

HAWLEY CITY COUNCIL AGENDA
Monday August 19, 2024
COUNCIL CHAMBERS
6:00 Council Meeting

1. Call to Order

2. Citizen Comments

-Please limit comments to 3 minutes per person. Items brought before the Council here shall be referred to the appropriate committee for consideration. No Council action or discussion will be held on these items.

3. Amendments to Agenda

4. Committee & Staff Reports:

-EDA/EDA Advisors – (Mork)

-Public Safety – (Mork)

-Personnel Committee – (Mork)

-Appoint Andrea Vilhauer to fill one of two vacancies on Park Board (M)

-Development/Water Committee – (Mork)

-Liquor Committee – (Mork)

-Government Services – (Eldred)

-Development/Water Committee – (Eldred)

-Public Safety – (Eldred)

-EDA – (Eldred)

-Public Utilities Commission – (Eldred)

-Liquor Committee – (Asleson)

-Approve Temporary Liquor License for the Hawley Area Jaycees (M)

-Personnel Committee – (Asleson)

-Public Works - (Asleson)

-Public Safety Alternate – (Asleson)

-EDA – (Asleson)

-Public Works – (Riedberger)

-EDA & EDA Advisors – (Riedberger)

-Planning Commission – (Riedberger)

-Conditional Use Permit from Barrier Homes to build two apartment buildings at 1510 Hartford St -Recommendation from planning Commission meeting held at 2pm today. (M)

-Airport Commission – (Riedberger)

-Government Services – (Ness)

-Approve Request from Joseph Backlund to install two cluster mailboxes on the blvd on a vacant lot located at 2200 Westgate Dr (M)

-EDA – (Ness)

-Park Board-(Ness)

-Heartland Trail Extension(Ness)

5. CONSENT ITEMS. (NOTICE TO PUBLIC) All matters listed in this form are considered routine by the council and will be enacted by one (1) motion in the form listed below. There will be no separate discussion of these items unless good cause is shown prior to the time the council votes on the motion to adopt.

A. August 5, 2024 Minutes

B. August and September Meeting Calendars

Suggested Action: Motion/Second. If there are no objections, the items "A" through "D" under the CONSENT ITEMS will be approved as submitted. (M)

6. Bills for approval - (Eldred) (M)

7. Other Business as may Arise

8. Adjourn

APPLICATION FOR CITY OF HAWLEY - COMMISSIONS OR BOARD MEMBERSHIP

Applicant's Name: Andrea Vilhauer

Address: 7116-4th St, PO Box 759, Hawley, MN - 56549

Preferred Phone: 701-866-3780 Email: msandrealynn@gmail.com

Length of time as a City of Hawley Resident: 4 Years

Please check the Commission/Board you are interested in serving on:

Park Board Planning Commission Public Utilities Commission
 Airport Commission Economic Development Authority Advisor

Reasons You would like to be on the above Checked Commission or Board:

I would like to learn more about what Hawley is doing as a community, be more involved as a resident, and do my part to keep/make Hawley

(If more space is needed, Please attach additional pages)

a great family based place to live.

Applicants Signature

Andrea Vilhauer

Date 08/12/2024



Minnesota Department of Public Safety
 Alcohol and Gambling Enforcement Division
 445 Minnesota Street, Suite 1600, St. Paul, MN 55101
 651-201-7507 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization Hawley Area Jaycees		Date of organization 1/1/1970	Tax exempt number 821234811
Organization Address (No PO Boxes) PO Box 487		City Hawley	State Minnesota
		Zip Code 56549	
Name of person making application Dan Towers		Business phone	Home phone 218-303-1517
Date(s) of event 10/12/2024	Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer <input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input checked="" type="checkbox"/> Other non-profit		
Organization officer's name Dan Towers	City Hawley	State Minnesota	Zip Code 56549
Organization officer's name Shawn Sues	City Hawley	State Minnesota	Zip Code 56549
Organization officer's name	City	State Minnesota	Zip Code

Location where permit will be used. If an outdoor area, describe.
 Hawley Community Center
 Event will run from 4:00 PM - 11:00 PM

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
 Minnesota Joint Underwriting Association, 12400 Portland Ave. S, Suite 190 Burnsville, MN 55337 for \$1,000,000 coverage

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
Fee Amount	Permit Date
Event in conjunction with a community festival <input type="checkbox"/> Yes <input type="checkbox"/> No	City or County E-mail Address
Current population of city	
Please Print Name of City Clerk or County Official	Signature City Clerk or County Official

**CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event
 No Temp Applications faxed or mailed. Only emailed.
 ONE SUBMISSION PER EMAIL, APPLICATION ONLY.
 PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY
 PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY
 CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US**

Location: 1 Building: 1

Policy Number: L240239

Policy Period: FROM 10/12/2024 TO 10/13/2024

12:01 AM Standard Time

INSURED:

HAWLEY AREA JAYCEES
PO BOX 487
HAWLEY MN 56549

AGENT:

780

MJUA
12400 PORTLAND AVE S, STE 190
BURNSVILLE, MN 55337
PHONE: 952/641-0260

1

THE MJUA IS PROHIBITED BY STATUTE FROM PROVIDING PRODUCTS AND COMPLETED OPERATIONS COVERAGE
NEW POLICY

LIQUOR LIABILITY

This is an audited policy and premium adjustments are made at the end of the policy period.

This replaces all previously issued policy Declarations, if any. This policy applies only to accidents, occurrences or losses which happen during the policy period shown above. This policy applies only to those coverages below for which a limit of Insurance and/or a limit of liability or premium charge is shown. Our limit for each coverage shall not be more than the amount stated for such coverage, subject to all the terms of this policy.

The Described Location(s) covered by this policy are as follows:

HAWLEY COMMUNITY CENTER, 418 MAIN STREET, HAWLEY, MN 56549

COVERAGE	Total Policy Premium	LIMIT	Premium \$205 PREMIUM
Deductible Amount: NONE			
L. Bodily Injury	(Each Person)	\$1,000,000	\$205
Property Damage	(Each Occurrence)	\$1,000,000	
Loss of Means of Support	(Each Occurrence)	\$300,000	
Pecuniary Loss	(Each Person)	\$1,000,000	
Annual Aggregate	(Each Occurrence)	\$1,000,000	
Per Claimant		\$1,000,000	
		NONE	

A copy of the current policy form is available on request

Subject to the Following Forms and Endorsements (* Mandatory Forms):

LLPOL, TERRORISM 04 21, MJUA ACTIV18*, MJUA-CD LL 11/2020

Business Description: SPECIAL EVENT - SHORT TERM, LIQUOR

7/08/24

COUNTERSIGNATURE DATE

OUR AUTHORIZED REPRESENTATIVE

OUR EXECUTIVE DIRECTOR

** INSURED **

ZONE _____

Fee \$150

City of Hawley
Application for Conditional/Amended Conditional Use Permit

I, Petermanns, whose mailing address is: 2523 17th Ave S Unit N Moorhead, MN, 56560, and whose telephone number is 701-238-4140 hereinafter described do hereby make application for:

- Conditional Use Permit
- Amended Conditional Use Permit

for the (erection and construction, moving, altering, or use of premises) of the outside walls or structure of a building situated on the premises hereinafter described, and give the following information required therefore, pursuant to the City Code Title 10, ZONING, or the City of Hawley, to wit:

1. Is this for new construction, moving an existing building, altering an existing building, or a change of use of building or premises?

NEW CONSTRUCTION

2. Type or kind of building and purpose/use for which same is to be used:

14 pux apartment building (1) 14 pux apartment building (2)

3. The location of the proposed building/use is as follows:

Street Address 1510 Hartford Street

Lot 10, Block 2, Addition _____, City of Hawley, Clay County, Minnesota.

Petermanns 1st addition

4. The size of said building is as follows: 80' feet long, 48' feet wide, 31' 4 3/8" feet to the roof at the eaves, and 46' 9" feet to the roof at the ridge or highest point thereof.

5. Said building will be constructed of the following material: WOOD

6. The estimated cost of said construction or extension is: \$ 5 million

7. A copy of the proposed plan of said building may be requested.

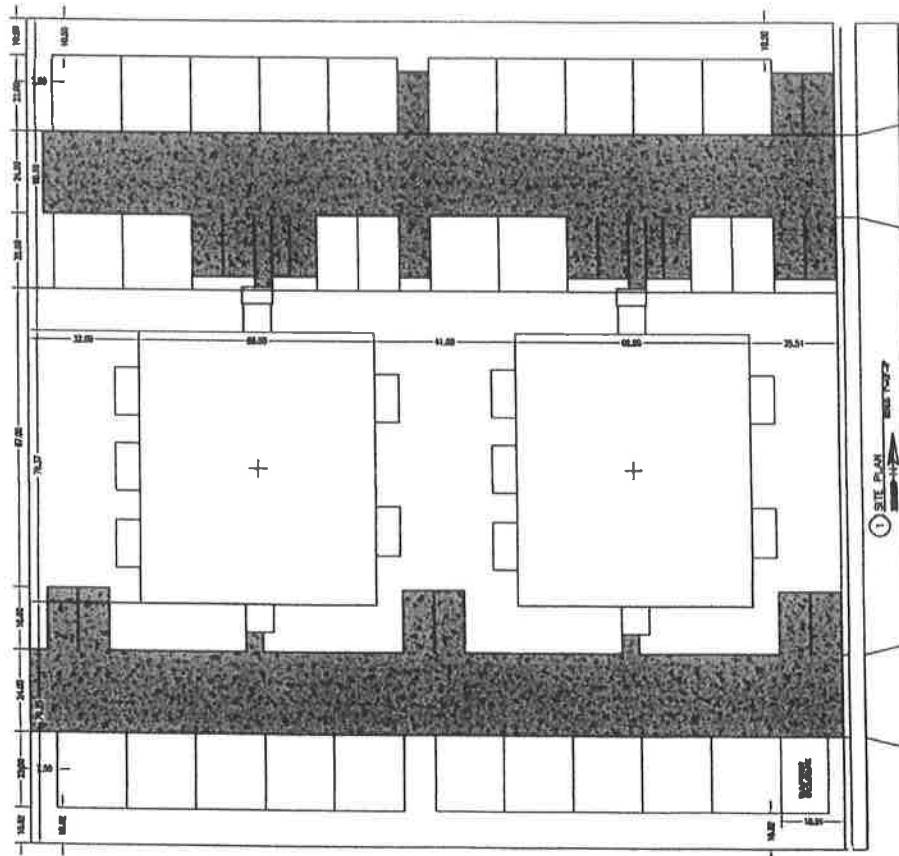
8. Please specify the reason for requesting this Conditional Use Permit:

required

9. Is any other permit (City, State, etc.) needed for the operation of this conditional use? Yes No . If Yes, what is the status of the permit. Attach a copy.

(i.e. Minnesota Plumbing Code State Plan Review, etc.)

10. Please draw/attach a sketch plan of the lot, all existing buildings, and any newly proposed buildings or temporary structures. Include driveways, proposed signage, fencing, and off street parking areas. Do not include the boulevard areas (typically 18 feet).



The said proposed building, extension, use, or alteration will not constitute a nuisance in the Zoning District in which it is proposed to be located, and will conform to requirements of the City Code, Title 10, ZONING, of the City of Hawley,

Applicant's Signature *Richard [Signature]* Date 6/20/24

Planning Commission Recommendation(s): _____

An Amended Conditional Use Permit as applicable to City Code Title 10, ZONING, of the City of Hawley, shall not be granted unless the Planning Commission makes findings, based upon competent material and substantial evidence on the whole record that no change authorized by this permit shall cause any of the following to occur:
(Check the box of any item that will be created by approval of this application)

- A change in the use or character of the development;
- An increase in intensity of use;
- An increase in traffic circulation;
- A reduction in off-street parking and loading spaces; or
- A reduction in required pavement widths.

Approved/Disapproved by the City Council of Hawley this _____ day of _____, 202__.

Special Conditions of the Conditional Use Permit: _____

Mayor

This permit is valid for one year from the date of approval.

Note: An official decision will be made on Conditional Use Permit applications within a 60-day time frame that starts from the date the completed city application, all required information, and fees are submitted to the Zoning Official. If this application does not contain all information required by law or by a previously adopted rule, ordinance or policy, the Zoning Official will provide written notification within ten business days telling the applicant "what information is missing". The clock will restart on the 60-day time frame once the requested information is received by the Zoning Official.

**City of Hawley
305 6th Street, P O Box 69
Hawley, MN 56549
(218)483-3331**

Request to City Council

I, Joseph Backlund am requesting the use of the boulevard at 2200 Westgate Drive (Unbuildable lot) to install two 16 unit cluster mail boxes to serve the residents on Westgate Drive in the Prairie Hills Development.



2312 WESTGATE DRIVE
HAWLEY, MN 56549



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

2200

Date: 8/15/2024

<http://claycountymn.gov>
 (218)-299-5003

**HAWLEY CITY COUNCIL MINUTES
AUGUST 5, 2024**

The regularly scheduled semi-monthly meeting of the Hawley City Council was held on Monday, August 5, 2024 in the City Council Chambers. The meeting was called to order at 6:00 p.m. by Mayor Mork with the following members present: Sean Mork, Brad Eldred, Stacey Riedberger, David Asleson, and Marc Ness. Also present were City Administrator Lonnie Neuner, Attorney Zenas Baer, Police Chief Joe Backlund, Public Utilities Superintendent Alex Ames, and Public Works Lead Paul Thompson.

A motion was made by Mork, seconded by Ness to approve the amended agenda. Ayes: All.

Mork informed the Council that by ordinance, the city can assess unpaid fire call bills to the owner's property taxes. The bill in the amount of \$63,788.31 for the elevator fire at 316 5th Street has not been paid.

A motion was made by Mork, seconded by Ness to approve City of Hawley RESOLUTION 24-16 Resolution Declaring Cost to be Assessed, and Ordering Preparation of Proposed Assessment Special Service Charges for Emergency Services - Fire Call. Ayes: All.

A motion was made by Mork, seconded by Riedberger to approve City of Hawley RESOLUTION 24-17 Resolution for Hearing on Proposed Assessment Special Service Charges for Emergency Services – Fire Call. Ayes: All.

It was noted that the hearing will be held on September 9th at 6:00 p.m.

Mork reported that the storm water flow from the north has been disrupted by the new Middle School project. The city has received a rough estimate of \$35,000 from Moore Engineering for them to model our storm sewer system on the east side of town to see how or if the city's system would be able to accept the additional storm water. The biggest issue is that we would be receiving a lot of storm water from outside the city, including farmland, into our storm water system. It was noted that it is up to the developer/school to figure out what to do with the storm water.

A motion was made by Mork, seconded by Asleson directing City staff to draft a letter to the school regarding the city's concerns of the storm water issues caused by the new Middle School project. Ayes: All.

A motion was made by Asleson, seconded by Ness to approve the July 2024 Assistant Liquor Store Manager job description on Grade 5 of the pay scale. Ayes: All.

A motion was made by Asleson, seconded by Mork to hire Tara Ramsey as Assistant Liquor Store Manager on Grade 5, Step 1 of the pay scale. Ayes: All.

A motion was made by Riedberger, seconded by Asleson to approve the Placement of "No Parking" Signs on the 100 block of 7th Street: East side of the road 25' north of Carl's Lefse Driveway, and West side of the road from the south side of the driveway at 111 7th Street south to the property line. Ayes: All.

A motion was made by Ness, seconded by Asleson to approve the Minnesota Lawful Gambling Application for Exempt Permit submitted by the Hawley Area Jaycees for raffles on 10/12/24 at the Hawley Community Center. Ayes: All.

A motion was made by Mork, seconded by Riedberger to approve the following consent items:

- 07/01/24 minutes
- 07/15/24 minutes
- August/September 2024 Meeting Calendars
- July Clay County Land Transfers

The motion carried by a vote of Ayes: All.

A motion was made by Eldred, seconded by Asleson to approve the following accounts payable:

83709 Feldt Plumbing LLP	Elevator Fire Excavating	\$2,500.00
83710 Buffalo River Excavating, LLC	Elevator Fire Excavating	\$3,450.00
83713 The Equitable	Withholdings	\$80.00
83741 U.S. Bank	Credit Card Charges	\$2,611.54
83744 Wild Rice Electric Cooperative	Airport Utilities	\$308.86
83748 Absolute Ice	Mdse Held for Resale	\$1,355.05
83749 Artisan Beer Company	Mdse Held for Resale	\$73.80
83750 Bellboy Corporation	Mdse Held for Resale	\$505.00
83751 Bergseth Brothers	Mdse Held for Resale	\$19,327.40
83752 Beverage Wholesalers	Mdse Held for Resale	\$9,857.84
83753 Breakthru Beverage	Mdse Held for Resale	\$4,595.60
83754 Coca Cola Bottling	Mdse Held for Resale	\$902.75
83755 D-S Beverages Inc	Mdse Held for Resale	\$26,396.91
83756 Hanson Sales	Liquor Store Supplies	\$600.00
83757 Jim Hirt Trucking Inc	Liquor Store Freight	\$418.85
83758 Johnson Brothers Liquor Co	Mdse Held for Resale	\$3,586.52
83759 M. Amundson LLP	Mdse Held for Resale	\$1,609.99
83760 Nothing But Hemp	Mdse Held for Resale	\$324.00
83761 Paustis Wine Company	Mdse Held for Resale	\$750.00
83762 Phillips Wine & Spirits	Mdse Held for Resale	\$4,258.00
83763 Small Lot	Mdse Held for Resale	\$668.46
83764 Southern Glazers of Mn	Mdse Held for Resale	\$2,405.78
83765 Vinocopia	Mdse Held for Resale	\$359.50
83766 Erica Polley	Dependent Care Flex	\$800.00
83767 City of Hawley	Fire Truck Title	\$31.00

83772 Advanced Stiping & Sealcoating	Liquor Store Maint	\$6,540.00
83773 Alex Air Apparatus	Fire Dept Equipment Repair	\$829.99
83774 Arvig Communication Systems	Phone/Internet	\$1,010.07
83775 Auto Value Hawley	Supplies	\$101.64
83776 Banyon Data Systems	Contract Maint	\$2,694.00
83777 Better Business Planning	COBRA Admin	\$14.96
83778 Bolton & Menk	Airport Engineering	\$3,750.00
83779 Business Essentials	Office Supplies	\$746.71
83780 Chris Laaveg	Fire Dept Mileage	\$345.18
83781 Cullens Cleaning Service	Contract Maint	\$645.00
83782 Grand Forks Fire Equipment	Fire Dept Tools & Equipment	\$410.95
83783 Heiman Fire Equipment	Fire Truck Maint	\$8,028.00
83784 Hough Inc.	Liquor Store-Driveway Repair	\$348.75
83785 JB's Custom Apparel	Parks-Uniform	\$55.00
83786 Law Enforcement Labor Services	Withholdings	\$282.00
83787 LMCIT	Parks	\$280.38
83788 Marco Technologies	Contract Maint	\$113.74
83789 Mickelson Body Shop	Police Vehicle Repair	\$324.18
83790 Mn Municipal Beverage Assn	Dues	\$1,700.00
83791 Moore Engineering	Engineering	\$21,301.90
83792 Muscatell Burns	Vehicle Maint	\$533.46
83793 Mutual of Omaha	Life Insurance	\$49.20
83794 Newman Signs	Liquor Store Advertising	\$818.00
83795 Paper Roll Products	Liquor Store Supplies	\$84.13
83796 Premium Waters	Contract Maint	\$117.73
83797 Public Utilities Commission	Utilities	\$3,729.87
83798 RMB Environmental Labs	Wastewater	\$1,365.82
83799 Royce Wenner	Police Travel	\$53.11
83800 Sambatek	Airport Engineering	\$4,000.00
83801 Swanson's Repair	Fire Dept Equipment Repair	\$1,244.07
83802 The Fire Group Inc.	Fire Hall Maint	\$354.00
83803 Tonys Super Valu	Supplies	\$59.99
83804 Vector Disease Control	Vector Control	\$4,808.50
83805 Vestis	Contract Maint	\$288.38
83806 WEX Bank	Police Fuel	\$1,593.80
83807 Zenas Baer Law Office	Legal Services	\$1,366.82
83808 AFLAC	Withholdings	\$221.48
83809 Blue Cross Blue Shield	Health Insurance	\$16,617.03
83810 Colonial Life	Withholdings	\$57.54
83811 NCPERS	Withholdings	\$16.00
83812 Reliance Standard Life Ins	Withholdings	\$40.52
83813 Verizon Wireless	Cell Phones	\$176.40
1540-54 City of Hawley	Motor Vehicle credit card charges	\$24,994.37
DirPay Payroll	07/29/24 Payroll	\$27,864.14
WireTran PERA	07/29/24 Payroll	\$7,694.43
WireTran State of Mn	07/29/24 Payroll	\$1,579.28
WireTran IRS	07/29/24 Payroll	\$7,088.68
WireTran Health Savings Account	07/29/24 Payroll	\$361.90
	Total	\$244,477.95

The motion carried by a vote of Ayes: All.

Mork encouraged the public to attend the annual Night to Unite event on August 6th from 5:00 – 8:00 p.m. at Westgate Park.

There being no further business at 6:21 p.m. it was moved by Asleson, seconded by Riedberger that the meeting be adjourned. Ayes: All.

Attest:

Sean Mork
Mayor

Lonnie Neuner
City Administrator

CITY OF HAWLEY, MN

AUGUST 2024

All meetings are posted as Committee of the Whole Meetings - a quorum of the

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 5:00 Committee of the Whole 6:00 Council Meeting	6 Night to Unite	7	8	9	10
11	12	13 ELECTIONS-PRIMARY	14 5:00 Park Board	15	16	17
18	19 2:00 Planning Commission 5:00 Committee of the Whole 6:00 Council Meeting	20	21	22 10:00 PUC	23	24
25	26	27	28	29	30	31

CITY OF HAWLEY, MN

SEPTEMBER 2024

All meetings are posted as Committee of the Whole Meetings - a quorum of the

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 HOLIDAY	3	4 5:00 Committee of the Whole	5	6	7
8	9 5:00 Committee of the Whole 6:00 Council Meeting	10	11	12	13	14
15	16	17	18	19	20	21
22	23 5:00 Committee of the Whole 6:00 Council Meeting	24	25 5:00 Park Board	26	27 10:00 PUC	28
29	30					