

## **MINUTES OF THE AKELEY CITY COUNCIL REGULAR MEETING HELD AT AKELEY CITY HALL 6:00PM, JANUARY 8<sup>TH</sup>, 2020**

The Akeley City Council met in a regular meeting Wednesday, January 8<sup>th</sup>, 2020. Mayor Brian Hitchcock called the meeting to order at 6:00pm.

Council members present: Mayor Brian Hitchcock, Dan Riggs, Billy Krotzer, Nathan George, and Bobbie Wosika.

Council members absent:

The Pledge of Allegiance was recited by the Council and attending audience.

### **Consent Agenda:**

- Minutes from December 11<sup>th</sup>, 2019 Regular Meeting
- Minutes from December 30<sup>th</sup>, 2019 Special Meeting
- Treasurer's Report for December
- Total disbursements including all automatic payments equaling \$147,005.92. Check numbers #18000 to #18070. Voided check number 18019 due to being to the wrong vendor. Total receipts including all automatic deposits equaling \$232,408.61.
- December Permits Issued – 0
- **Motion by Bobbie Wosika to approve the Consent Agenda, seconded by Billy Krotzer, passed.**

### **City Hall – Kristi Kath**

- Kristi stated that the Administration Finance Report for December is in the packets. It is just an FYI.
- Discussion on the 2020 regular meeting schedule. There is a conflict with Veterans day falling on Wednesday November 11<sup>th</sup>. Would like to agree on it being November 12<sup>th</sup>, 2020.
- **Motion by Dan Riggs to have November's regular meeting on November 12<sup>th</sup>, 2020 at 6:00pm and the rest of the regular meetings scheduled for the second Wednesday of every month, seconded by Nathan George, passed.**
- Discussion on the Commissioner Appointments for 2020. The only thing that would change is replacing Margaret Bond-Vorel's name with Nathan George's name.
- **Motion by Bobbie Wosika to approve the 2020 Commissioner Appointments, seconded by Dan Riggs, passed.**
- Resolution 1-2020 is a resolution to adopt consignments for 2020.
- **Motion by Dan Riggs to approve resolution 1-2020 to adopt consignments, seconded by Billy Krotzer, passed.**
- Resolution 2-2020 is a resolution for authorization approvals for signatories of all accounts at First National Bank of Walker-Akeley Branch.
- **Motion by Billy Krotzer to approve resolution 2-2020 for authorization approvals for signatories of all accounts at First National Bank of Walker-Akeley Branch, seconded by Bobbie Wosika, passed.**
- Resolution 3-2020 is a resolution for payments prior to council authorization.
- **Motion by Bobbie Wosika to approve resolution 3-2020 for payments prior to council authorization, seconded by Billy Krotzer, passed.**
- Resolution 4-2020 is a resolution allowing wire/automated bank payments.
- **Motion by Billy Krotzer to approve resolution 4-2020 allowing wire/automated bank payments, seconded by Nathan George, passed.**

- Resolution 5-2020 is a resolution to allow electronic funds wire transfer.
- **Motion by Billy Krotzer to approve resolution 5-2020 to allow electronic funds wire transfer, seconded by Bobbie Wosika, passed.**
- Resolution 6-2020 is a resolution authorizing the City of Akeley to contribute funds to Hubbard County Aquaticinvasive Species (AIS) Prevention Program in the amount of \$924.00.
- **Motion by Dan Riggs to approve resolution 6-2020 authorizing the City of Akeley to contribute funds to Hubbard County Aquaticinvasive Species (AIS) Prevention Program in the amount of \$924.00, seconded by Billy Krotzer, passed.**
- Discussion on the Calcium Chloride Contract. Kristi states that the unit has gone up from 2019. It is now \$1.005 a gallon.
- **Motion by Billy Krotzer to pass the 2020 Calcium Chloride Contract, seconded by Nathan George, passed.**
- Kristi states that the 2020 mileage reimbursement is now 57.5 cents per mile. It is just an FYI.
- Discussion on approval sale and property classification of tax forfeited property in Akeley City limits per notification by Hubbard County. It needs to be approved in order to be actioned.
- **Motion by Billy Krotzer to approve the City Property Auction Approval, seconded by Bobbie Wosika, passed.**

#### **Police Department – Jimmy Hansen**

- Jimmy states that his training went well.

#### **Liquor Store - Lacey Hitchcock**

- Lacey was absent.

#### **Parks - Billy Krotzer**

- None.

#### **Water/Sewer/Maintenance Report – Kelly VandenEykel**

- Kelly states that everything seems to still be in order.
- Bobbie asks Kelly if the fire hydrants around town could be cleared out if more snow comes. Kelly says that he will keep them clear.

#### **East Hubbard County Fire District –Dan Riggs/Bobbie Wosika**

- Report of December minutes.

#### **Old Business**

- Chuck states that they submitted the transportation grant. He said that there will be a presentation in February. Chuck says that they will start on the DNR grant next week. It is due by March.

#### **New Business**

- None.

### **Public Forum**

- Larry Holmes states that the ARCC has had a tremendous year. He states that the elevator has been put in and paid for. They are now working on plumbing. He is hoping that the woman's shelter will hopefully be running this year sometimes. He discussed what some things will cost to run it. Nathan George asks if there is already a waiting list to get in. Jimmy states that it will be helping the community tremendously. Kristin Fake asks if they have plans for someone to be a live-in manager or to be an onsite caretaker. He states that he is sure that they will have room for one. Bobbie Wosika asks how they are going to make sure that the women are protected. They will be creating a board to oversee the specifics of the shelter operations. Larry says that their meetings are on the second Sunday of every month and all are welcome to come to get any specific questions answered or to air their concerns.

**Motion by Dan Riggs to adjourn at 6:35pm, seconded by Nathan George, passed.**

**Respectfully Submitted by,  
Michaela Becker  
Deputy Clerk**

# **MINUTES OF THE AKELEY CITY COUNCIL REGULAR MEETING HELD AT AKELEY CITY HALL 6:00PM, FEBRUARY 12<sup>TH</sup>, 2020**

The Akeley City Council met in a regular meeting Wednesday, February 12<sup>th</sup>, 2020. Mayor Brian Hitchcock called the meeting to order at 6:00pm.

Council members present: Mayor Brian Hitchcock, Dan Riggs, Billy Krotzer, Nathan George, and Bobbie Wosika.

Council members absent:

The Pledge of Allegiance was recited by the Council and attending audience.

## **Consent Agenda:**

- Minutes from January 8<sup>th</sup>, 2020 Regular Meeting
- Treasurer's Report for January
- Total disbursements including all automatic payments equaling \$141,333.92. Check numbers #18071 to #18153. Voided check number 18151 due to not being needed. Total receipts including all automatic deposits equaling \$77,210.25.
- January Permits Issued – 0
- **Motion by Bobbie Wosika to approve the Consent Agenda, seconded by Dan Riggs, passed.**

## **City Hall – Kristi Kath**

- Kristi stated that the Administration Finance Report for January is in the packets. It is just an FYI.
- Resolution 7-2020 is a resolution amending Resolution 2-2020 due to not having the community projects checking account on it.
- **Motion by Bobbie Wosika to approve resolution 7-2020 to amend authorization approvals for signatories of all accounts at First National Bank of Walker-Akeley Branch, seconded by Billy Krotzer, passed.**
- Resolution 8-2020 is a resolution acknowledging the donations from Akeley Lions Club for the Akeley Community Projects Fund.
- **Motion by Billy Krotzer to approve resolution 8-2020, seconded by Nathan George, passed.**
- Just an FYI that the Local Board of Appeal and Equalization Meeting is on April 21<sup>st</sup>, 2020 at 11:30am.
- Discussion on ordinances being put on the city website. Minnesota Basic Code can not be put on the website, but Akeley's own ordinances can be put on the website.
- **Motion by Dan Riggs to post our ordinances on the city's website, seconded by Bobbie Wosika, passed.**

## **Police Department – Jimmy Hansen**

- Jimmy discusses a few pursuits that he had in the last few weeks that were drug related. He states that everything is going great.

## **Liquor Store - Lacey Hitchcock**

- Lacey was absent.

## **Parks - Billy Krotzer**

- None.

### **Water/Sewer/Maintenance Report – Kelly VandenEykel**

- Kristi discusses bids for cleaning and inspecting the water tower. She says that Midco had been who we have used before.
- **Motion by Billy Krotzer to accept the Midco bid, seconded by Bobbie Wosika, passed.**
- Kristi states that her and Kelly met with Mike from MN Rural Water to go over the Well Head Protection Plan review. She states that there is currently not a generator or a backup system for the water tower and lift stations. Mike presented them with the opportunity for a \$10,000 grant to help with the purchases of the generator. There is also an opportunity through Hubbard County for another grant to go towards the purchase. MN Rural Water will do all the grant writing.
- **Motion by Bobbie Wosika for the City of Akeley to go forward with MN Department of Health and MN Rural Water to get a grant in that is due March 1<sup>st</sup>, 2020, seconded by Dan Riggs, passed.**

### **East Hubbard County Fire District –Dan Riggs/Bobbie Wosika**

- Report of January minutes.

### **Old Business**

- Chuck Andress was not there to discuss the Akeley Community Projects report. Bobbie Wosika states that they will not know about the DOT Grant until May. She states that he is also working on the DNR Grant.

### **New Business**

- Lori Mueller discusses that the ARCC needs a letter of support to use a portion of the ARCC as an emergency homeless shelter. She states that the shelter they are putting in is intended to serve the local area. The shelter would only be able to serve 22 people. The letter would need to be sent to the MN Department of Health. Discussion on setting up a special meeting.
- **Motion by Bobbie Wosika to have a special meeting Thursday February 20<sup>th</sup>, 2020 at 6:00pm, seconded by Nathan George, passed.**

### **Public Forum**

- None

**Motion by Dan Riggs to adjourn at 6:38pm, seconded by Billy Krotzer, passed.**

**Respectfully Submitted by,  
Michaela Becker  
Deputy Clerk**

**MINUTES OF THE AKELEY CITY COUNCIL  
SPECIAL MEETING  
HELD AT AKELEY CITY HALL 6:00PM FEBRUARY 20<sup>TH</sup>, 2020.**

The Akeley City Council met in a Special Meeting Thursday, February 20<sup>th</sup>, 2020. Mayor Brian Hitchcock called the meeting to order at 6:00pm.

Council members present: Brian Hitchcock, Dan Riggs, Nathan George, Billy Krotzer, and Bobbie Wosika

Council members absent:

The reason for the special meeting was to discuss the letter of approval for the ARCC to use a portion of the building as an emergency shelter. The league looked the letter over and said that everything looked good. The letter was read.

**Motion by Bobbie Wosika to approve the letter, seconded by Nathan George, passed.**

**Motion by Billy Krotzer to adjourn at 6:04pm, seconded by Dan Riggs, passed.**

Respectfully submitted by:

Michaela Becker  
Deputy Clerk

# **MINUTES OF THE AKELEY CITY COUNCIL REGULAR MEETING HELD AT AKELEY CITY HALL 6:00PM, MARCH 11<sup>TH</sup>, 2020**

The Akeley City Council met in a regular meeting Wednesday, March 11<sup>th</sup>, 2020. Mayor Brian Hitchcock called the meeting to order at 6:00pm.

Council members present: Mayor Brian Hitchcock, Dan Riggs, Billy Krotzer, Nathan George, and Bobbie Wosika.

Council members absent:

The Pledge of Allegiance was recited by the Council and attending audience.

## **Consent Agenda:**

- Minutes from February 12<sup>th</sup>, 2020 Regular Meeting
- Minutes from February 20<sup>th</sup>, 2020 Special Meeting
- Treasurer's Report for February
- Total disbursements including all automatic payments equaling \$74,768.82. Check numbers #18154 to #18226. Total receipts including all automatic deposits equaling \$81,151.43.
- February Permits Issued – 0
- **Motion by Bobbie Wosika to approve the Consent Agenda, seconded by Billy Krotzer, passed.**

## **City Hall – Kristi Kath**

- Kristi stated that the Administration Finance Report for February is in the packets. It is just an FYI.
- Kristi discussed switching to Mail-In Ballots for the elections. She states that it is hard to find judges and that the elections are very time consuming. She states that the auditors would need to know by May 1<sup>st</sup> for the election this fall to change to Mail-In. She is working on a expense report to compare prices.
- FYI that the audit will be on March 23<sup>rd</sup>, 2020.
- FYI that the Board of Appeal & Equalization is on April 21<sup>st</sup>, 2020 at 11:20am.
- There is a meeting on March 17<sup>th</sup>, 2020 at 1:30pm with Dave Shotzko at City Hall regarding the Crow Wing River ATV Crossing Bridge.

## **Police Department – Jimmy Hansen**

- Jimmy says that the DNR has not gotten back to him or Kelly about the potential plow truck.

## **Liquor Store - Lacey Hitchcock**

- Lacey was absent. Bobbie reports that Lacey has hired two new part timers.
- Discussion about increasing the ATM amount.

## **Parks - Billy Krotzer**

- Discussion on the Campground Managers Contract. It is the same contract, but the dates were changed and the new golf cart that was bought last year was added.
- **Motion by Dan Riggs to approve the Campground Managers Contract for 2020, seconded by Nathan George, passed.**

- Billy discusses having an Easter egg hunt held for the community at the park. It would be put on by the HRA, Fire Department, and possibly other parties.
- Motion by Dan Riggs that the HRA, Fire Department, and all other parties interested, are free to use the park for and Easter egg hunt on April 11<sup>th</sup>, 2020 at noon, seconded by Bobbie Wosika, passed.

#### **Water/Sewer/Maintenance Report – Kelly VandenEykel**

- Kelly was absent. Kristi states that the DNR might have three more docks for us.
- Akeley City Clean-Up is scheduled for May 9<sup>th</sup> and May 10<sup>th</sup>.

#### **East Hubbard County Fire District –Dan Riggs/Bobbie Wosika**

- Report of February minutes.
- Discussion on the Joint Powers new policies and procedures.
- **Motion by Brian Hitchcock to approve both the resolutions depending on the response from the League of Minnesota Cities, seconded by Dan Riggs, passed.**

#### **Old Business**

- Chuck Andress states that the DOT TAP Grant funded \$64,000.00. He says that Emily Tribbey from Headwaters Regional Commission is trying to get extra funding that was left by Kelliher. He discussed trail heads and the parking lot. He states that if Kelliher does not end up doing their project that it would kick the community project up a year. He is going to be starting on Community Grants.
- Brian reads a thank you note from the Akeley Cemetery.

#### **New Business**

- None

#### **Public Forum**

- Lynn Goodrich states that the SWCD is doing free nitrate testing to domestic water wells through Hubbard County. He asks is the City would allow them to have the results from city water testing. He is told that it is public information. People can bring their water to be tested every first Friday of the month to the SWCD office from 9:00am to 2:00pm.
- Kristen Fake asks about cameras down at the beach. She is told that the City is working with Arvig to get everything set up for that.

**Motion by Dan Riggs to adjourn at 6:46pm, seconded by Billy Krotzer, passed.**

**Respectfully Submitted by,  
Michaela Becker  
Deputy Clerk**



**MINUTES OF THE AKELEY CITY COUNCIL  
EMERGENCY MEETING  
HELD AT AKELEY CITY HALL 1:00PM MARCH 19<sup>TH</sup>, 2020.**

The Akeley City Council met in an Emergency Meeting Thursday, March 19<sup>th</sup>, 2020. Mayor Brian Hitchcock called the meeting to order at 1:00pm.

Council members present: Brian Hitchcock, Dan Riggs, Billy Krotzer, and Bobbie Wosika

Council members absent: Nathan George

The reason for the emergency meeting was to discuss the City's response to the COVID-19 Pandemic. Dan Riggs would like to add the campground to the suggested topics.

- First topic was if City Hall should be open to the public. Kristi states that she was comfortable keeping City Hall open at this time. She says that there are not that many people that come in during the day and that we are sanitizing and cleaning constantly.
- Discussion on City Hall hours. The hours will stay the way they are.
- Discussion on the Senior Center being closed. It will be closing due to the Governor's order. Notice will be posted, and seniors will be notified via phone call or letter.
- Discussion on water and sewer payments. Currently, there will not be any changes to the water and sewer bills or payments. We cannot shut anyone's water off during this time due to the Governor's order.
- Discussion on meetings.
- Discussion on a pass-through window at City Hall. It is something that should be looked into and think about.
- Discussion on the Campground. Dan talks about what would happen to customers deposits and payments if the Campground were not to open for this season. Kristi would like to just do a credit towards a future reservation. More discussion will be at the next regular council meeting.
- The Muni's on-sale is closed until further notice. The off sale is open, and the hours will be 10:00am to 8:00pm Monday through Saturday and 10:00am to 7:00pm on Sunday.
- Resolution 9-2020 is a resolution to declare a local emergency. There was some discussion of what this resolution covers and its current and long term effects.
- **Motion by Dan Riggs to approve resolution 9-2020 declaring a local emergency, seconded by Billy Krotzer, passed.**

**Motion by Bobbie Wosika to adjourn at 1:39pm, seconded by Dan Riggs, passed.**

Respectfully submitted by:

Michaela Becker  
Deputy Clerk

## **MINUTES OF THE AKELEY CITY COUNCIL REGULAR MEETING HELD VIA ZOOM 6:00PM, APRIL 8<sup>TH</sup>, 2020**

The Akeley City Council met via zoom for a regular meeting Wednesday, April 8<sup>th</sup>, 2020. Mayor Brian Hitchcock called the meeting to order at 6:00pm.

Council members present: Mayor Brian Hitchcock, Dan Riggs, Billy Krotzer, Nathan George, and Bobbie Wosika.

Council members absent:

### **Consent Agenda:**

- Minutes from March 11<sup>th</sup>, 2020 Regular Meeting
- Minutes from March 19<sup>th</sup>, 2020 Emergency Meeting
- Treasurer's Report for March
- Total disbursements including all automatic payments equaling \$74,768.82. Check numbers #18154 to #18226. Total receipts including all automatic deposits equaling \$81,151.43.
- March Permits Issued – 0
- **Motion by Dan Riggs to approve the Consent Agenda, seconded by Billy Krotzer, passed. Roll call voting. Unanimous all I's.**

### **City Hall – Kristi Kath**

- Kristi stated that the Administration Finance Report for March is in the packets. It is just an FYI.
- The Board of Appeals and Equalization meeting to be held via video conference call on April 21<sup>st</sup>, 2020 at 11:30am. Brian, Dan, and Bobbie will be attending for the City of Akeley.

### **Police Department – Jimmy Hansen**

- Jimmy states that he is following county dictated protocols for police and public interactions.

### **Liquor Store - Lacey Hitchcock**

- Lacey was absent. Nothing to report.

### **Parks - Billy Krotzer**

- Discussion on if the campground should open May 1<sup>st</sup>.
- **Motion by Billy Krotzer to close the campground until June 1<sup>st</sup> with all May reservations having the opportunity to use their current payments to a credit on a future booking, seconded by Bobbie Wosika, Passed. Roll call voting. Unanimous all I's.**
- **Motion by Billy Krotzer to amend previous motion to allow seasonal renters to have a prorated option or applying it to a future booking, seconded by Bobbie Wosika, passed. Roll call voting. Unanimous all I's.**

### **Water/Sewer/Maintenance Report – Kelly VandenEykel**

- Discussion on upcoming city clean up. It would be held on May 9<sup>th</sup> and May 10<sup>th</sup>.
- **Motion by Bobbie Wosika to postpone city clean up until the fall, seconded Billy Krotzer, passed. Roll call voting. Unanimous all I's.**

- Discussion about the bids for the flow meter that is needed for the irrigation ponds. It was said that current meter is over 30 years old and has been rebuilt twice.
- **Motion by Dan Riggs to proceed with purchase of new meter for \$8,200.00, seconded Bobbie Wosika, passed. Roll call voting. Unanimous all I's.**
- Discussion on coordinating work at the end of Graceson to install a water line across the road to a curb stop in conjunction with the county already having the road torn up for storm sewer work. Kelly states that he has all the parts excluding the line. The purchase of the line would be in between \$150.00 and \$200.00.
- Kelly brought to the council's attention that he will be needing to use a significant part of the road repair budget in order to fix a few roads that are in really bad shape.
- FYI. The 2019 CCR Drinking Water Report is available. It is online or can have a copy requested from City Hall.

#### **East Hubbard County Fire District –Dan Riggs/Bobbie Wosika**

- Report of March minutes.
- Dan stated that the formula for the recalculations for fire contract billing was correct and a refund for the city's overpayment had been issued.
- Resolutions regarding fire call billings were approved. Input will be taken from LMC to correct language and resolutions will be amended at the next meeting.

#### **Old Business**

- Bobbie stated that there was no meeting held in March for the Akeley Community Projects Committee. There is not one currently scheduled for April.

#### **New Business**

- None

#### **Public Forum**

- None

**Motion by Bobbie Wosika to adjourn at 6:39pm, seconded by Dan Riggs, passed. Roll call voting. Unanimous all I's.**

**Respectfully Submitted by,  
Michaella Becker  
Deputy Clerk**

**MINUTES OF THE AKELEY CITY COUNCIL  
SPECIAL MEETING  
HELD VIA ZOOM 4:15PM APRIL 23<sup>RD</sup>, 2020.**

The Akeley City Council met via zoom for a Special Meeting Thursday, April 23rd, 2020. Mayor Brian Hitchcock called the meeting to order at 4:15pm.

Council members present: Brian Hitchcock, Dan Riggs, Nathan George, Billy Krotzer, and Bobbie Wosika

Council members absent:

The reason for the special meeting was to discuss the Akeley City Campground 2020 season opening and the campground manager's contract.

- The campground contract was updated due to not opening in May because of the COVID-19 pandemic. Kurt states that the riding lawn mower needed to be added to the contract. Kristi states that the language added into the contract was from the LMC.
- **Motion by Dan Riggs to approve the amended 2020 campground manager's contract, seconded by Billy Krotzer, passed. Roll call voting. Unanimous all I's.**
- Discussion on opening the campground up for seasonals. Campground will be remained closed until June 1<sup>st</sup>. Sentence to serve will most likely not be able to clean up the campground. Kelly, Lenny, and Herb may possibly be able to get the park cleaned up.

**Motion by Bobbie Wosika to adjourn at 4:45pm, seconded by Dan Riggs, passed. Roll call voting. Unanimous all I's.**

Respectfully submitted by:

Michaela Becker  
Deputy Clerk

# **MINUTES OF THE AKELEY CITY COUNCIL REGULAR MEETING HELD VIA ZOOM 6:00PM, MAY 13<sup>TH</sup>, 2020**

The Akeley City Council met via zoom for a regular meeting Wednesday, May 13<sup>th</sup>, 2020. Mayor Brian Hitchcock called the meeting to order at 6:00pm.

Council members present: Mayor Brian Hitchcock, Dan Riggs, Billy Krotzer, Nathan George, and Bobbie Wosika.

Council members absent:

## **Consent Agenda:**

- Minutes from April 8<sup>th</sup>, 2020 Regular Meeting
- Minutes from April 21<sup>st</sup>, 2020 Local Board of Appeal and Equalization
- Minutes from April 23<sup>rd</sup>, 2020 Special Meeting
- Treasurer's Report for April
- Total disbursements including all automatic payments equaling \$50,310.16. Check numbers #18305 to #18364. Total receipts including all automatic deposits equaling \$43,529.86.
- April Permits Issued – 2
- **Motion by Bobbie Wosika to approve the consent agenda, adding the City of Park Rapids resolution under new business, seconded by Dan Riggs, passed. Roll call voting. Unanimous all I's.**

## **City Hall – Kristi Kath**

- Kristi stated that the Administration Finance Report for April is in the packets. It is just an FYI.
- FYI that the City has been approved for the \$10,000.00 Source Water Protection Plan Implementation Grant.

## **Police Department – Jimmy Hansen**

- Jimmy states that everything is going well.

## **Liquor Store - Lacey Hitchcock**

- Lacey was absent. Nothing to report.

## **Parks - Billy Krotzer**

- Discussion on the Campground reopening. Will wait on what the governor says and then possibly set up a special meeting.

## **Water/Sewer/Maintenance Report – Kelly VandenEykel**

- Discussion on painting a crosswalk on 64 and 1<sup>st</sup> street. Kelly states that he will talk to the state and see what they say. Bobbie asks Kelly if he could paint all the crosswalks in town. Kelly said that it he can do that this summer depending on what the state tells him.
- Kelly states that a meter was put in at the sewer ponds because of having trouble with the irrigator. He said everything else is going well.
- Brian asks if \$10,000.00 is enough to buy a generator or if more money needs to be put into buying one. Kelly says that it will be more than \$10,000.00 because it will take a decent size generator to run

the water plant. He says that he is looking into it. There is currently no deadline to use the grant money.

#### **East Hubbard County Fire District –Dan Riggs/Bobbie Wosika**

- Report of April minutes.

#### **Old Business**

- Chuck introduced task order 2 to the council. Part of it was that they pay task order 1. He wants the council to wait to approve it so that it can be looked over first due to the committee not having a meeting for a few months. Chuck states that he got ahold of Moore Engineering to update the grant and amend it to try and get additional funding. He says that they did end up getting a little more funding and that they are up to about \$120,000.00 right now. He asks the council to make sure to read the task order over and ask him about any questions that they have because he is going to ask for it to be approved next meeting.
- Kristi states that there needs to be approval to pay task order 1 in the amount of \$6,510.00. The original amount that was approved was \$6,250.00.
- **Motion by Bobbie Wosika to rescind the amount of \$6,250.00, seconded by Billy Krotzer, passed. Roll call voting. Unanimous all I's.**
- **Motion by Dan Riggs to approve the amount of \$6,510.00, seconded by Nathan George, passed. Roll call voting. Unanimous all I's.**

#### **New Business**

- Laura Hadrava and TJ Melcher discussed the MNDOT project coming up in 2023. TJ states that there will be work done to the intersection of 34 and 64. They are looking to try to make it safer. Dan Riggs states that it was discussed a few times already and wants to know what is new. TJ states that there needs to be something that could slow down the speeds through town and changing the landscape would help. TJ shows a power point and further discusses the project.
- Dan states that all the streetlights and everything were already budgeted for and if all of that was for nothing. Laura states that nothing changes and that they are more focused on the intersection. Further discussion on the project.
- Brian asks who is responsible for keeping up on the paint. TJ states that MNDOT will be responsible. Brian also asks about the realignment option they showed and that it would take up all the antique shop's parking lot. TJ states that to line things up they had to move the parking space. He goes into further detail on why that option would take away parking space.
- TJ states that the council has the option to choose one of the options on how they want the intersection to look. Whichever one that they choose will be what is constructed.
- **Motion by Dan Riggs to table this until June's regular meeting, seconded by Billy Krotzer, passed. Roll call voting. Unanimous all I's.**
- Dan Riggs discusses the resolution that the City of Park Rapids tried. It was used to ask the governor to allow businesses to open. He says that the governor announced that the stay at home order will be lifted and businesses will be able to open. He says that there is no point in a resolution at this point.

#### **Public Forum**

- None

**Motion by Dan Riggs to adjourn at 7:24pm, seconded by Bobbie Wosika, passed. Roll call voting. Unanimous all I's.**

**Respectfully Submitted by,  
Michaella Becker  
Deputy Clerk**

**MINUTES OF THE AKELEY CITY COUNCIL  
SPECIAL MEETING  
HELD VIA ZOOM 5:30PM MAY 26<sup>TH</sup>, 2020.**

The Akeley City Council met via zoom for a Special Meeting Tuesday May 26<sup>th</sup>, 2020. Mayor Brian Hitchcock called the meeting to order at 5:30pm.

Council members present: Brian Hitchcock, Dan Riggs, Nathan George, Billy Krotzer, and Bobbie Wosika

Council members absent:

The reason for the special meeting was to discuss reopening of Akeley City Facilities following Governor's announcement of June 1<sup>st</sup> phase opening.

- Kristi states that for safety, there has been a sneeze guard installed at City Hall. She says that she feels comfortable with City Hall opening back up. It will be made sure of to regularly clean high touch surfaces. She says that she does not feel comfortable for the senior center opening. They would need to oversee keeping their area cleaned and sanitized. No motions need to be made due to the emergency resolution approved a few months ago. June 1<sup>st</sup> is the earliest date that facilities can begin to open.
- Discussion on outdoor services for the Muni. Lacey states that she would like to look into using Paul's Patio. Bobbie asked Lacey if she had masks available for the employees. She says that she has ordered masks. She says that they have a decent start on sanitizer and is working on getting more through the vendors. She would like there to be seating outside the bar too. Customers must make reservations before they can be served. Discussion on an outside bar area being built outside the bar. Lacey said that she would like to get quotes on how much it would cost to build an outside patio. Kristi states that she needs to talk to the insurance company to see how much it would cost to be insured at Paul's Patio.
- **Motion by Dan Riggs to use the location that works best, insurance willing, during the outdoor dining only order, seconded by Billy Krotzer, passed. Roll call voting. Unanimous all I's.**
- Discussion on the guidelines for opening the campground. It was discussed to only open for seasonal. The seasonals would need to move around to maintain spacing recommendations. How would they decide who moves and how would they decide who would get to rent the remaining campsites? If they were to go by the guidelines, sites would need to have 50ft in between them. Kella stated that she called the MN Department of Health and Department of Natural Resources and they stated that these guidelines are not a law. They are recommended. Discussion on campers having to sign a waiver before they can camp. Dan will get ahold of the attorney and look into it.
- **Motion by Billy Krotzer to open the campground fully if a waiver can be put together by June 1<sup>st</sup>, seconded by Bobbie Wosika, passed. Roll call voting. Unanimous all I's.**

**Motion by Billy Krotzer to adjourn at 6:52pm, seconded by Bobbie Wosika, passed. Roll call voting. Unanimous all I's.**

Respectfully submitted by:

Michaella Becker  
Deputy Clerk





## **MINUTES OF THE AKELEY CITY COUNCIL REGULAR MEETING HELD VIA ZOOM 6:00PM, JUNE 10<sup>TH</sup>, 2020**

The Akeley City Council met via zoom for a regular meeting Wednesday, June 10<sup>th</sup>, 2020. Mayor Brian Hitchcock called the meeting to order at 6:00pm.

Council members present: Mayor Brian Hitchcock, Dan Riggs, Billy Krotzer, Nathan George, and Bobbie Wosika.

Council members absent:

### **Consent Agenda:**

- Minutes from May 13<sup>th</sup>, 2020 Regular Meeting
- Minutes from May 26<sup>th</sup>, 2020 Special Meeting
- Treasurer's Report for May
- Total disbursements including all automatic payments equaling \$86,130.64. Check numbers #18365 to #18442. Total receipts including all automatic deposits equaling \$52,287.12.
- May Permits Issued – 1
- **Motion by Bobbie Wosika to approve the consent agenda, adding the bathrooms at Paul's Patio under Parks and adding a camera at the shop under Water, Sewer, Maintenance, seconded by Billy Krotzer, passed. Roll call voting. Unanimous all I's.**

### **City Hall – Kristi Kath**

- Kristi stated that the Administration Finance Report for May is in the packets. It is just an FYI.
- Discussion on needed to vote on waiver for liability coverage.
- **Motion by Dan Riggs to not waive the monetary limits, seconded by Bobbie Wosika, passed. Roll call voting. Unanimous all I's.**
- Discussion on the renewal of the County Attorney Contract. Kristi states that the amount changed from \$200.00 to \$250.00. Brian Hitchcock asks how many cases are usually seen a year. Jimmy says that there are maybe four to five cases a year.
- **Motion by Billy Krotzer to approve the County Attorney Contract with the increase, seconded by Dan Riggs, passed. Roll Call Voting. Unanimous all I's.**
- Discussion on setting up a Special Meeting for the audit review.
- **Motion by Bobbie Wosika to have a special meeting for the audit review on June 22<sup>nd</sup>, 2020 at 5:30pm at City Hall, seconded by Nathan George, passed. Roll call voting. Unanimous all I's.**
- Discussion on going back to having regular in-house meetings. Council decided to resume in house meetings starting June 22<sup>nd</sup>, 2020.
- FYI that employee evaluations will be done at the July regular meeting.

### **Police Department – Jimmy Hansen**

- Jimmy discusses National Night Out. It was determined that they want to go through with having it on August 4<sup>th</sup>, 2020. He states that he talked to Zita from Zappy's and asked her if she would cater to ensure safer practices. He asks if the council would put \$1,000.00 towards it again this year. He states that they discussed enhancing it this year. He states he would like to get a car show to be there and to have Nate's Fish play. Billy Krotzer says that a committee should be put together for this. The funds that are left in the National Night Out fund is \$3,651.01. Jimmy says that he will pull his request back for the \$1,000.00 for now until he gets a committee together and discusses with them what they would like to do. Zita states that she is here to help and to keep things safe. She states that she would use the kitchen down there. She says she would like to check it out to make sure that she would have everything that she needed. Brian states that he would talk to the band and see if everyone is available.

### **Liquor Store - Lacey Hitchcock**

- Lacey was absent. Nothing to report.

### **Parks - Billy Krotzer**

- Discussion on continuing to have campers sign waivers. Council agrees that campers should continue to sign waivers.
- Discussion on opening the bathroom's down at Paul's Patio. Kelly states that they need to change the paper towel holders before they can be opened due to there only being cloth hand towels in there. He also says that he will need to get protective gear to be able to use to clean them. Bobbie asks if there is any way that the bathrooms could be up and ready by June 20<sup>th</sup>. Kristi says that she will check to see when she can get everything in.
- Nathan George asks about how the camera situation is going down at the campground. Kristi states that she still has not heard an update from them. Kelly states that he thinks that it is too late for the season for them to even do anything due to all the campers that are down there.

### **Water/Sewer/Maintenance Report – Kelly VandenEykel**

- Brian Hitchcock discussed putting cameras on the shop due to people not using the recycling bin as it should be. He does not want the city to lose the recycling bin. Billy states that it would not cost anymore than \$500.00. The only thing that you would need are monitors. It would give you roughly 4 cameras. Billy states that \$600.00 would be more than enough. Brian asks if they should say \$700.00 just to be safe.
- **Motion by Nathan George to approve the use of \$700.00 to put up cameras around the Akeley City Shop, seconded by Bobbie Wosika, passed. Roll Call Voting. Unanimous all I's.**

### **East Hubbard County Fire District –Dan Riggs/Bobbie Wosika**

- Report of May minutes.
- Nothing changed in meeting dates for June and July.

### **Old Business**

- TJ Melcher and Laura Hadrava were there to discuss the MNDOT project. Brian Hitchcock asks if they figured anything out for the parking spaces in front of the antique store. Laura says that they tweaked it so that there could be a few spots added for parking. Brian asks if there would be any other parking spaces that would be lost from this project. Laura states that there would be no other parking spaces affected. Bobbie asked when this project would start. Laura says that construction does not start until the year 2023. There was further discussion on which choice the council should go with.

- **Motion by Dan Riggs to choose the realignment option, seconded by Nathan George, passed. Roll call voting. Unanimous all I's.**
- Discussion on Task Order #2 that was tabled last month. Chuck was not there to discuss it.
- **Motion by Billy Krotzer to table task order #2 and adding it to the June 22<sup>nd</sup> special meeting, seconded by Dan Riggs, passed. Roll call voting. Unanimous all I's.**

#### **New Business**

- Bobbie Wosika asked why the city was mowing Stacey Schneider's lawn on May 29<sup>th</sup>. and if the city was going to be reimbursed for it. Brian states that he knows the city has a policy for it. Kristi states that she will ask Kelly for the hours that it took for mowing. Bobbie asks if there was a work order made for it. Kristi states that she did not put out a work order.

#### **Public Forum**

- None

**Motion by Dan Riggs to adjourn at 7:15pm, seconded by Nathan George, passed. Roll call voting. Unanimous all I's.**

**Respectfully Submitted by,  
Michaela Becker  
Deputy Clerk**



**MINUTES OF THE AKELEY CITY COUNCIL  
SPECIAL MEETING  
HELD VIA ZOOM 5:30PM, JUNE 22<sup>ND</sup>, 2020**

The Akeley City Council met in a Special Meeting Monday June 22<sup>nd</sup>, 2020. Mayor Brian Hitchcock called the meeting to order at 5:30pm.

Council members present: Brian Hitchcock, Dan Riggs, Billy Krotzer, Nathan George, and Bobbie Wosika

Council members absent:

The reason for the special meeting was to receive the audit report by auditor Susan Schiessl from Clasen Stenger & Schiessl CPA's, LTD and to approve Moore Engineering task order #2.

- Auditor Susan Schiessl presented the 2019 Financial Statements and Independent Auditors Report and the 2019 Communications Letter. She responded to questions from the City Council.
- Chuck Andress discusses the task order. He states he talked to Amy and says that it needs to get done and that this task order is only for the TAP grant. Chuck states that they have other funding that will come in. Chuck says that the \$32,000.00 does not need to be paid until services are rendered. Amy Denz said that it is not the exceed \$32,000.00 and that they work with cities and do not always invoice monthly.
- **Motion by Nathan George to approve task order #2, seconded by Bobbie Wosika, passed. Roll call voting. Unanimous all I's.**

**Motion by Dan Riggs to adjourn at 6:19pm, seconded by Billy Krotzer, passed. Roll call voting. Unanimous all I's.**

Respectfully submitted by:

Michaela Becker  
Deputy Clerk

# **MINUTES OF THE AKELEY CITY COUNCIL REGULAR MEETING HELD AT AKELEY CITY HALL 6:00PM, JULY 8<sup>TH</sup>, 2020**

The Akeley City Council met at Akeley City Hall for a regular meeting Wednesday, July 8<sup>th</sup>, 2020. Mayor Brian Hitchcock called the meeting to order at 6:00pm.

Council members present: Mayor Brian Hitchcock, Dan Riggs, Billy Krotzer, Nathan George, and Bobbie Wosika.

Council members absent:

## **Consent Agenda:**

- Minutes from June 10<sup>th</sup>, 2020 Regular Meeting
- Minutes from June 22<sup>nd</sup>, 2020 Special Meeting
- Treasurer's Report for June
- Total disbursements including all automatic payments equaling \$119,375.51. Check numbers #18443 to #18546. Total receipts including all automatic deposits equaling \$259,885.90.
- June Permits Issued – 1
- **Motion by Bobbie Wosika to approve the consent agenda, adding NSF Policy under Liquor Store, adding the picture board and statue under Parks, and adding cameras under Water/Sewer Maintenance, seconded by Billy Krotzer, passed.**

## **City Hall – Kristi Kath**

- Kristi was absent.
- Administration Finance Report for June is in the packets. It is just an FYI.
- Discussion on rescinding Resolution 9-2020 declaring a local emergency.
- **Motion by Dan Riggs to rescind Resolution 9-2020, seconded by Billy Krotzer, passed.**

## **Police Department – Jimmy Hansen**

- Jimmy discusses an ordinance that he found dealing with rental properties that have frequent police calls. He would like it to be included into the next regular meeting.
- Jimmy also states that he is looking forward to National Night Out.

## **Liquor Store - Lacey Hitchcock**

- Lacey was absent.
- Bobbie discusses a policy that Lacey is working on for NSF checks and bank deposits. Looking at possibly having the city deals with the NSF checks instead of having it going through a company. Bobbie says that the city could then make the \$30.00. This year the Muni only has four bad checks from two different people. Bobbie says that maybe the city could draft up a letter to send to the patrons that wrote a bad check letting them know that they had wrote a bad check.

## **Parks - Billy Krotzer**

- Brian states that there is some black paint on the backside of Paul Bunyan. Billy says that he will look at it and take care of it. Brian also states that the picture board at Paul's Patio needs to be fixed. It is falling apart. Kristin Fake says that they will take care of it before National Night Out.

- Dan Riggs asks about the money box at Paul's Patio and asks who keeps track of that money. Kristin Fake states that the Chamber does. If there needs to be anything fixed for Paul Bunyan that the money they collect from the money box goes towards any repairs that need to be done.
- Bobbie asks Kristin who approved the Chamber could put a donation box there. Kristin states that the council approved it. Kristin states that this happened about 10 years ago.

#### **Water/Sewer/Maintenance Report – Kelly VandenEykel**

- Kelly was absent.
- Billy states that the cameras will be in sometime this week. He says that all he needs to do is hang up two cameras. Could possibly do it this weekend.

#### **East Hubbard County Fire District –Dan Riggs/Bobbie Wosika**

- Report of June minutes.
- Meetings still will continue via Zoom.

#### **Old Business**

- Chuck Andress states that at their last meeting it was discussed to allow Moore Engineering to oversee Task Orders and the schedule so that they can keep up with the demand of the grants. There will be a meeting on July 27<sup>th</sup> to make sure that they are happy with the architecture they will show them. That will also give them a better idea of the cost. They took a cut to the parking lot to get the grant. They are going to focus on the building right now to make sure that they have the money to build it. They may run into a problem with the ATV trail.

#### **New Business**

- None

#### **Public Forum**

- Kristin Fake states that the Chamber is sponsoring an essay contest and a picture contest for National Night Out.

#### **Closed Meeting – Department Head Employee Evaluations**

- **Motion by Billy Krotzer to table department head employee evaluations until regular meeting in August, seconded by Bobbie Wosika, passed.**

**Motion by Dan Riggs to adjourn at 6:57pm, seconded by Nathan George, passed.**

**Respectfully Submitted by,  
Michaela Becker  
Deputy Clerk**

**MINUTES OF THE AKELEY CITY COUNCIL  
SPECIAL MEETING  
HELD AT AKELEY CITY HALL 4:15PM, JULY 28<sup>TH</sup>, 2020**

The Akeley City Council met in a Special Meeting Tuesday, July 28<sup>th</sup>, 2020. Mayor Brian Hitchcock called the meeting to order at 4:15pm.

Council members present: Brian Hitchcock, Dan Riggs, Billy Krotzer, Nathan George, and Bobbie Wosika

Council members absent:

The reason for the special meeting was discuss National Night Out and approve Resolution 10-2020 acknowledging donations.

- Discussion on National Night Out. Bobbie Wosika asks if the donations that are being accepted and that it should be saved and not spent. She states that Peg Davies said that the Chamber had already spent \$1,200.00 on prizes for National Night Out. Kristi stated that Peg had told her that she had only gotten some littler prizes. Kristi states that due to the VFW not knowing what to get for National Night Out, they asked her to purchase some larger prizes. Kristi said that she talked to Jimmy before she purchased the prizes. Bobbie Wosika is concerned the money that is currently in the account and all this year's donations are spent this year, what will happen for next year if we do not get as many donations. Is what we do this year setting a president for years to come. There was discussion between Kristi, Jimmy, and the council that it is very unlikely that all the funds from this year will be spent and that the event can just look different depending on donations received. Also, that donors for 2020 would want their donation to be used for the current year. Jimmy stated that he was already approached by someone to donate more for this year and he told them he would ask them for it next year. Brian Hitchcock would like to have a spreadsheet of everything that was spent for National Night Out to be presented to the council.
- Discussion on approving Resolution 10-2020 acknowledging donations. There was a donation from the Harold Harris VFW Post 8508 in the amount of \$1000.00 and a donation from the Akeley Lions Club in the amount of \$500.00.
- **Motion by Billy Krotzer to approve resolution 10-2020, seconded by Bobbie Wosika, passed.**

**Motion by Bobbie Wosika to adjourn at 4:32pm, seconded by Dan Riggs, passed.**

Respectfully submitted by:

Michaela Becker  
Deputy Clerk





# **MINUTES OF THE AKELEY CITY COUNCIL REGULAR MEETING HELD AT AKELEY CITY HALL 6:00PM, AUGUST 12<sup>TH</sup>, 2020**

The Akeley City Council met at Akeley City Hall for a regular meeting Wednesday, August 12<sup>th</sup>, 2020. Mayor Brian Hitchcock called the meeting to order at 6:00pm.

Council members present: Mayor Brian Hitchcock, Dan Riggs, Billy Krotzer, Nathan George, and Bobbie Wosika.

Council members absent:

## **Consent Agenda:**

- Minutes from July 8<sup>th</sup>, 2020 Regular Meeting
- Minutes from July 28<sup>th</sup>, 2020 Special Meeting
- Treasurer's Report for July
- Total disbursements including all automatic payments equaling \$149454.97. Check numbers #18547 to #18628. Voided check numbers 18517 and 18597. Total receipts including all automatic deposits equaling \$201,991.50.
- June Permits Issued – 4
- **Motion by Bobbie Wosika to approve the consent agenda, seconded by Billy Krotzer, passed.**

## **City Hall – Kristi Kath**

- Administration Finance Report for July is in the packets. It is just an FYI.
- A meeting for the 2021 budget needs to be scheduled.
- **Motion by Bobbie Wosika to schedule a budget meeting on Wednesday, August 26<sup>th</sup>, at 5:30pm, seconded by Nathan George, passed.**

## **Police Department – Jimmy Hansen**

- Jimmy states that National Night Out was a success. Jimmy says that there is a nice breakdown sheet on all monies that were spent. He would like to get together and have a meeting to discuss things for next year.
- Discussion on the rental ordinance. Jimmy asks the council to take a month to read over the ordinance and see if it is something that they would want to enforce or not.
- Motion by Billy Krotzer to table the rental ordinance until next month, seconded by Dan Riggs, passed.

## **Liquor Store - Lacey Hitchcock**

- Discussion on NSF and deposit procedures. Bobbie is still working on the NSF policy. She is waiting on the League of Minnesota Cities to get back to her. The deposit policy would be that deposit need to be put into the bank every four days. Brian asked Kristi if there is a policy for deposits at City Hall. Kristi said that there is not but that she could look into making a policy for City Hall and the Liquor Store.
- **Motion by Dan Riggs to table NSF and deposit procedures until next month when Bobbie hears something back from the League of Minnesota Cities, seconded by Billy Krotzer, passed.**
- Lacey states that she would like to close on a Sunday so that the carpets can be cleaned.
- **Motion by Dan Riggs to approve Lacey to close the Liquor Store on Sunday due to needing the carpets to be cleaned, seconded by Bobbie Wosika, passed.**

- Lacey discusses whether or not the Liquor Store is the designated storm shelter. She states that if it is going to be a storm shelter that there needs to be a lot of work done to it. Dan Riggs states that we do not need to provide a storm shelter. Brian Hitchcock states that it used to be the storm shelter, but the sign was removed because it is not up to code and is not handicap accessible. Kristin Fake states that the ARCC is willing to let people use their gymnasium as a storm shelter if the city would cover the liability insurance. The city cannot pay for liability insurance because of it not being city owned. Dan Riggs suggests maybe looking into grants that could help make the Liquor Store a storm shelter.
- **Motion by Brian Hitchcock to table the storm shelter in town until next month, seconded by Dan Riggs, passed.**

#### **Parks - Billy Krotzer**

- Billy states that he talked to Arvig and they said that they are coming up with a survey and will be coming to look at things at the campground one more time.
- Dan Riggs discusses the swim raft down at the beach. It was unhooked from the chain. Kelly states that the city should just get rid of it. Kelly states that they are chaining it down next week and will see how that goes. Brian Hitchcock suggests welding it on top and bolting it to the bottom and that it is his job to make sure events like this get taken care of in a timely manner. Further discussion whether they need to keep the swim raft or get rid of it.
- **Motion by Dan Riggs to get rid of the swim raft, seconded by Nathan George, failed.**

#### **Water/Sewer/Maintenance Report – Kelly VandenEykel**

- Discussion on having city wide clean-up. Kelly would like it to be on September 12<sup>th</sup> and September 13<sup>th</sup>.
- **Motion by Dan Riggs to do the city-wide clean-up September 12<sup>th</sup>- September 13<sup>th</sup>, seconded by Nathan George, passed.**
- Bobbie Wosika asks about the sewage in Frank Lambs basement. She asks Kelly what happened there. He states that the sewer backed up on second street because of the things that people flush down the toilet that should not be flushed. He said that there was rags and grease found in the sewer pipes. Kristi states that she filed an insurance claim. This situation will go through the homeowner's insurance. The city is not liable for it.

#### **East Hubbard County Fire District –Dan Riggs/Bobbie Wosika**

- Report of July minutes.

#### **Old Business**

- Chuck Andress states that on July 27<sup>th</sup>, they met with Moore Engineering. They talked about the architect they chose to work with and talked about task order #3. Chuck says that the city should sign a contract with the architect to save more money. It would cost a little over \$2,000.00. Kristi states that she does not feel like that is a good idea. There is an option A which is going through the city or there is an option B that goes through Moore Engineering. Option B sounds like a better decision. The council needs to approve task order #3. Chuck says that if the council ever has any questions, do not hesitate to call Moore Engineering.
- **Motion by Nathan George to approve task order #3, seconded by Bobbie Wosika, passed.**
- **Motion by Dan Riggs to go with option B on task order #3, seconded by Nathan George, passed.**
- Dan Riggs discusses a meeting that happened with the Crow Wing River ATV Crossing. They have A \$150,000 MNDOT/DNR grant and have until November to spend the grant money. They are trying to get an extension on it. This is just an FYI.
- Dan Riggs asks about the 2020 elections. He asks Kristi if we had enough election judges. Kristi states that we have enough election judges but would be good to have a few more in case needed. Dan will talk with some people about being judges and will have them contact Kristi.

### **New Business**

- Mary Thompson was there to speak from Hubbard County CARES. She states she is the Operations Director of the Hubbard County Regional Economic Development commission and the Executive Director of the Heartland Lakes Development Commission. She says that they have been working with Hubbard county to help with COVID 19 relief funds. Action needs to be taken with the state by September 15<sup>th</sup> to receive funds. The funds would need to be spent in a way that meets with the legislation. It must be an off-budget expense. Further discussion on how and what you can spend the funds on. They are comparing 2019 to 2020 from the months of March to June to see if there was at least a 30% reduction in that time. Further discussion on how that process works. Dan Riggs states that he will make his way around town to inform other businesses of the opportunity to apply for funds through the Hubbard County program. The first step for the city to receive its portion of funds is to sign and submit the Coronavirus Relief Fund Certification Form to the MN Department of Revenue.
- **Motion by Dan Riggs to submit the Coronavirus Relief Fund Certification Form, seconded by Billy Krotzer, passed.**

### **Public Forum**

- Kristin Fake thanks the National Night Out committee for the great job they did. She also asks if the cameras have been put up for the recycle bins. Billy states that they should be up and going tonight. Kristin also asks why the chamber got a bill for the paint to touch up the Paul Bunyan statue when it was said that there was left over paint from the last time. Billy says that the paint that they had did not match the pants. The paint that was left over was for the hand and the foot. He says that there is left over paint for the pants now. Kristin then asks Jimmy questions on how blight works. Jimmy states that he tries to encourage people to go to city wide clean up and then evaluates things from there. COVID-19 has changed the way things have worked this year.
- Chuck Andress asked about donations for the community projects fund being tax exempt. Kristi gave him tax exempt guidelines from the IRS. She has not gotten any confirmation from the League about having a Go Fund Me account.

The meeting will now be moved into a closed meeting to do Employee Evaluations.

The meeting moved to an open meeting at 9:00pm.

**Motion by Bobbie Wosika to adjourn at 9:01pm, seconded by Billy Krotzer, passed.**

**Respectfully Submitted by,  
Michaela Becker  
Deputy Clerk**



# **MINUTES OF THE AKELEY CITY COUNCIL REGULAR MEETING HELD AT AKELEY CITY HALL 6:00PM, SEPTEMBER 9<sup>TH</sup>, 2020**

The Akeley City Council met at Akeley City Hall for a regular meeting Wednesday, September 9<sup>th</sup>, 2020. Mayor Brian Hitchcock called the meeting to order at 6:00pm.

Council members present: Mayor Brian Hitchcock, Dan Riggs, Billy Krotzer, and Bobbie Wosika.

Council members absent: Nathan George

## **Consent Agenda:**

- Minutes from August 12<sup>th</sup>, 2020 Regular Meeting
- Minutes from August 26<sup>th</sup>, 2020 Work Session
- Treasurer's Report for August
- Total disbursements including all automatic payments equaling \$108,271.76. Check numbers #18629 to #18726. Voided check numbers 18458 and 18626. Total receipts including all automatic deposits equaling \$133,526.25.
- August Permits Issued – 2
- **Motion by Bobbie Wosika to approve the consent agenda adding handicap sign in front of City Hall and a new variance application under new business, seconded by Dan Riggs, passed.**

## **City Hall – Kristi Kath**

- Administration Finance Report for August is in the packets. It is just an FYI.
- Kristi discusses the certification of the preliminary levy. She states that the numbers they discussed from the work session have differed a little bit due to going through worker's compensation and increasing the budget numbers. She did this because they could be paying more than what was budgeted but that she will not get the numbers until the end of September. The preliminary levy comes to \$214,244.86 with a 3.581% percent change.
- **Motion by Dan Riggs to approve the preliminary levy in the amount of \$214,244.86, seconded by Billy Krotzer, passed.**
- Discussion on the LAC propane contract. Kristi states that the price is cheaper than last year. This year it is \$1.10 a gallon. She proposes they contract for 5400 gallons.
- **Motion by Bobbie Wosika to approve LAC contract, seconded by Billy Krotzer, passed.**

## **Police Department – Jimmy Hansen**

- Jimmy discusses they are patrolling 64 for drug busts.

## **Liquor Store - Lacey Hitchcock**

- Lacey was absent. Nothing to report.

## **Parks - Billy Krotzer**

- Kristi states that she received an email from Arvig saying that the cables being put in at the campground has moved to a surveying team that will come out. They will give a two-day notice before they come out.
- Bobbie asks about the flag at Paul's Patio needs to be replaced. It can be purchased, and maintenance can put it up.

### **Water/Sewer/Maintenance Report – Kelly VandenEykel**

- Discussion on resurfacing 2<sup>nd</sup> and Marie Ave. Kristi asks if it is something, they want to do this year or if it is something, they want to do next year. Dan states that it should be left alone for another year before asphalt is put on it.
- **Motion by Dan Riggs to take no action on 2<sup>nd</sup> street and Marie Ave until next year, seconded by Billy Krotzer, passed.**
- Kristi states that Kelly said that a part went out on Herb's mower. It was proposed to cost around \$1,500.00 to get fixed or looking at a new mower. The quote that Kelly got for it getting fixed is about \$1,800.00 and to get a new one would cost \$8,500.00.
- Discussion by council and they said it should get fixed.

### **East Hubbard County Fire District –Dan Riggs/Bobbie Wosika**

- Report of August minutes.
- Starting September 2<sup>nd</sup>, fire board meetings are on the first Wednesday of each month.

### **Old Business**

- Bobbie states that the bathroom committee did not have a meeting. No update at this time.
- Discussion on the rental ordinance from last month. Kristi states that she can contact smaller cities that are similar to Akeley and also contact the League of Minnesota Cities to see if there is a similar ordinance that would be more fitting for the city. Billy states that Jimmy should go through it and pick out the key points that he would like.
- **Motion by Dan Riggs to table the rental ordinance until further notice, seconded by Billy Krotzer, passed.**
- Discussion on NSF and deposit procedures. Bobbie states that she got an email back from the League of Minnesota Cities. Kristi says that the city is not charged by RCB to do the leg work for us. She says that she has done collection work before and it is a lot of work. RCB can access records that they need to get ahold of the people that wrote bad checks. The city does not have access to the records that RCB has. It would not be worth getting the \$30.00 for all the time that would need to be put into it. She states that she prefers to keep NSFs out of house. Billy states that Lacey's problem with RCB is that some people will write a bad check and not even know about it and then when they are notified by Lacey, they cannot just take care of it. He thinks that we should give it a try.
- **Motion by Billy Krotzer to table NSF and deposit procedures until next month, seconded by Bobbie Wosika, passed.**
- Discussion on Liquor Store storm shelter grants for upgrades. No one has any information at this time.
- **Motion by Brian Hitchcock to table Liquor Store storm shelter grants for upgrades until next month, seconded by Dan Riggs, passed.**
- Discussion on the Hubbard County COVID-19 Business Assistance Program Participation Agreement.
- **Motion by Dan Riggs to approve the Hubbard County COVID-19 Business Assistance Program Participation Agreement with Heartland Lakes Development Commission, seconded by Billy Krotzer, passed.**

### **New Business**

- Richard Wahlin discussed a tree that is leaning into his yard. It is on the city's road right away. There is a bid for \$800.00 to take down the tree.
- **Motion by Bobbie Wosika to pay Stan Chase in the amount of \$800.00 to remove the tree, seconded by Billy Krotzer, passed.**
- Discussion on putting a handicap sign in front of City Hall. Bobbie says the blue paint on the sidewalk is faded and there should really be a sign put up. Kristi states that having a sign put in would cause problems with plowing. They would need to get permission from the highway department to paint it again because it is not the city's road. Kristi was asked to contact the state about painting the street.

- Discussion on the new variance application that will be presented to the Hubbard County Planning Commission/Board of adjustments at their next meeting. Kristi states that there is no action that needs to be provided. Needs to know whether the council has any objections to the variance. Dan stated that the board knows what they are doing and we should stay out of it.

#### **Public Forum**

- Kristin Fake states that it has been brought to her attention concerns about the new decal on the squad car. She states that it is political. Dan Riggs asks her if there are any Trump stickers or Biden stickers on the car. She replied no. The council disagrees that the decal on his car is not political.

**Motion by Dan Riggs to adjourn at 6:50pm, seconded by Bobbie Wosika, passed.**

**Respectfully Submitted by,  
Michaela Becker  
Deputy Clerk**



**MINUTES OF THE AKELEY CITY COUNCIL  
SPECIAL MEETING  
HELD AT AKELEY CITY HALL 6:15PM, OCTOBER 5<sup>TH</sup>, 2020**

The Akeley City Council met in a Special Meeting Monday, October 5<sup>th</sup>, 2020. Mayor Brian Hitchcock called the meeting to order at 6:15pm.

Council members present: Brian Hitchcock, Dan Riggs, Billy Krotzer, Nathan George, and Bobbie Wosika

Council members absent:

The reason for the special meeting was discuss a new truck for highway, streets, and roads. Also, to discuss irrigation field work.

- Discussion on new truck for highway, streets, and roads. There is a truck on sale on MN Bid. Brian states that he talked to Kelly a few weeks ago and that Kelly said they will need a new truck before Winter. Jimmy talks about the truck that is for sale. He says that there is nothing wrong with it. He says that there is some lighting that is already on it. There would also need to be a plow put on it. Kelly discusses the problems with the truck that the city currently has. Dan Riggs asks if he really needs a truck with a dump box on it. Kelly states that it would be extremely useful and that they would use it quite a bit. There are two other trucks that are being sold are too big. Billy asks what they think that the truck will sell for. Dan Riggs says that the price usually doubles within the last 24 hours. Jimmy says his guess is between \$28,000.00 and \$32,000.00. There is a little over \$16,000.00 in a savings account to go towards a new maintenance vehicle. Money can also be used from enterprise funds due to it being a viable necessity. There is also an extra \$2,000.00 that was put away to go towards purchases like this. Brian compares the prices of what a new truck like the one that is for sale and to buy a new truck it would be much more expensive. Kelly states that it will cost \$7,000.00 to have a plow put on it.
- **Motion by Dan Riggs that we bid up to \$30,000.00 on the 2011 truck and that we bid up to \$15,000.00 on the 2008 or 2007 if we can not get the 2011, seconded by Billy Krotzer, passed.**
- Kelly states that he needs approval to rent a skid loader or hire Matt Borquist to run his skid loader to fix the irrigation field at \$100.00 an hour. There are very deep ruts out there that need to get filled. It would cost about the same for either option. If we hire Matt, Kelly can keep dirt delivered to him for filling trenches. If we rented equipment, Kelly would have to keep stopping to go get more dirt. The council will leave it up to Kelly to decide which option he wants to use.

- **Motion by Billy Krotzer to either rent a skidder or hire Matt Borquist to do the job, seconded by Bobbie Wosika, passed.**

**Motion by Dan Riggs to adjourn at 6:51pm, seconded by Billy Krotzer, passed.**

Respectfully submitted by:

Michaela Becker  
Deputy Clerk

# **MINUTES OF THE AKELEY CITY COUNCIL REGULAR MEETING HELD AT AKELEY CITY HALL 6:00PM, OCTOBER 14<sup>TH</sup>, 2020**

The Akeley City Council met at Akeley City Hall for a regular meeting Wednesday, October 14<sup>th</sup>, 2020. Mayor Brian Hitchcock called the meeting to order at 6:00pm.

Council members present: Mayor Brian Hitchcock, Dan Riggs, Billy Krotzer, Nathan George, and Bobbie Wosika.

Council members absent:

## **Consent Agenda:**

- Minutes from September 9<sup>th</sup>, 2020 Regular Meeting
- Minutes from October 5<sup>th</sup>, 2020 Special Meeting
- Treasurer's Report for September
- Total disbursements including all automatic payments equaling \$185,213.17. Check numbers #18727 to #18810. Voided check number 18663. Total receipts including all automatic deposits equaling \$151,640.40.
- September Permits Issued – 0
- **Motion by Bobbie Wosika to approve the consent agenda adding zoom meetings under new business and community projects under old business, seconded by Billy Krotzer, passed.**

## **City Hall – Kristi Kath**

- Administration Finance Report for September is in the packets. It is just an FYI.
- Discussion about the 5-year water plan. Kristi states that normally we do a 5-year plan SETH assessment plan. Last year we only did one year. Need to look at what should be done. It is for water and sewer billing. Should be done at next budget meeting.
- **Motion by Brian Hitchcock to table until next budget meeting, seconded by Dan Riggs, passed.**
- Kristi states that there was a thank you card and a check that came in the mail thanking the city for having clean restrooms at Paul's Patio. There would need a resolution to accept the donation. Kristi asks where they would want the money deposited. Council agreed that it should go to the bathroom project. Kristi will have a resolution ready for next meeting.
- **Motion by Dan Riggs to table this until next months regular meeting, seconded by Nathan George, passed.**

## **Police Department – Jimmy Hansen**

- Discussion on the updated Use of Force policy. There is a new revised policy from POST that needs to be updated in Jimmy's policy book. Jimmy states that it is mandated by the state.
- **Motion by Billy Krotzer to approve updating the old Use of Force policy to the newest one, seconded by Bobbie Wosika, passed.**
- Jimmy states that he has been doing training with Cass County. He also says that the council made a great decision on buying the truck for maintenance.

## **Liquor Store - Lacey Hitchcock**

- Lacey was absent. Nothing to report.

### Parks - Billy Krotzer

- Discussion on setting up an end of year work session for the campground.
- **Motion by Bobbie Wosika to have an end of year work session for the campground Wednesday, October 28<sup>th</sup> at 6:00pm, seconded by Dan Riggs, passed.**
- Arvig is supposed to be down in the campground trenching the internet lines on Thursday.

### Water/Sewer/Maintenance Report – Kelly VandenEykel

- Kristi discusses the MVI quote. The u joints on the irrigator are old and snapping off. She states that we have had a few of them replaced this year. She also says that it would be better if they all got fixed at once instead of replacing them as they break due to there being a charge for every trip they make out. MVI is who the city uses for all maintenance that needs to be done to the irrigator.
- **Motion by Dan Riggs to approve the MVI quote, seconded by Nathan George, passed.**
- Discussion on selling the old truck with the plow. The council would like it to be put on K-BID. Dan Riggs says that he can take care of the listing.
- **Motion by Bobbie Wosika to sell the truck with the plow, seconded by Billy Krotzer, passed.**
- Discussion on selling the Snapper lawn mower. It has not been used in three years. The council thinks that the city should wait until spring to sell it.
- **Motion by Dan Riggs to table this until May, seconded by Nathan George, passed.**
- Discussion on the new plow for the truck. There are three bids. There is one from Park Rapids Auto Parts for \$7,000.00, one from Akeley Auto Center for \$6,734.00, and one from Freecast for \$9,408.00.
- **Motion by Dan Riggs to buy the plow from Akeley Auto Center for \$6,734.00, taking the money from enterprise funds, seconded by Bobbie Wosika, passed.**

### East Hubbard County Fire District –Dan Riggs/Bobbie Wosika

- Report of September minutes.
- Discussion on the fire department looking for a new pumper truck. Roger cannot sit on large sums of money. Each entity could pitch in \$20,000.00. Brian Hitchcock suggests \$10,000.00 from entities. Council decides to put off putting numbers out there until they get end of year number for enterprise funds. Dan Riggs states that it was just an FYI.

### Old Business

- Kristi states that she is still getting our expenses ready for the CARES grant. The city received \$33,978.00. She says that she does not think that we are going to need all of that. She asks if the council would like to give some of the money now to the Hubbard County Heartland Lakes Development Commission (HLDC). If the city does not use it or give it away, it will go to the state after November 15<sup>th</sup>. Kristi states that she would like to send \$15,000.00 to \$20,000.00 to Hubbard Country HLDC now.
- **Motion by Dan Riggs to immediately donate \$20,000.00 of our CARES Grant funds to the Heartland Lakes Development Commission for use in the Hubbard Country COVID-19 Business Assistance Program and to also donate all remaining funds not used for city expenditures prior to the November 15<sup>th</sup> deadline to them, seconded by Nathan George, passed.**
- Discussion on NSF and deposit procedures.
- **Motion by Dan Riggs to table until next meeting, seconded by Billy Krotzer, passed.**
- Akeley Committee Projects discussion on the Environmental Review Compliance Letter and Environmental Assessment Statement. Kristi states that Moore Engineering is taking care of everything and that the city just needs to sign off on it as sponsor. It needs to be signed off on to be able to proceed with grant acquisitions. This is all a part of Task Order #3. Chuck Andress says that there is a meeting on October 26<sup>th</sup> at 5:30pm.

- **Motion by Dan Riggs to approve the Environmental Assessment Statement, seconded by Billy Krotzer, passed.**
- **Motion by Bobbie Wosika to approve the Environmental Review Compliance Letter, seconded by Nathan George, passed.**

#### **New Business**

- Dan Riggs states that the Akeley Ice Racers are looking for a letter of approval from the city. They would be using the RREC for meetings and such, as it is large enough to accommodate them with 50% restrictions.
- **Motion by Bobbie Wosika to give the Akeley Ice Racers a letter of approval, seconded by Billy Krotzer, passed with Dan Riggs abstaining.**
- Discussion on having zoom meeting for people who are compromised and cannot make it to the council meetings. Council decided to take no action.
- Brian Hitchcock read a thank-you letter from the Akeley Library for the donation the city made.

#### **Public Forum**

**Motion by Dan Riggs to adjourn at 6:56pm, seconded by Billy Krotzer, passed.**

**Respectfully Submitted by,  
Michaela Becker  
Deputy Clerk**

**AKELEY CITY COUNCIL  
WORK SESSION  
OCTOBER 28<sup>TH</sup>, 2020 @ 6:00 PM**

The Akeley City Council met in a Work Session Wednesday, October 28<sup>th</sup>, 2020. Acting Mayor Dan Riggs called the meeting to order at 6:00pm.

Council Members Present: Bobbie Wosika, Dan Riggs, Nathan George, and Billy Krotzer.

Council Members Absent: Brian Hitchcock

Employees Present: Kristi Kath

Discussion with regards to the end of year report from the campground, new floor covering in the bathrooms at the campground, a letter from Clasen Stenger and Schiessl, and discussion about a new auditing firm.

- Discussion on campground upgrades. Site 19 needs to be built up. Kristi says that Kelly plans to fix that. There also needs to be repairs made to docks. Kristi states that Kelly said that there is left over materials from the last repair they did on docks. The DNR delivered two more for us.
- All bathroom fixtures need to be replaced due to how much cleaning had to be done. Possibly use less harmful chemicals next year. Kristi states that Kelly is working with Lindow Plumbing on this issue and will have replacement by opening. Discussion regarding other bathroom needs and shower building needing lights. Kristi and Kelly will take care of that before opening.
- The bathroom floors need to be repainted again this year. The council looked at two different estimates for new flooring from Swedebro. One was for \$5,300.00 for a partial flake floor and the other was for \$4,900.00 for a solid color floor. They would do it before the campground opens in the spring. If they had to do it when the campground is open, it would be an additional \$1,000.00 to be done in two phases.
- **Motion by Billy Krotzer to approve to pay Swedebro in the amount of \$5,300.00 and doing it in one phase, seconded by Nathan George, passed.**
- Discussion on putting up a sign by the beach for the campground because people get lost due to google maps bringing them to the public access. Would it be possible to get ahold of google and change the way that it brings you? Discussion on putting a sign up near the access that says Akeley Campground with an arrow pointing in the direction of the campground. Billy Krotzer will contact google to see if a change can be made.
- Discussion on the dump station needs to be built up from all the heavy rain this year. Kelly will fix that also.
- Discussion on new picnic tables. Bobbie Wosika states that the Hubbard County Sentence to Serve is doing picnic tables for \$200.00 each. There are about ten tables that are not in good shape.
- **Motion by Billy Krotzer to put \$2,000.00 away to purchase picnic tables, seconded by Bobbie Wosika, passed.**
- Discussion on replacing some of the fire rings because they are rusted, and they also need more gravel added to them. Dan and Kelly will look into getting more rings. Kelly will work in spring to put more gravel down.
- Discussion on getting a stainless-steel counter for the fish cleaning house because the old one is in rough shape. Dan Riggs states that he will keep a look out for a counter on K-bid.
- Discussion on putting wood and ice machine by the office for easier access and then to put a lean to up to keep everything dry and then putting up a fence around it and then putting the lawn mower where the wood used to be to cover it. A lean to cannot be built and a fence cannot be put

up per regulation. Dan Riggs states that if they give him dimensions, he can find a cover to put over the mower.

- Paula and Kurt state that they are no longer going to mow seasonal spots because they have so much stuff laying around. Kurt states that if the seasonal spots move their stuff and then ask him to mow, that he has no problem mowing. Bobbie Wosika asks if he could notify them before he cuts the grass. Dan Riggs suggests giving them a warning that Kurt will be mowing and that they need to pick up their stuff. If that does not work, then the problem will need to be addressed.
- Discussion on the website not allowing people to book online for the same day. This may be causing us to lose business. Billy and Kella will look into it.
- Discussion on the Shoreland Management Ordinance Violations. There were several violations because of the seasonal spots having decks and or storage sheds. The city would have to apply for variances for the seasonal spots to have decks. The city would have to pay for a permit every year. Kristi states that it is not worth possibly having the city's campground operations permit not renewed.
- **Motion by Dan Riggs to comply with the Shoreland Management Ordinance and no longer allow temporary decks, platforms, or sheds, so that the city can remain in compliance, seconded by Billy Krotzer, passed.**
- Discussion on the letter from Clasen Stenger and Schiessl. They will no longer be able to do auditing for the city. They provided two different firms to contact. CliftonLarsonAllen and Miller McDonald, Inc. Kristi acquired engagement quotes from both firms that were presented to the council. After some discussion about cost and recommendations from other cities, the council chose to go with Miller McDonald, Inc.
- **Motion by Bobbie Wosika to hire Miller McDonald as our auditors for a 3-year term, seconded by Nathan George, passed.**

**Motion by Billy Krotzer to Adjourn at 7:00pm, seconded by Nathan George, passed.**

Respectfully Submitted By;  
Michaela Becker  
Deputy Clerk  
City of Akeley

# MINUTES OF THE AKELEY CITY COUNCIL REGULAR MEETING HELD AT AKELEY CITY HALL 6:00PM, NOVEMBER 12<sup>TH</sup>, 2020

The Akeley City Council met at Akeley City Hall for a regular meeting Thursday, November 12<sup>th</sup>, 2020. Mayor Brian Hitchcock called the meeting to order at 6:00pm.

Council members present: Mayor Brian Hitchcock, Dan Riggs, Billy Krotzer, Nathan George, and Bobbie Wosika.

Council members absent:

## **Consent Agenda:**

- Minutes from October 14<sup>th</sup>, 2020 Regular Meeting
- Minutes from October 28<sup>th</sup>, 2020 Work Session
- Treasurer's Report for October
- Total disbursements including all automatic payments equaling \$170,321.06. Check numbers #18811 to #18900. Total receipts including all automatic deposits equaling \$126,434.58.
- October Permits Issued – 0
- **Motion by Billy Krotzer to approve consent agenda, adding vent in women's bathroom at City Hall and COVID regulations under Liquor Store, seconded by Bobbie Wosika, passed.**

## **City Hall – Kristi Kath**

- Administration Finance Report for October is in the packets. It is just an FYI.
- Resolution 11-2020 Acknowledging Donations. Kristi states that it is a resolution that was discussed at last meeting and that they just need to approve it now. It was a donation from a citizen to community projects in the amount of \$50.00.
- **Motion by Billy Krotzer to approve resolution 11-2020, seconded by Dan Riggs, passed.**
- Resolution 12-2020 Certifying Election Results. For Mayor, Brian Hitchcock received 137 votes and Dale Nelson received 80 votes. For Council 4-year term, Bobbie Wosika received 164 votes and Kristin Fake received 44 votes with two write ins. For Council 2-year term, Nathan George received 119 votes and Mark Hood received 76 votes with one write in.
- **Motion by Dan Riggs to approve resolution 12-2020, seconded by Billy Krotzer, passed.**
- Resolution 13-2020 Adopting Lien or Assessment for Unpaid Charges.
- **Motion by Bobbie Wosika to approve resolution 13-2020, seconded by Billy Krotzer, passed.**
- Resolution 14-2020 Designating Polling Place. It is required to be done every year.
- **Motion by Dan Riggs to approve resolution 14-2020, seconded by Nathan George, passed.**
- Resolution 15-2020 Sponsoring Akeley Paul Bunyan Trail Riders.
- **Motion by Dan Riggs to approve resolution 15-2020, seconded by Bobbie Wosika, passed.**
- Discussion on scheduling a budget meeting.
- **Motion by Bobbie Wosika to schedule a budget meeting on December 3<sup>rd</sup>, 2020 at 6:00pm at City Hall, seconded by Billy Krotzer, passed.**
- Discussion on City Hall getting a new laptop. Kristi states that if something were to happen and either her or Kella would need to work from home, the current laptop that City Hall has would not work. She states that they still have some money from CARES Fund. Whatever is spent on the laptop would be reimbursed through the CARES money.
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- **Motion by Bobbie Wosika to approve buying a new laptop in the amount of \$999.99, seconded by Dan Riggs, passed.**
- Discussion on City Hall being closed on three holidays but are required to work those days. Kristi states that Akeley is one of the few cities that are required to be closed but also required to work. Kristi is asking for them to become paid holidays. The policy would need to be changed.
- **Motion by Brian Hitchcock to authorize City Hall to come up with a policy to change the holiday policy to include Martin Luther King Day, President's Day, and Veteran's Day as paid holidays for full time staff, seconded by Dan Riggs, passed.**

#### **Police Department – Jimmy Hansen**

- Jimmy discusses that there has been a problem with counterfeit money that has been appearing around the area. He also discusses that there was vandalism done to one of the city vehicles. The surveillance on the shop was able to get video of the vehicle.

#### **Liquor Store - Lacey Hitchcock**

- Lacey was absent.
- Discussion on the new COVID regulations that will be coming up on Friday. There will be no seating at the bar and no standing. There will also be no bar games. The bar will have to close by 10:00pm

#### **Parks - Billy Krotzer**

- Arvig has been down to the campground and started digging for the internet cables.
- Discussion on if the reservation software has been fixed so that people can reserve for the same day reservations. Billy states it has not yet been fixed but that it will be looking into.

#### **Water/Sewer/Maintenance Report – Kelly VandenEykel**

- Kelly was absent.
- Bobbie Wosika discusses the bathroom venting in the woman's bathroom in City Hall. The vent is not working properly. Kristi states that the whole bathroom needs to be redone. The seal on the toilet is damaged and that the vent in the ceiling will drip. Brian says that she will need to call a plumber because city maintenance does not work with plumbing. Bobbie asks why they do not work with plumbing. Brian states that they will not do it at the liquor store. Dan states that everything needs to fall under building codes.
- Billy states that two people commented on the alley behind Pleasant Ave. They stated that the potholes are really bad and that it is hard to drive down at all and that maybe there could be something done before winter.
- Bobbie says that the water drain that is on 64 by Pleasant Ave is packed full of debris. She states that she thinks that it needs to be cleaned.

#### **East Hubbard County Fire District –Dan Riggs/Bobbie Wosika**

- Report of October minutes.
- Discussion about the fire department buying a new truck. The city would not be able to put \$20,000 dollars towards the truck. The budget has already been set for 2021. There could be a possibility of maybe donating \$10,000 dollars towards it but more research would need to be done to see if it could even be possible.
- **Motion by Billy Krotzer to table it until January, seconded Dan Riggs, passed.**

### **Old Business**

- Discussion from Akeley Community Projects Committee on Moore Engineering Bill. It is all related to task order #3. Chuck states that they have not been having any meetings but are scheduled for one on November 23<sup>rd</sup>, 2020 at 5:30pm at City Hall. Kristi states that right now Moore Engineering is layering the paperwork right now so that they can start everything next spring.
- **Motion by Billy Krotzer to approve bill from Moore Engineering in the amount of \$5,430.00, seconded by Nathan George, passed.**
- Chuck states that the committee is working on community grants. They need to come up with approximately \$50,000.00. He states that there have been some monies that have come in. He asks if the city could put a page on their website asking for funding for the project. Brian says that the city would need to contact the league to see if that is something that could be done.

### **New Business**

- Discussion on a no jake break sign south on 64. Brian states that a few people have requested that a sign gets put up. The city would have to pay for it and go through the highway department to get it put up. The city would need permission to get one put up according to the ordinance.
- **Motion by Billy Krotzer to gave Kelly or Jimmy look into getting approved for two no jake break signs, seconded by Nathan George, passed.**
- Frank Lamb discusses problems with the sewer that backed-up into his basement. He states that the last time that it happened, the city covered it. He says that the second time it happened this summer that he told Kelly before it happened that it was bound to happen again. He said that he had 14 inches of sewer in his basement. He said that a lot of things that were in the basement were ruined. He added up all the costs from things that were ruined and replaced. It amounted up to around \$10,000.00. He states that the league stated that the city was not liable. Frank states that his home insurance paid him \$10,000.00. Half of that was spent on everything to clean and fix the basement. He says that he is out \$4,550.00. He says that the league said that the city did all that they could, but he says that they did not prevent it from happening. Dan Riggs asks him if he has any paperwork from the league to show that they covered it the first time. He says that because the city now has routine cleaning, that it may be the reason that they will not cover it this time. Is there anyway to figure out how to prevent it in the future so that it does not happen for a 3<sup>rd</sup> time. Kristi states that Kelly is working on some options.

### **Public Forum**

- Jon Giemer asks if that ballpark behind the old school could be made into a ballpark. Brian states that the city does not own that property and that the school owns them. He would need to contact them.

**Motion by Dan Riggs to adjourn at 7:24pm, seconded by Billy Krotzer, passed.**

**Respectfully Submitted by,  
Michaela Becker  
Deputy Clerk**

**AKELEY CITY COUNCIL  
WORK SESSION  
DECEMBER 4<sup>TH</sup>, 2020 @ 6:00 PM**

The Akeley City Council met in a Work Session Friday, December 4<sup>th</sup>, 2020. Mayor Brian Hitchcock called the meeting to order at 6:00pm.

Council Members Present: Brian Hitchcock, Dan Riggs, Nathan George, and Billy Krotzer.

Council Members Absent: Bobbie Wosika

Employees Present: Kristi Kath

Discussion with regards to the budget for general fund, discussion of water/sewer rate increase, and discussion of enterprise budgets.

- Kristi states that the line item of police state aid was increased to \$3,500.00. She states that it has been consistently over \$5,000.00 in the last years. Over \$8,000.00 was received for this year.
- Kristi says that the health insurance decreased. Previously budgeted \$7,300.00 but was able to decrease it to \$7,100.00 because it came in at around \$590.22 a person.
- Kristi would like to propose 10% of the copier contract be paid by the park due to flyers, brochures, signage, etc. that City Hall prints for the park. Council agrees that the park will pay a 10% portion for the copier contract.
- Accounting increased due to having to find a new auditing firm.
- Would it be safe to decrease electric? In research from past years, Kristi states that she thinks that the budget would be safe being at \$1,800.00 for City Hall.
- Kristi states that she had discussed police radio units with Jimmy because he needs new ones. She says that they talked about only putting \$1,500.00 in the budget instead of \$4,500.00 and then worked on getting donations or grants for the remainder of it. Jimmy said that he was okay with that and thinks that he would be able to get grants or donations for the remaining balance. Brian suggests looking into raising the police state aid to \$4,500.00 and then increase radio units to \$2,500.00. Council would like to leave radio units at \$1,500.00.
- Discussion on the fire contract. Should \$5,000.00 be decreased to \$4,000.00. It was raised to \$5,000 for the 2020 budget, but when the bill came through it was only \$4,000.00. Decision to leave it at \$5,000.00.
- Due to trending gas prices, motor fuel budgets were lowered for both police and HSR.
- Kristi states that in being transparent, she would like to point out to the council, the difference in wages for highway, streets, and roads. The difference is because in the first part of the year, the city was paying Kelly's sick time pay and paying Jimmy to plow roads.
- The new levy would be down to a 1.609% change. The proposed levy would be \$209,949.40.
- **Motion by Billy Krotzer to approve the levy amount of \$209,949.40 at the next council meeting, seconded by Nathan George, passed.**
- Discussion of water/sewer rate increase. Kristi states that because of the pandemic and the current financial position of the funds, she does not think that there should be an increase this year. Brian states that Bobbie Wosika said she wanted to freeze it for a year. Discussion to be voted on at next council meeting.
- Discussion on enterprise budgets. Kristi talked about money that was used to buy the new maintenance truck. \$16,000.00 came out of maintenance truck savings, money from capital outlay, the campground paid for the licensing, the liquor store paid for the plow and lights in the amount

of \$6,734.00. The old truck proceeds for the sale were \$5,1030.00. The remaining balance that is left is \$4,990.00. Kristi states that the park can pay for that amount. It was discussed and decided that the balance would come from the park making the amount paid by each fund approximately the same.

- **Motion by Brian Hitchcock for the remaining balance from the new maintenance truck coming from the park monies, seconded by Dan Riggs, passed.**
- Discussion on enterprise budget numbers that are no where close to being accurate. Kristi states that they need to be created more accurately.
- Discussion on possibly being able to use some funds to go towards the new truck for the EHCDF. Will discuss it at the next council meeting.

**Motion by Billy Krotzer to adjourn at 7:06pm, seconded by Nathan George, passed.**

Respectfully Submitted By;  
Michaela Becker  
Deputy Clerk  
City of Akeley

# MINUTES OF THE AKELEY CITY COUNCIL REGULAR MEETING HELD AT AKELEY CITY HALL 6:00PM, DECEMBER 9<sup>TH</sup>, 2020

The Akeley City Council met at Akeley City Hall for a regular meeting Wednesday, December 9<sup>th</sup>, 2020. Mayor Brian Hitchcock called the meeting to order at 6:00pm.

Council members present: Mayor Brian Hitchcock, Dan Riggs, Billy Krotzer, Nathan George, and Bobbie Wosika.

Council members absent:

## **Consent Agenda:**

- Minutes from November 12<sup>th</sup>, 2020 Regular Meeting
- Minutes from December 4<sup>th</sup>, 2020 Work Session
- Treasurer's Report for November
- Total disbursements including all automatic payments equaling \$100,922.70. Check numbers #18901 to #18982. Total receipts including all automatic deposits equaling \$60,660.36.
- November Permits Issued – 0
- **Motion by Bobbie Wosika to approve the consent agenda, seconded by Dan Riggs, passed.**

## **City Hall – Kristi Kath**

- Kristi was absent. Kella sat in for her.
- Administration Finance Report for November is in the packets. It is just an FYI.
- Resolution 16-2020 to approve 2020 tax levy, collectible in 2021. Discussed that the levy had changed from the last work session due to getting the invoice from EHCDF. It showed that the fire contract would cost \$15,834 and the equipment fund would cost \$4,000.00 in 2021. The line item for the fire contract was decreased from \$17,000.00 to \$16,000.00 and the line item for the equipment fund was decreased from \$5,000.00 to \$4,000.00. The levy percent change decreased from 1.609% to 0.663%. The levy total decreased from \$209,949.40 to \$207,949.40.
- **Motion by Bobbie Wosika to rescind the motion made at the work session to approve the levy amount of \$209,949.40, seconded by Dan Riggs, passed.**
- **Motion by Dan Riggs to approve resolution 16-2020 approving the 2020 tax levy collectible in 2021 for the amount of \$207,949.40, seconded by Nathan George, passed.**
- Resolution 17-2020 for authorizing summary publication of the following amendments to ordinance number 101, a schedule of fees and charges for various services, licenses, and permits for the City of Akeley.
- **Motion by Dan Riggs to approve resolution 17-2020, seconded by Billy Krotzer, passed.**
- Discussion on T&M liquor license. Approval is done every year.
- **Motion by Bobbie Wosika to approve the T&M liquor license, seconded by Billy Krotzer, passed.**
- Discussion on the policy change with new paid holidays.
- **Motion by Billy Krotzer to approve the new policy for new paid holidays to include Martin Luther King Day, President's Day, and Veterans Day, seconded by Nathan George, passed.**
- Discussion on setting end of year meeting.
- **Motion by Bobbie Wosika to set end of year meeting for December 29<sup>th</sup>, 2020 at 6:00pm at City Hall, seconded by Billy Krotzer, passed.**

### **Police Department – Jimmy Hansen**

- Jimmy states that everything is going well.

### **Liquor Store - Lacey Hitchcock**

- Lacey was absent.

### **Parks - Billy Krotzer**

- Just and FYI that the reservation software for the campground has been fixed so that people can now book for the same day.

### **Water/Sewer/Maintenance Report – Kelly VandenEykel**

- Kelly was absent.
- Brian discussed that there have been a few complaints about the streets not being sanded and if a work order should be filled out for things like that. Council agreed that it is part of his job and that work orders should not have to be filled out for things that are in his job description.
- Discussion on the preventative measures that Kelly has taken for Frank Lambs residence. He installed a grease dissolving unit in the line after Zappy's Restaurant. He raised the manhole by Frank Lamb's to allow for easier access and it is checked every other week. He is also performing regular checks to one on 1<sup>st</sup> street by Leonard's and Harry Lecy's. Kelly is also checking the lift station reading twice a day instead of once.

### **East Hubbard County Fire District –Dan Riggs/Bobbie Wosika**

- Report of November minutes.
- Discussion about the fire department buying a new truck. Dan Riggs stated that if the City were to put \$20,000.00 for a new truck, it would be considered a prepay for the Joint Powers Agreement and the City would not need to pay the \$4,000.00 every year until the city reached the \$20,000.00 mark from the money given for the truck. Brian Hitchcock says that he would like to see the language change in the Joint Powers Agreement because right now it does not state anything about being able to prepay.
- **Motion by Dan Riggs to approve up to \$20,000.00 to come from park enterprise funds to go towards the EHCDF new truck, seconded by Nathan George, passed.**

### **Old Business**

- Cole Nelson was there to discuss the highway 34 project. Laura Hadrava will no longer be the project manager and he will now be the new project manager. He showed diagrams of the project to the council. January 27<sup>th</sup>, 2023 the project is scheduled to start. Cole discussed more of the project. Discussion on how they would route a detour. He said that he would talk to some people on his team and figure out how they plan on routing a detour.
- Discussion on Moore Engineering Task Order #2 bill for Akeley Community Projects. Chuck Andress was not present.
- **Motion by Nathan George to approve paying task order# 2 bill to Moore Engineering in the amount of \$2,787.50, seconded by Bobbie Wosika, passed.**

### **New Business**

### **Public Forum**

**Motion by Dan Riggs to adjourn at 6:57pm, seconded by Billy Krotzer, passed.**

**Respectfully Submitted by,  
Michaella Becker  
Deputy Clerk**

**MINUTES OF THE AKELEY CITY COUNCIL  
SPECIAL MEETING  
HELD AT AKELEY CITY HALL 6:00PM TUESDAY, DECEMBER 29<sup>TH</sup>, 2020**

The Akeley City Council met in a Special Meeting Tuesday, December 29<sup>th</sup>, 2020. Mayor Brian Hitchcock called the meeting to order at 6:00pm.

Council members present: Brian Hitchcock, Dan Riggs, Billy Krotzer, Nathan George, and Bobbie Wosika

Council members absent:

The reason for the special meeting was discuss the end-of-year fund balance, end-of year financials for general fund (admin-general government purchases, police department purchases, and maintenance department purchases), liquor store, water/sewer, and park. Also, the end-of-year transfers. Resolution 18-2020, 19-2020, 20-2020, 21-2020, and 22-2020.

- Discussion of the end-of-year financials for the general fund. Just and FYI.
- Kristi discusses the financials for the general fund. The overage on the budget is due to working 3 elections. She says that they received some reimbursement back for the PIP election, but that she cannot put it back into that budgeted account.
- Discussion about the excess left for the police department. The excess of \$11,770.66 is part of police aid. Another reason is because Jimmy had not traveled much or gone to any conventions or meetings. Discussion on the maintenance financials.
- Discussion on the liquor store financials. Brian asks if the liquor store lost money because of the starting balance being lower than the ending balance. Kristi states that it does not go by the beginning balance. Kristi also says that there was a lot spent that didn't need to be spent for inventory for the month of December for only off sale being open. Brian asks if they could possibly take the money that the municipal paid for the plow could be taken out of savings. Council does not think it needs to be taken out of savings.
- Discussion on the water and sewer financials.
- Discussion on the park financials.
- Resolution 18-2020 a resolution of the Akeley City Council transferring funds to investment accounts. Police car account 2731059 in the amount of \$11,770.66.
- **Motion by Dan Riggs to approve resolution 18-2020 transferring \$11,770.66 to the police car account, seconded by Billy Krotzer, passed.**
- Resolution 19-2020 a resolution of the Akeley City Council transferring funds from the park enterprise fund in the amount of \$20,000.00 and redesignating those funds to the general fund per 2020 budget.
- **Motion by Bobbie Wosika to approve resolution 19-2020 transferring \$20,000.00 from the park enterprise fund and redesignating it to the general fund, seconded by Dan Riggs, passed.**

- Resolution 20-2020 a resolution of the Akeley City Council transferring funds from the Municipal Liquor Store enterprise fund in the amount of \$5,000.00 and redesignating those funds to the general fund per 2020 budget.
- **Motion by Billy Krotzer to approve resolution 20-2020, seconded by Nathan George, passed.**
- Resolution 21-2020 a resolution of the Akeley City Council transferring funds to investment account for the street lighting project in the amount of \$13,750.00.
- **Motion by Billy Krotzer to approve resolution 21-2020, seconded by Bobbie Wosika, passed.**
- Resolution 22-2020 a resolution of the Akeley City Council transferring funds to investment accounts for the maintenance vehicles account in the amount of \$3,300.21.
- **Motion by Dan Riggs to approve resolution 22-2020, seconded by Nathan George, passed.**

**Motion by Dan Riggs to adjourn at 6:35pm, seconded by Billy Krotzer, passed.**

Respectfully submitted by:

Michaela Becker  
Deputy Clerk



**MINUTES OF THE AKELEY CITY COUNCIL  
EMERGENCY MEETING  
HELD AT AKELEY CITY HALL 5:00PM DECEMBER 30<sup>TH</sup>, 2020.**

The Akeley City Council met in an Emergency Meeting Wednesday, December 30<sup>th</sup>, 2020. Mayor Brian Hitchcock called the meeting to order at 5:00pm.

Council members present: Brian Hitchcock, Dan Riggs, Billy Krotzer, Nathan George and Bobbie Wosika

Council members absent:

The reason for the emergency meeting was to approve Resolution 23-2020, an amendment to Resolution 19-2020 and to rescind Resolution 20-2020.

- Discussion on approving resolution 23-2020 amending resolution 19-2020 increasing amount from \$20,000.00 to \$25,000.00. After comparing the Municipal's receipts to disbursements, it was determined that \$5,000.00 could not be taken from the municipal's enterprise fund. It would cause a negative effect on the municipal. Instead, the \$5,000.00 would need to be also taken from the park enterprise funds.
- **Motion by Dan Riggs to approve resolution 23-2020 amending resolution 19-2020 to transfer money from the park enterprise fund to the general fund in the amount of \$25,000.00, seconded by Billy Krotzer, passed.**
- Discussion on motion to rescind resolution 19-2020.
- **Motion by Billy Krotzer to rescind resolution 19-2020 seconded by Nathan George, passed.**

**Motion by Dan Riggs to adjourn at 5:07pm, seconded by Billy Krotzer, passed.**

Respectfully submitted by:

Michaela Becker  
Deputy Clerk