

CITY COUNCIL MEETING
Tuesday, February 17, 2015

CITY COUNCIL PRESENT: Richard Glasgow, Joe Paiement, Jeri Ryan, Amy Williams

STAFF PRESENT: Josh Brekken, Matt Kline, Tom Niedzwiecki

OTHERS PRESENT: Dan Bruechert, Dave Bruechert, Bob Craggs, Evan Loesner, Kevin Wall, Chris White

Workshop on City Staffing and Pet Licenses held from 5:00 to 6:00 pm

1. **CALL TO ORDER** by Mayor Williams at 6:05 p.m.
2. **PLEDGE OF ALLEGIENCE** was said.
3. **CONSENT AGENDA** – Mayor Williams requested to have Consent Agenda Items E, F, and G pulled for discussion. **M/S/P (Ryan/Glasgow) to approve Consent Agenda Items A, B, C and D. Glasgow, Paiement, Ryan, and Williams voted aye. Motion passed unanimously.**
 - A. Minutes of the January 12 Special meeting and January 20, 2015 Regular City Council meeting
 - B. Treasurer's Report
 - C. Bills to be Approved
 - D. Skid steer rental agreement

There was discussion and corrections made to Consent Agenda Item E (Resolution 2015-06). **M/S/P (Ryan/Glasgow) to approve Consent Agenda Item E with corrections. By roll call, Ryan, Glasgow, Paiement, and Williams voted aye. Resolution 2015-06 adopted with corrections.**

 - E. Resolution 2015-06, a Resolution appointing Evan Loesner to the vacant council seat to which Asia Bednar was elected effective February 17, 2015

There was discussion and corrections made to Consent Agenda Item F (Resolution 2015-07). **M/S/P (Ryan/Glasgow) to approve Consent Agenda Item F with corrections. Glasgow, Paiement, Ryan, and Williams voted aye. Resolution 2015-07 adopted with corrections.**

 - F. Resolution 2015-07, a Resolution appointing Doug Tollefson to the vacant City Clerk position effective February 17, 2015.

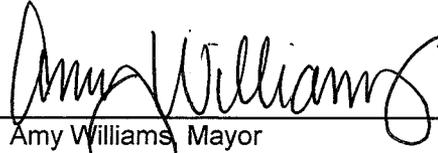
There was discussion and corrections made to Consent Agenda Item G (Resolution 2015-08). **M/S/P (Ryan/Glasgow) to approve Consent Agenda Item G with corrections. Glasgow, Paiement, Ryan, and Williams voted aye. Resolution 2015-08 adopted as corrected.**

 - G. Resolution 2015-08, a Resolution appointing Matt Kline to the vacant Zoning Administrator position effective February 17, 2015.
4. **LAW ENFORCEMENT REPORT** – Deputy Sullivan reported a slow month; there were 25 narcotic related incidents within 5-city area; death that occurred in the City still under investigation. Mayor Williams indicated interest in collaborating with Washington County regarding Night to Unite events.
5. **PETITIONS TO THE COUNCIL** – None
6. **FIRE RELIEF ASSOCIATION** – Mayor Williams advised a meeting was held January 29, 2015 at the Fire Station to discuss details of proposed pension; LSCVF is requesting City *certify* increase. **M/S/P (Glasgow/Ryan) to approve Resolution 2015-09, a Resolution approving the Lower Saint Croix Valley Firefighters Relief Pension Benefits of \$3,250 per year of service effective December 9, 2014. Glasgow, Paiement, Ryan, and Williams voted aye. Resolution 2015-09 adopted.**
7. **YOUTH SERVICE BUREAU** / Written Request – Mayor Williams updated January 23, 2015 letter from YSB requesting support and offer to attend an upcoming CC meeting. Tom Niedzwiecki confirmed 2014 donation from City \$5,000 made on 3/31/14. Tabled until March.
8. **BIKE PATH** / Robert Craggs – Bob Craggs introduced Lower St. Croix Valley Community Foundation's Lower St. Croix Trail Initiative 2015-2016 Funding Plan proposing three part funding: (1) direct contributions from Valley cities and County, (2) solicit private donations, and (3) securing grants for up to 75% of project costs. Consensus made that

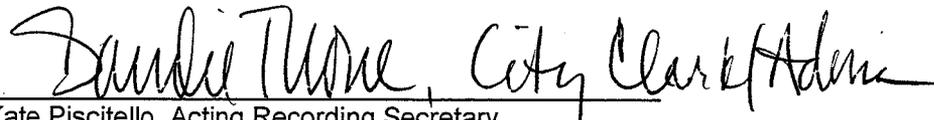
City will provide letter of support in fall 2015 and invite Bob Craggs back in July (and place on agenda) when budget preparation begins to include as line item budget for 2016 and to also provide website information in Newsletter.

9. **DOG AND CAT LICENSE REVIEW** – Discussed during workshop. Tabled until next month.
10. **CITY STAFFING** – Resolution reviewed for Acting Zoning Administrator position effective 2/17/15. **M/S/P (Glasgow/Ryan) to approve Resolution No. 2015-08, a Resolution appointing Matt Kline as Acting Zoning Administrator effective February 17, 2015. Glasgow, Paiement, Ryan, and Williams voted aye. Motion passed unanimously.** Mayor Williams provided proposed City Clerk job description. **M/S/P (Glasgow/Ryan) to adopt summary job description presented for City Clerk with additional responsibility that will include Zoning Administrator duties, i.e. City planning, as salaried exempt position with health and dental benefits and an at will relationship. Glasgow, Paiement, Ryan, and Williams voted aye. Motion passed.** New position will interact with consultants as needed with potential savings on attorney and consultant fees and provide City planning service as appropriate. **M/S/P (Paiement/Ryan) to authorize Mayor Williams the ability to extend an offer and enter into an employment contract with Sandy Thone as outlined for an annual salary of \$60,000 effective March 1, 2015. Glasgow, Paiement, Ryan, and Williams voted aye. Motion passed.** As health and dental benefits are not available for a 30-day period, a consensus was reached to offer a stipend of \$750 (City current contribution \$748.54/month) for health and dental insurance. **M/S/P (Williams/Glasgow) to authorize a stipend of \$750 to potential City Clerk/City Administrator to cover March 2015 health and dental benefits that won't be effective due to 30-day waiting period for new employees. Glasgow, Paiement, Ryan, and Williams voted aye. Motion passed.** **M/S/P (Williams/Glasgow) to instruct the City Attorney to write up employment contract terms for City Clerk/City Administrator as discussed. Glasgow, Paiement, Ryan, and Williams voted aye. Motion passed.**
11. **STAFF REPORTS**
- Attorney** – City Attorney Brekken advised busier month assisting the Clerk's Office with Data Practices Act requests. Discussion held of need to limit record retention period after reviewing State Statutes.
- City Clerk** – No report
- City Engineer** – Report in packets
- Public Works Director** – Kline reported MSCWMO adopted an ordinance change in regard to storm water management; Mikael Isensee, Administrator, will attend April workshop to ask CC interest in rewriting ordinance.
- Treasurer** – Niedzwiecki reported a favorable General Fund balance of \$15,000 for 2014; first time transfer of favorable variance to LTI Fund; League of Minnesota insurance renewal up 5/01/15 – mayor will review with agent; bonds for 2nd Water Tower and Lakeland Plaza TIF not callable until next year.
12. **COUNCIL MEMBER REPORT/** Glasgow reported status of the Cable Commission – Cable Agreement has to go to Denver; \$15,000 held but other checks have been issued. The LSCVFD run statistics for January 2015 was 37 calls; 23 EMS related. Alliance has had attendance issues; hard to get presenters when you can't get people to commit. There was discussion of possible Lower St. Croix Trail conversation in future.
13. **COUNCIL MEMBER REPORT/** Ryan – no report
14. **COUNCIL MEMBER REPORT/** Paiement - WMO met Thursday – discussed flat fee pricing structure could be re-evaluated and wanted assurances situation in Lakeland regarding Ruprecht application not be repeated.
15. **COUNCIL MEMBER REPORT/** Vacant
16. **MAYOR'S REPORT/** Williams – Met new chair of Met Council at Gateway Corridor Commission meeting; important for Met Council to buy in. Thanks extended to Tom Niedzwiecki and Matt Kline for stepping up to help fill voids the past couple of weeks.
17. **CLOSED SESSION/** Personnel Review – Matt Kline requested the Council make a motion to close the regular meeting to discuss a personnel review. **M/S/P (Williams/Ryan) to close the regular meeting at 8:05 p.m. and go into Closed Session. Passed Unanimously. M/S/P (Williams/Ryan) to resume the regular meeting at 8:18 p.m. Passed unanimously.** It was decided on a salary increase of 2.5% effective 1/01/15 for PW1/Operator Rick Regnier.

18. ADJOURN – M/S/P (Ryan/Glasgow) to adjourn meeting at 8:20 p.m. Passed unanimously.



Amy Williams, Mayor



Kate Piscitello, Acting Recording Secretary