

# LAKELAND SPECIAL CITY COUNCIL MEETING MINUTES

July 25, 2019

## SPECIAL CITY COUNCIL MEETING

11:00 a.m.

CITY COUNCIL PRESENT: Council Member Joe Paiement, Council Member Shayne Orning, Council Member Lisa Williams, Council Member Mike Thron

STAFF PRESENT: City Clerk Kate Piscitello, City Treasurer Tom Niedzwiecki,

OTHERS: Julie Orning, Chris White, Heidi Hubbard, Julie Orning, Valerie Silbernack, Julie Thron, Roger Schaunt, Ralph Piscitello

1. **CALL TO ORDER** by Acting Mayor Joe Paiement at 11:05 a.m.

2. **PLEDGE OF ALLEGIENCE** was recited.

### 3. **ADOPT AGENDA**

Council Member Williams requested an additional two items be added to the agenda - (1) add appointments, and (2) establish timeline for distribution of agenda and packet; spoke with the City Attorney who provided opinion adding agenda items to the Special City Council Meeting agenda was acceptable.

**Motion: Council Member Williams / Second: Council Orning to approve the Special City Council meeting agenda as amended. All Ayes (5-0). Motion Passed. Time Stamp 01:01**

### 4. **CITY BUSINESS**

#### 1. **City Contracts**

##### **City Treasurer**

Roger Schaunt, CarlsonSV was in attendance to discuss their proposal for professional accounting services beginning August 1, 2019; he provided an overview of the company and advised that Georganne will be the accountant assigned to the City with the back-up of Kim from their Golden Valley Office who will help out with the general accounting; they work with QuickBooks and Cloud Accounting and Georganne is a Pro Advisor as was Tom Niedzwiecki; read through Tom's contract and any changes Council would like to make are fine. In answer to Council Member Williams question regarding length of contract, he assured continuity on a day-to-day basis and he plans on staying familiar with financials; would agree to a 2-year contract from August 1, 2019 to August 1, 2021 and proposes a flat amount per month fee; felt they only needed ½ day transitional time and it might not take that long; assured Council Member Williams they could revise how bills are processed and reported as she wished.

Julie Thron, 16411 Division. Asked Roger if he was familiar with CTAS, an accounting software package from the Office of the State Auditor and he was but only used with larger cities.

Chris White, 311 Queenan Avenue S. Asked if they are bonded and answered that they are; the City also has liability insurance for the treasurer.

**Motion: Council Member Williams / Second: Council Member Thron to hire CarlsonSV to replace the City Treasurer and to direct the City Attorney to draw up a contract for the duration of 2 years, August 1, 2019 to August 1, 2021. Ayes (4-0). Motion Passed.**

**Time Stamp 28:01**

##### **M-Files**

**Motion: Council Member Williams / Second: Council Member Orning to stop M-Files currently providing Council 90 days to regroup. All Ayes (4-0). Motion Passed** **Time Stamp 29:22**

##### **Utility Billing Clerk**

The contract for M-Files and Utility Billing Clerk expired on April 1, 2019. Council Member Williams suggested Council immediately post the deputy/utility billing clerk position at 40 hours per week full time with benefits, hours at tasks to be determined, \$17-22 salary range; believes if they get the right

person in place that the line of communication within the water department and City Hall will benefit the City; asked if Simon Wirth knew the Caselle Water Billing System. Tom Niedzwiecki said Simon is not trained on the system and that PJ is more flexible and has experience. Council Member Williams asked if Andy Erickson might be asked to come back in the interim for a couple days/week. Julie Thron, 16411 Division. Noted Deputy Clerk position posted by Jennifer Farrell Hutchison in 2016 divided Deputy Clerk duties as 20-25 hours utility billing, 10-15 hours administration.

Ralph Piscitello, 16200 Sixth Street North. Asked if anyone has conducted a survey if \$17-22/hour a good wage, as they want to secure a good quality employee. Council Member Williams responded that based on other cities Lakeland's size, \$17-22 reasonable; thinks providing two months for applicants practical; suggested continuing with PJ as Utility Billing Clerk on a month-to-month basis with a 2 week notice.

**Motion: Council Member Williams / Second: Council Member Thron to retain PJ Kinde as Contract Interim Utility Billing Clerk on a month-to-month basis providing a 2 week notice, and to direct the City Attorney to draw up a contract accordingly. All Ayes (4-0). Motion Passed.**

**Time Stamp 41:02**

### **Building Inspector**

Council Member Williams noted this contract also expired and suggested continuing the contract with expiration 12/31/19; that will allow Council time to evaluate whether to continue on with same terms.

Julie Thron, 16411 Division. Asked if Council is going to continue with contracts; believed they were going with employees instead of contracts.

**Motion: Council Member Paiement / Second: Council Member Williams to continue Dewey Stensland, Stensland Inspections, contract with expiration of 12/31/19 with a 60 day notice, and to direct the City Attorney to put together a new contract. All Ayes. Motion Passed.**

**Time Stamp 43:50**

### **Accountant**

Tom Niedzwiecki provided a contract retaining his services to Council to insure a smooth transition with the newly hired accountant; suggested he work on direction of the treasurer and duties would include training and mentoring; thinks optimistic that CarlsonSV believes ½ day transition period adequate. Council Member Williams proposed they allow a two week transition and see if there is reason to sign another contract; expects all accounting documents and records be at City Hall by 7.31.19. Tom stated he would only work with a contract.

Chris White, 311 Queenan Avenue South. Felt it unfair not to have a contract for Tom; could state as needed up to a maximum number of hours; City will be protected as well as Tom.

Julie Thron, 16411 Division. Asked if contract would be open-ended.

**Motion: Council Member Williams / Second: Council Member Paiement to prepare a contract for Tom Niedzwiecki for services of Accountant providing training and mentoring to the new accountants, CarlsonSV, for a maximum of 20 hours ending August 31, 2019, directing the City Attorney to prepare a contract. All Ayes (4-0). Motion Passed.**

**Time Stamp 51:08**

### **City Clerk**

Council Member Williams suggested continuing the City Clerk contract on a month-to-month basis for 90 to 120 days while Council reflects on future goals. City Clerk stated position should be as an employee and salaried by State Law; provided job description and suggested she would prefer to work part-time, Monday, Tuesdays, and Thursdays from 9 to 3 for a total of 20-24 hours per week. Council Member Thron stated Clerk's hours were 170 hours last month, but it was explained the workload at present requires additional hours and were accommodated to keep continuity of the City Office; will continue with contract for next 90 days as written or until Council directs otherwise.

**Motion: Council Member Paiement / Second: Council Member Orning to continue the City Clerk's contract as written at \$30 per hour until Deputy Clerk hired and hours can be reduced.**

Council Member Paiement and Council Member Orning rescinded the motion since there is no expiration date on the Clerk's contract.

**Time Stamp 57:13**

### **Public Works**

No action. Council Member Williams indicated seasonal help isn't in the best interest of the City; Council should speak with Simon Wirth as to his availability and ability to fill in at Public Works.

**Time Stamp 1:05:21**

person in place that the line of communication within the water department and City Hall will benefit the City; asked if Simon Wirth knew the Caselle Water Billing System. Tom Niedzwiecki said Simon is not trained on the system and that PJ is more flexible and has experience. Council Member Williams asked if Andy Erickson might be asked to come back in the interim for a couple days/week. Julie Thron, 16411 Division. Noted Deputy Clerk position posted by Jennifer Farrell Hutchison in 2016 divided Deputy Clerk duties as 20-25 hours utility billing, 10-15 hours administration.

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**Time Stamp 1:05:21**

### **Tri-County**

Contract states review on an annual basis every May; hasn't been reviewed recently; suggestion made to have the City Attorney draw up a new contract.

Bob Piotrowski, no address provided. Expressed putting the contract out for bid as he wasn't pleased with the service of snowplowing this past winter.

Julie Thron, 16411 Division. Indicated this was a Public Works decision that left streets in a dangerous position.

Council Member Williams agreed the streets were problematic, but confirmed the City had no access to salt and sand.

Consensus to put snow plowing and mowing services out for bid in August with consent with the City Attorney helping put together bid.

**Time Stamp 1:09:27**

### **2. Sale of Land at 1190 St. Croix Trail South**

Acting Mayor Paiement opened the two bids for the sale of land at 1190 St. Croix Trail South. Bid from Robert and Heidi Hubbard was initially received at the City Office on 6.13.19 with a \$5,000 deposit and bid of \$80,000 with intention of no current plans but to remove invasive plant species. Bid from Gary Thill was initially received at the City Office on 6.14.19 with a \$5,000 deposit and bid of \$21,600 with a 5-year plan to keep the same with no changes. Acting Mayor Paiement felt the Hubbard Family has been very generous to the St. Croix Valley area and appropriate to sell the land to Hubbards. Council Member Williams against selling the City land as she felt as the City might want to build on the present cement slab, perhaps a garage for vehicles and storage.

Brian Zeller, 55 Lakeland Shores Road, Lakeland Shores. Pointed out the lot that was actually for sale was located north of the cleared area and assisted Council Member Williams in locating it on the survey. Acting Mayor Paiement also indicated this is contiguous to the City property.

Heidi Hubbard, Proposed Buyer. Indicated the survey shows a 5 acre property and minimum lot requirement in area is 2.5 acres; approached the City in February 2017 to purchase land.

Chris White, 311 Queenan Avenue South. Would hope the City Council would acknowledge the many citizens who made it clear they did not want the City to sell the land.

Acting Mayor Paiement acknowledged this is a unique situation, but timing good as the City can use the funds.

**Motion: Acting Mayor Paiement / Second: Council Member Orning to accept the bid offer made by Robert & Heidi Hubbard for the sale of a 2.5 acre parcel at 1190 St. Croix Trail South for \$80,000, plus the \$5,000 deposit and to direct the City Attorney to prepare an applicable Purchase Agreement for the sale. Acting Mayor Paiement and Council Member Orning voted aye. Council Member Williams nay. Council Member Thron abstained. Motion Passed.**

**Time Stamp 06:12**

Council Member Williams asked that the funds from the sale will put aside until the Council makes a decision what it could benefit.

### **3. Reestablishing a Personnel Committee**

#### **4. City Appointments – added 7.25.19**

Council Member Williams requested appointment of Mike Thron as Public Works Commissioner as she believes work the Mikes does is mechanically related and he would understand and be able to convey in layman terms for Council; he would also be an available person for resource.

Council Member Williams requested appointment to the Personnel Committee; noted Council Member Paiement point person for Human Resources and she would like to be back-up for resources. Suggested residents Chris White, Diane Wirth, and Julie Schultz [Council Member Williams choice] and Council Members Mike Thron and herself.

**Motion: Council Member Williams / Second: Mike Thron to re-establish the Personnel Committee. All Ayes (4-0). Motion Passed**

**Time Stamp 1:16:16**

**Motion: Council Member Williams / Second: Council Member Orning to appoint the following to the newly established Personnel Committee: Residents Chris White, Diane Wirth and Julie Schultz and Council Members Thron and Williams. All Ayes (4-0). Motion Passed.**

**Time Stamp 1:16:54**

Council Member Paiement brought up if it Council's intention to take the Mayor off Human Resources and Public Works. Council Member Williams indicated he was already appointed to the Fire District and other appointments **Time Stamp 1:17:14**

*[Secretary's Note: Per Ordinance §30:16 (D) Each City Council member shall be appointed by the Mayor at the first meeting in January of each year to a Commission position, i.e. public safety, streets, and personnel.]*

**5. Establishing Agenda and Packet Policy – added 7.25.19**

Council Member Williams requested setting a procedure for agenda and packets. Suggested all Council Members getting a rough draft of the agenda the week prior to the meeting, providing additions and modifications to agenda by Wednesday so that agenda and packets can be emailed and placed on website by Thursday prior to the Tuesday City Council Meeting so that Council Members can come to meetings prepared for City business. **Time Stamp 1:17:43**

**5. ADJOURN**

**Motion: Council Member Williams / Second: Council Member Thron to adjourn the meeting. All Ayes (4-0). Motion Passed. Time Stamp 1:18:59**

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Kate Piscitello, City Clerk

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Joe Paiement, Acting Mayor

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