire department
- LeVander, Gillen, Miller, P.A. \$3,765, legal services
- Central Tank Coating \$2100, water tower cleaning & inspection
- Knutson Oil \$690, fuel

Councilor Lerum motioned to approve payment of the afore-mentioned bill(s) exceeding \$500. Councilor Bangert seconded. The motion passed unanimously.

Councilor Dolph motioned to approve the month of January 2025 Deposit Detail, Check Detail, YTD Balance Sheet, and the YTD Budget vs Actual Report as prepared. Councilor Flaskerud seconded. The motion passed unanimously.

Councilor Bangert motioned to adjourn the meeting. Councilor Lerum seconded. The motion carried unanimously.

Having no further business, Mayor Cox adjourned the meeting at 9:12 p.m.

Respectfully Submitted,

Kathy Aase, City Clerk/Treasurer