



Home of Como Falls

**MEETING MINUTES**  
**REGULAR COUNCIL MEETING**  
**February 3, 2015 6:00 pm**

- **CALL TO ORDER**
- **PLEDGE OF ALIGENCE**
- **ROLL CALL** Vetch, Bissen, Albrecht, Lonkoski, Mayor Walsh
- **ACTION TO CHANGE AGENDA**

**1. Consent Agenda:**

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

**1.1** Minutes: January 6, 2015

**1.2** Bills Payable Through: January 30, 2015

Administrator Blank explained the intent of the Consent Agenda for clarification.

Motion made to approve by Vetch, seconded by Bissen, all in favor by rollcall, motion passed.

**2. Water/Waste Water/City Engineer:** Chris Oliver discussion on water main break and sewer break. Located where valves should be but are not or valves that do not work. Discussion held on replacing and adding valves. Mayor – any idea of how many do not work. Chris we do have a list, however some on the list are not there. Chris will get a couple of estimates to replace/add needed valves.

**3. Library/City Hall:** Shari Carlson - Handed reports out. Waiting for final 2014 budget reports. New library board members, new drive with friends of library and try to get more people involved with doing volunteer work at the library, for fundraising, as well as general cleaning at the library. Encouraging youth that may be interested in adding to college resumes. Planning for this years Chili Cook-off. Looking for entrants, people to come and eat. She is completing training at SELCO this month, they offer free training for cataloging, adding booked, etc. SELCO was down 2 weeks ago to do an inventory – over 27,000 items. I have worked with one of the leaders for the Hokah Chief's 4-H club submitting a grant for after school activities etc. Awards are announced end of April. Would like to get some physical activities going upstairs. Would like to have more space for more adults in the community, have book club, we would like to move the food shelf items in to the kitchen area and use the food shelf area for historical items etc. Does anyone have concerns re: utilization of that space? Lonkoski, could that room be utilized as a small meeting room? Carlson – Absolutely – discussion on using room for meetings and using kitchen as food shelf. Lonkoski – friends of the library would help purchase furniture for that room? Carlson – Absolutely. Walsh – I would like to have the 'catch-all' be cleaned up. Vetch – any city records stored there? No. Motion Made by Lonkoski to allow the library to move the food shelf items in to the kitchen area, seconded by Bissen, all in favor, motion passed.

**4. Police Dept.:** Schuldt, grant still moving forward, contacting us for negotiating that will be handled thru the county. Cost is through state bid, our share is roughly \$1800.

**5. Streets / Maintenance :** Chris – Elliot equipment stopped by regarding street sweeper, discussion.

**6. Recreation Board:** Nothing at the moment

## 7. Planning Commission / Zoning : Nothing

## 8. Items for Consideration:

**8.1** Pay Equity Report - Blank forwarded everyone the pay equity implementation report due at the end of January. Discussion/explanation. This report needs to be submitted to council for approval. Blank contacted pay equity office and inform them that we could not meet the January deadline. He will contact them tomorrow for final submittal. Motion made by Albrecht to approve pay equity report, seconded by Lonkoski, all in favor by rollcall, motion passed.

**8.2** Clerk Position - Melissa Schroeder is not able to continue with the schedule. We have not yet advertised. Blank constructed an ad to post for the job, facebook posting, link to the application on the City web site, a job description, and application. Mayor Walsh - I think we are getting the cart before the horse. I feel there should be a full-time person in that office all the time and have them do everything, find out what they can handle and hire part time to help out if needed. Mayor Walsh stated he talked to at least three of the Council Members, and they think we should be looking at a full-time person rather than a part-time person for this job and if you are interested in that we have to, hopefully what we can do is get this job lined up and offer it to Rod and hope that he likes what it is and we will carry on from there and see what we have to do. I would like to see someone in the office from 8 in the morning until 4:30 in the afternoon Monday through Friday. Chris Oliver - I would be interested in taking over the Clerk position along with what I do now if you are looking at 10 - 15 hours a week, I don't know everything right now, I am getting more familiar as we speak. I am in town 5 days a week and every other weekend. I don't know if that is something the Council is willing to entertain. Walsh - Then what happens when we got lawns to mow and snow to go? Lonkoski - are we going to end up paying you extra time? Chris, that could become a salaried position where overtime would be cancelled out. That is just something I wanted to through out there, I would be interested in continuing what I am doing. Bissen - I think we should have a full-time person. We need someone in the office regular hours. It is my personal feeling that one person can do the whole job, that is what I personally would like to see. City Clerk/Administrator - Lonkoski - water billing, payroll. Bissen - you have two 15 hour a week jobs, one person should be able to do everything. Lonkoski - I agree - we should have someone there all the time. Walsh - years ago we had somebody that came in and did some data entry and filing to help out. Lonkoski - who was the last person we had who was full time doing both? Walsh - Renee I think. She had a hard time. More discussion on one person doing both jobs versus having 2 people each with the skills needed for each position.. Chris - organization is one thing, the jobs are 2 separate jobs. Are you going to hire a clerk/accountant or a City Administrator? It is going to be hard to find someone that can do both. Vetch - we talked a couple months ago when we bought the meter reading etc. was to save time, in theory there, I don't know how much time is spent on a water bill now versus then, but there should be some time savings there. Chris - the bills will go out on the 7<sup>th</sup>, periodically you are getting checks that have to be entered, batched, taken to the bank, the Fund Accounting side of it, there are cross tabs there. I am still getting water bills today from last month. Blank - another thing to consider is benefits for a full-time employee, married, of child bearing age is approximately \$2500 a month, that is your benefits, not wages. You have health, dental, short term disability etc. Part time employee or contracting with a financial agency you don't have any of those employee costs. I am a little confused as to where this is going because you already have an Administrator and you are talking about hiring a Clerk/Administrator and you already have an Administrator and, yes, I have wrestled with retirement. I would like to see us either contract with a financial firm, or hire a financial person, we have 4 already interested. Discussion on this option. Most offices are only open until noon or 1 in the afternoon. Blank states he works Tue - Thurs from 7-8 am until 5pm. Doug worked 8 - 2, 5 days a week, he got sick and negotiated to go from hourly to salary and his hours dropped to 12 - 15 hours a week. Mike mentioned putting something together and If I am interested in it, I am not qualified to be a city clerk. Chris is interested in the job, and is doing well learning the software. We are all pitching in to get this done. Blank states he takes many calls at home regarding

the City. The last 8 yrs have been successful. As your Administrator, I have to tell you, you need someone with a financial background for City Clerk. We have one asking for \$15/hr for a licensed accountant. After we get someone trained, I would be looking to move on and then you would hire an Administrator and I would assist in training them. Mayor – maybe we should hire someone who is an accountant first and then they can do some of the other duties later. We need to know what we are advertising for. For full-time you do need to advertise, for part-time I do not believe you have to advertise. Bissen – I think we absolutely have to advertise. Mayor – who does the interviewing – Blank we have a Personnel Committee; we have myself, another employee, member of community, council member and Mayor. Can only have 1 council member and the mayor – if you have more council members it is considered a quorum and you cannot have that. City Clerk Job description handed to each council member. Deadline could be March 4th.. Personnel Committee reviews the applications, narrows it down and brings the recommendations to the Council. Then you can re-interview them or take the recommendation from the Personnel committee. Discussion held on where to place the ad. Motion made by Bissen to place ad for part-time City Clerk position, seconded by Albrecht, all in favor by rollcall, passed. Lonkoski - We are looking for a commitment of a year, Blank – we are looking for a commitment longer than a year, we would have to make that determination – we are looking for long-term position. More discussion.

Blank - Who on the Council would want to be on the Personnel Committee? Bissen volunteered to be on the Personnel Committee. How long do we want to run the ad? 4 weeks, the 15<sup>th</sup> of March and have the interviews and have everything ready to go for the Council meeting in April. Mayor – Are things the way they are now OK until then? Blank states he believes so, especially with Melissa Schroeder assisting.

**11. Council Member's Comments:** Rebecca – I attended the council leadership training – that was quite interesting, there are a lot of legal issues as a small town that I think we need to address in the coming years. It was a very good training.

Judy – I and Barb Bissen went to the SEMLM meeting last Thurs in Rochester. Very informative, lots of people, very good ideas. Mayor - We appointed Barb, but it has to be a council member, anyone that works for the City can go to those. Judy will take the position to represent Hokah.

## **12. Mayor's Comments:**

SEMLM Appointment

Mayor –are you using my stamp? Rod – yes, we have to get in and change the signatures in the computer to reflect you and myself. Mayor – I just don't want nothing leaving the office that I don't know about that my name is on. Rod, well you could come in and sign all of them if you want to. Mayor- I can do that too, it doesn't matter to me. Rod, it doesn't matter to us but what leaves that office is many checks, payments, payroll, a daily thing. Chris, Bills payable those have all been approved. Mayor - Don Bissen that was one of your concerns.

## **13. Staff Correspondence:**

MN Dot has given a verbal approval of Martell's Hokah Forever wall project. We will have to complete a limited use permit to put the wall in and they are sending me that to complete. Lonkoski – when is any of this going to start? Rod- Spring when they can get at it.

Secondly – in talking with MNDOT in regards to the wall, they at some point plan to redo Hokah Main Street. It will consist of digging up the pavement, if we want to do anything with underground utilities that would be the time. Storm sewers, water mains, curb and gutter, sidewalks could be replaced. Judy - once they start digging you don't know how many problems are going to come up on that main street. Chris – I believe the water main is from – Mayor – all the way through town, did we do up Falls Street – so talking – Judy – any

kind of state aid? Discussion on some things that will need to be replaced. MNDOT says they do not maintain the storm sewers.

**14. Correspondence Received:**

**15. Announcements Next Council Meeting:** March 3, 2015 @ 6:00pm

**16. Items for next Agenda:** discussion on refinancing the bond- he should be here next month. Melissa and Jennifer are supposed to render an opinion as to whether it looks advantageous to us. Mayor – is it going to cost us anything? Rod, yes, but in the long run it will save money. You realize the saving at the end, not up front.

**17. Adjournment:** Mayor asked for motion to adjourn – Lonkoski made motion, seconded by Bissen all in favor passed at 7:38pm