

City of LeRoy MN – Council Meeting Minutes, September 5, 2017

A regular meeting of the LeRoy City Council was called to order by Mayor Brian Thiel on Tuesday, September 5, 2017, at 6:30 PM at the LeRoy Community Center with the following members present: Mayor Brian Thiel, Council Members Ashley Huntley (arrived at 6:34 PM), Gene Miller, Jan Whisler, Maintenance Supervisor John Jones, and City Clerk Patty White. Council member Kathleen Gottschalk was absent.

Also attending: Axel Gumbel, Shirley Whisler, Dave Perkins, Craig Jacobson, Rose Erie, and Deputy Katlynn Fisher. All present stood and recited the Pledge of Allegiance.

Council reviewed the items included in the consent agenda. Motion by Whisler, second by Thiel to approve the minutes of the August 7, 2017, council meeting. Motion carried 3-0. Motion by Miller, second by Whisler to approve the bills payable. Motion carried 3-0. Council reviewed the written reports and past due bills. Craig Jacobson reported on LeRoy City Lines, Wildwood Grove, and the EDA Advent Calendar promotion.

During Public Input Time:

- Rose Erie reported that two of the upper cabinets in the Senior Room had fallen off the wall. No one was hurt and little damage was done when this happened. These may be replaced by some of the cabinets in the Community Center kitchen when that project is completed.

During Standing Committee Reports:

- Huntley apologized for being late; she was attending the LeRoy Area Ambulance board meeting. She reported the service is down on the number of EMT's available to respond to calls. She also reported the service is dealing with some internal issues, too. The board and service are trying to recruit more people to serve.

The police report was given by Deputy Katlynn Fisher.

- Deputy Fisher handed out the Police Activity Report for August. Council reviewed the report and posed a few questions to Deputy Fisher.
- Whisler noted that people see things happen but are reluctant to report anything. Deputy Fisher reminded those present that these need to be called in. This helps the department build a case.
- Miller noted people have noticed the police presence here in town.
- Council thanked Deputy Fisher for her time.

In Old Business:

- Thiel reviewed pages five (5) and nine (9) of the proposed personnel policy and explained this wording.
- Motion by Thiel to approve the personnel policy as written in the draft of July 21, 2017.
- Whisler expressed concern with the hiring process and the council not necessarily knowing the person or having had the opportunity to pose their own questions to the person being recommended for hire. Thiel noted that no council member has direct supervision or oversight over any individual employee. Council further discussed the interview and hiring process and their ability to be involved with the process. It was also noted that candidates' names for an open position are not public information until they are named as a finalist for the position.
- Miller suggested having the city council conduct the final interview for finalists for a position. The Personnel Committee would have conducted interviews to winnow the candidates down to those qualifying as a finalist for an open position.
- Miller seconded Thiel's motion to approve the personnel policy.
- Motion by Miller to amend the Personnel Policy to include final interviews for a full-time position will be conducted by the whole city council. Second by Whisler. Motion carried 4-0.

- Motion by Miller, second by Whisler to adopt the Personnel Policy as amended. Motion carried 4-0.
- Thiel noted the Personnel Committee is recommending the hiring of an administrative assistant to cover City Hall hours when the city clerk-treasurer is absent for training, vacation, etc. Council chose to defer this at this time.
- Miller noted he would like to have personnel reviews completed prior to addressing the idea of an administrative assistant. Miller questioned what the process is for personnel reviews. Thiel noted that by state statute the city clerk is to do the personnel reviews for non-exempt employees. Miller questioned who does the exempt employee evaluation. Thiel noted it would be the Personnel Committee or the City Council. This process and the necessary forms are not in place yet. Whisler questioned who would be present for White's evaluation. Thiel noted it would be either the Personnel Committee or City Council.

Communications & Petitions:

- Thiel updated those present that Mayo will announce publicly that they will be discontinuing all services at Mayo Clinic Health Systems-LeRoy Clinic effective October 2, 2017. The Mayo Clinic Health Systems-LeRoy Pharmacy will remain open. Further discussions with Mayo are ongoing to ensure the best for LeRoy and surrounding area residents.
- White updated council on three parcels that have reverted to the State of Minnesota for non-payment of property taxes. Motion by Miller, second by Whisler to approve these parcels for public auction. The motion carried 4-0.
- Council discussed what to do with the assessment for property cleanup on one of the parcels. The amount of this assessment is \$23,700. Whisler felt this parcel should be reassessed that amount. Council voiced concern that the previous owner of this parcel could repurchase this property and not have to pay for the property cleanup. Motion by Whisler to pass Resolution 2017-03, a Resolution Approving the County Board Classification of Forfeited Tax Property and Declaring the City's Intention to Reassess Unpaid Assessments. Second by Huntley. Motion carried 4-0.
- White reviewed the proposed 2018 budget and levy. The preliminary paperwork for these items has not been completely finished, but White recommended a \$500,000 figure for the preliminary levy. Motion by Thiel, second by Miller to pass Resolution 2017-04, a Resolution Adopting the Preliminary Levy at \$500,000 and setting the Truth in Taxation hearing for Monday, December 4, 2017, at 6:15 PM. Motion carried 4-0.
- Council reviewed two informational memos from the League of Minnesota Cities referencing small cell technologies. Thiel would like to refer this to the Technology Committee.

Council reviewed one land use permit.

- 140 Penny Lane, Lot 6, Block 1, Olson Addition-build addition to garage

Motion by Huntley, second by Miller to approve said permit. Motion carried 4-0.

Council reviewed the Communications File.

- Council reviewed the LeRoy Public Library board meeting minutes.

Street Maintenance & Repair for 2017:

- Whisler reminded council they had discussed spending up to an additional \$20,000 for street maintenance and repair. Whisler and Jones had met with J.C. Nerstad of Four Season Maintenance for his input. Council reviewed the estimate from Four Season Maintenance for additional seal coating, crack filling, and patching in the amount of \$18,940.00. Motion by Whisler to approve the estimate from Four Season Maintenance in the amount of \$18,940. Second by Huntley. On a roll call of votes, Thiel, Huntley, and Whisler voted aye. Miller abstained. The motion carried.

- Huntley questioned about the humps left from the repair work already completed on Read Street. Jones noted he talked to Mr. Nerstad about this.
- Craig Jacobson, in reference to Wildwood Grove, reported this is one of the highest priced assets of the city. He felt the parking lot, landscaping, and some of the painting on the building are in need of some maintenance. Mr. Jacobson presented figures to sealcoat the parking lot, replace the edging and some of the plants in the landscaping, and repaint parts of the building. His estimate was in the amount of \$10,000. He also noted there are eight vacancies at the facility; these vacancies are tough on the cash flow. Wildwood Grove does not have that type of extra funds to make these improvements. Jacobson noted when he served on the council many years ago the council at that time had set up a fund for the completion of the trailhead. The trailhead was completed with funds from the Bothun Estate, but funds continue to get put into this account. The account currently has over \$55,000 in it. Motion by Whisler to allocate \$10,000 from the trailhead fund for Wildwood Grove improvements. Miller expressed concern with this option; he noted the city is still subsidizing the debt service for Wildwood Grove and doesn't want to set a precedent. Second by Huntley. Motion carried 4-0.

The Mower County 56 project was begun today.

The water tower inspection report has not been received yet.

Jones presented information for auto-read water meters.

- Jones noted all the water meters are read four times per year, and approximately 75 water meters are read on a monthly basis.
- The capital investment for this would be approximately \$54,000 for the readers and initial setup costs would total \$6,876. Jones noted other communities have installed these new readers over a course of three or four years instead of doing them all at once.
- Miller questioned if the city would be further ahead to install all of these at once instead of over the course of three or four years.
- Whisler questioned about the number of meters ten or twenty years ago. Jones noted these readers would save time for the maintenance guys and would allow all the meters to be read on a monthly basis instead of quarterly.
- Miller questioned if this needs to go out for bid. Thiel commented the council could put out a Request for Proposal (RFP).
- Motion by Miller to put this out for bids for the equipment specified on the information sheet provided to council. Second by Huntley. Motion carried 4-0.

Community Center Kitchen:

- Shirley Whisler presented a bid for stainless steel sink, countertops, and shelving. She noted the question to be determined is whether there should be a stove in the kitchen or not. A residential stove would cost between \$500 and \$600; a new commercial grade stove would cost \$1700. She noted the committee continues to work on this project.
- Motion by Miller, second by Whisler to sell the present stove for \$500 and to coordinate the stove's removal with other events at the Community Center. Motion carried 4-0.

Being no further business to come before the council, the meeting was adjourned on a motion by Huntley, second by Thiel at 9:01 PM.

Brian Thiel, Mayor

Attest:

Patty A. White, City Clerk-Treasurer