APRIL 24, 2012

Special Council Meeting

Pledge:

Mayor and Council Members Darlene Fah and Alice Schweninger and Jim Opelia present, Alex Weego arrived mid-meeting.

Financial Reports: Darlene made a motion to approve the claim’s list, seconded by Alice, in favor Jim, Darlene, Alice and Juanita, Alex absent. Motion carried.

New Business:

Bids for Jetting and Televising: Juanita asked which bid was from the contractor doing the work in Bertha. Adam stated that they were we ones that were not bidding. They have too much work at this time to take on any more commitments. Darlene asked the maintenance staff who they would recommend giving the bid to. Aaron stated that the only one he knows is Infratech, which was the highest bidder. The bids are: Empire Pipe Services (with the additional $350.00 for the lift station) $18,230.00; Ritter & Ritter, Inc. $23,300.00 (plus $.015 for any sewer runs that require the use of their easement machine; and Infratech $29,010.00. It was questioned by Darlene why Infratech is so much higher. Aaron and Adam stated that they usually work only by the hour. Their bid also included an hourly rate of $225.00, however they gave no estimate of number of hours required to complete the project. Juanita asked if they were the ones familiar with our system. Aaron said not really. They are the only ones he had talked to. Juanita asked about timeliness of each contractor, none had addressed that issue. Juanita questioned if Empire was going to add a mobilization charge since they were out of Mankato. Barbara stated that it is not quoted in the bid. Juanita questioned if they all added additional charges for root cutting or removal of calcium deposits like Empire. None of the other had addressed that. Darlene wondered if anyone knew if any of these companies had done anything locally. Darlene again asked the maintenance staff who they would recommend. Aaron had no opinion. Adam stated that he felt Empire. He had received their name from Joel at Moore Engineering and feels comfortable with their recommendation as to the quality of the company. Barbara asked if they could do the repairs if there were any necessary. Aaron stated that most likely none of these companies would be the ones that would do the repairs. He also stated that whoever would do the repairs would want to have their own televising done again for that project. Jim made a motion to select Empire Pipe Services for the jetting and televising of the sewer lines, seconded by Alice, in favor, Darlene, Jim, Alice and Juanita, Alex absent. Motion carried.

Adam questioned how we accept their contract. Juanita stated that the acceptance of the bid process is on the bottom of their bid. Barbara will call Empire and make sure there will be no additional charges (e.g. mobilization or other hidden charges), how long they have been in business, and how they require payment. She will also request the email that was sent to Adam and not received with the addition of the lift station cleaning amount added.

Parking Lot Paving: Adam was addressing the amount of the parking lot to be paved. If it was to include the area in front of the generator shed or not. Darlene feels that we should do the whole thing, but it will depend on the cost. Jim questioned if a portion of this would be paid for from the Fire Department since a portion of the paving is required in order to obtain the grant for the fire truck. Juanita stated that she isn’t sure, but it was a requirement to obtain their funding. The only portion required is the handicapped parking spot. Adam asked about obtaining bids in portions. Darlene thought it would be best to obtain two bids, one for all and one for just what is required for the compliance for the Fire Department grant.

Fire Department Ordinance: Juanita stated that this ordinance has been redone by our Attorney to add the EMR for the fire department. Barbara questioned if these calls would be billed for. Adam stated that it would be billed at the Fire Department rates. These rates can be changed at any time through the Fee Schedule Resolution. A motion was made by Darlene to approve the changes to the Fire Department Ordinance #200-005, seconded by Alice, in favor, Jim, Darlene, Alice and Juanita, Alex absent. Motion carried.

Barbara will email Dan and let him know that the ordinance has been approved by the Council and that she will file it with Todd County and post it in the paper. She will also ask if there is anything else that needs to be done for the completion of this change.

Building Replacement: Juanita stated that this will be difficult to address as Alex is the key person on this issue and he is not present. Darlene suggested the item then be tabled until the next Council Meeting. Alice stated that Alex had indicated to her that the building replacement may be delayed until fall. Juanita commented that the existing building will be gone by the 30th. Something needs to be done to close up the City Building as the door goes into the building goes with the shed. Juanita feels that this door should be eliminated as it will be another venue for breaking into the City offices. Adam asked about the possibility of insulating and heating the existing shop. Aaron questioned where we would put the generator then. Jim asked if there would be room in the existing shop. Aaron stated no. Darlene asked if it was cleaned out if maybe there wouldn’t be room. Aaron felt that it would be a problem in an emergency situation to be able to get the generator out. Darlene thought that maybe the snowplow could sit outside for the summer to make the room available for the generator. Juanita stated that it had been outside for two years before we had the shop. The Council went to the shop to look things over. Darlene asked how big the generator is. Adam stated about the size of the tractor. What could be outside was discussed. Aaron doesn’t feel that even if the shop is cleaned that he will not be able to get the generator out without moving several other things if it was needed. Darlene asked if we could use the money we will be getting to complete the existing shop and then deal with the building replacement in the fall. She also asked if we would want the contractor to do this. Aaron said yes. Adam asked what would be used to finish the inside. Michael will know what the code is. Venting will also been needed.

Alex arrived asked what all was done prior to his arrival. He was brought up to date on the items that have already been covered.

Juanita stated that what they were currently addressing is that the generator building is sold; it is going to be gone, let’s fix office damage, close off the doorway to the old building, finish the shop that needs to be finished. It needs to be finished, cleaned up and utilized in an organized way. In the fall we can go back and do the building that will replace the generator building with water and sewer funds to house the generator and tractor.

The problem of the sandy soil was discussed due to the potential problem of caving in unless you dig out appropriately to the amount you go down. A box can be installed to shore the dirt to eliminate this problem. Alex stated to maintenance that they need to be positive that by shoring this problem will be eliminated.

Juanita questioned if Adam or Shaun would have the time to come and work on the shop. Adam said he is sure Shaun will be available to come and help. Darlene feels that Michael should be hired to just get it done. Juanita stated that just getting it cleaned out so that Michael could get in to do the work will most likely take up a lot of time.

Alex stated that he would also like the Memorial done by Memorial Day, so they may not have enough time for the shop. Juanita stated that the Memorial is now not going to be done by the maintenance department. Deanna Hall is working on having a man from Verndale complete that project. Part of his time will be volunteered, and part will be paid. Juanita does not think that it will be completed by Memorial Day however. Hopefully it will be done by Pickle Days.

With the summer season starting, Darlene does not feel that maintenance staff has the time available to do the work to finish the shop.

Juanita asked if the Council wants her to call Michael to come and get the work in the City Office completed and close where the door will be removed. She also asked if they wanted her to get an estimate for finishing off the existing shop.

At present we are not resending the motion for the new building. It will be determined at a later date as to whether the project will continue as approved or if the Council will resend the motion later and issue a new motion for a change in how to proceed.

Darlene made a motion to have Kao Construction come and fix the office wall, close off the opening when the building is removed, and give us an estimate to insulate and finish the existing shop, seconded by Jim, all in favor. Motion carried.

Unfinished Business:

Review of Current Personnel Policy: The changes that had been made from the previous Special Council Meeting were reviewed. Additional changes in wording were made in various sections. Transfers was deleted. On Call Policy was also deleted. The day after Thanksgiving will no longer be a holiday. Holiday pay will be at 8 hours for all employees. Any employee “required” to work on a holiday will also be paid premium pay of 1 ½ time their regular hourly rate. Sick leave calculations will be completed at .038 per hour worked. A physician’s statement may be required from an employee to return to work after an absence of 3 or more consecutive days. Vacation days will be calculated at .032 hours for each hour worked.

The new policy will be sent to Dan for review.

City Clerk 6 Month Review: Juanita feels Barb is doing a wonderful job, communication is good. She asked if Barb agreed and she did. Juanita cautioned if Barb feels she is reaching an overload situation to please let the Council know. Juanita asked if any resident has been bugging constantly or wasting her time. Barb said she has not really had that problem with any of the residents.

Alex asked for Barb’s starting date and rate of pay and asked when he needed to have the evaluation form completed to be returned. Juanita stated as soon as possible, and Alex said he wanted to do it after the meeting. Juanita stated that this is Barb’s 6 month review and asked if he wanted to continue this to a later date. Juanita asked if the review would be acted on tonight, and asked what each Member was thinking on that.

Alice said that she didn’t write any comments. Alex said he would like to fill it out at home and at our next meeting have a quick closed session to complete the review. He feels he would like to have time to complete the evaluation form.

Darlene stated that they could let Barb know now how they feel she is doing.

Jim feels good about how Barbara is doing on all areas, except he has no knowledge when it comes to the item of attendance and punctuality. Alice said she has not missed a day. Juanita said she can look out before hours any given day and Barbara is here.

Jim asked Barbara if there were any areas she felt she needs areas of improvement and Darlene asked if there were any areas that the City could do anything for her. Barbara stated that the Council is sending her to classes and conferences in the areas she doesn’t feel as secure or knowledgeable. She doesn’t feel she could ask for anything more than that. She also appreciates that she has the ability to go to Juanita when she has questions.

Darlene feels Barbara is doing a good job. She is not afraid to ask questions.

Juanita said she is working well with customers.

Darlene stated that is now time to get signature authority at the bank. Barbara said she was wondering if she didn’t have signature authority if it would help with the audit finding of segregation of duties deficiency. She will check with Katie to see if she thinks that would be beneficial or not. Darlene stated that she could continue to stop to sign checks if it is beneficial as long as Barbara continues to send her text messages to remind her. Barbara will let the council know after she hears back from Katie.

A motion was made by Darlene to adjourn the meeting, seconded by Alice, all in favor, motion carried.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mayor, Juanita Mitchell

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City Clerk/Treasurer, Barbara Holmes