CITY OF HOKAH

MINUTES
REGULAR MEETING
May 5, 2009
6:00 P.M.

- **CALL TO ORDER:** at 1811
- **PLEDGE OF ALLEGIANCE :** Completed
- **ROLL CALL:** ROSS, MULLEN, CHRISTIANSON,WALTHER, SCHOLZE
- **ACTION TO CHANGE AGENDA:** None noted.

1. Consent Agenda Motion by Walther, second by Ross, roll call all approve.

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	APRIL 7, 2009
1.2	BILLS PAYABLE THROUGH	MAY 4, 2009
1.3	CONSOLIDATED BALANCE SHEET	May 4, 2009

Items 2-5 below are to be included in Council Packets if Department has items to report to Council

2. Water/Waste Water/Flood/WWTP App. : Written Report ___

3. Library : Written Report ___

4. Police Dept. : Written Report ___

Discussion regarding animal control and licensing. Chief Schuldt requests that residents that have yet to license their dogs and cats to do so soon as possible.

5. Streets / Maintenance : Written Report ___

6. Recreation Board

Mullen states they are still looking for life guards.

7. Planning Commission / Zoning Ordinance review status / Parking re-visit

Ross informs the Council that he and his board have began the review of City Ordinances, and states that he might need a year or so to complete this process. Regarding the parking re-visit from last month, the Planning Commission recommends that the City take no action. Ross states he did receive a call from Kathleen Olson this evening stating that she would not be able to attend a meeting and also directed him to an issue where she believed the roadway was blocked at that time. Ross states he did drive to the area and did not see a problem himself. Al Smith was in the audience, and responded to a couple questions from Mayor Scholze.

8. Items for Consideration

8.1 Resolution # 2009-02 Welke Resignation

Administrator Blank reports receiving a letter from David Welke dated April 23, 2009 that he would be resigning his position with the city. Final day of employment will be May 7, 2009. Administrator Blank goes on to state to the Council that he has constructed a resolution relevant to the resignation of David Welke. Administrator Blank then goes on to read said resolution out loud. Administrator Blank then asked for a motion to approve and accept the resignation of David Welke. Motion by Mullen second by Ross. Roll call all approve. Mayor Scholze discusses with the Council he has spoken with David Welke and thanked him for his years of employment with the city and also reminded him that he is to check with City Clerk Doug Moen in regards to his separation pay from the city. Mayor Scholze goes on to state the day that David Welke submitted his resignation we also had called a personnel committee meeting. Mayor Scholze states that the personnel committee has been dealing with job descriptions and we are in the process of formulating new job descriptions that better cover information and duties for city employees. Mayor Scholze also states that due to budget constraints that we currently are under the personnel committee has looked at the finance situation as well as the number of employees and duties that need to be completed throughout the year. He goes on to state that the Council that it is the opinion and then the

recommendation of the personnel committee that we attempt to go forward at this time with the staff that we currently have. Mayor Scholze does state that he asked for 30 days to see how this may work out. Further the personnel committee recommends the council approve an additional four hours to city employee Heidi Snell to complete the added workload with the resignation of David Welke. Mayor Scholze suggests that we hold off with hiring any more city employees and review the situation at next month's council meeting. Christianson states that her recommendation would be that we immediately advertise for replacement for David Welke and that we terminate Heidi Snell's contract with the City. She states she would be able to apply for the position at that time. Administrator Blank goes on to describe the recommendations of the personnel committee and the requested addition of four hours for city employee Snell to complete assigned duties, and that Andy Klingsporn would assume a supervisory role such as that of Public Works Director. This would put Andy in charge of water, wastewater and maintenance. Administrator Blank informs the Council that Heidi Snell is less than two months away from taking her class D Wastewater operator's license. He also reminds the Council this is the reason that Snell was hired by the City. Further Administrator Blank reminds the council that the city received funding from both FEMA and Rural Development for a portion Snell's wages and benefits. Administrator Blank informs the Council that Snell's contract is up for review by November. Blank also reports that he and Mayor Scholze have spoken with City Clerk Moen regarding our current financial status as well as the possible looming LGA unallotments by the Governor of Minnesota. Currently the City is scheduled to lose approximately $50,000 in 2010. City Clerk Moen makes the recommendation that the City attempt to utilize the current staff without doing any additional hiring for the time being. Administrator Blank states that if the personnel we now currently have can complete the duties that are necessary and we have just made up that budget shortfall, at least in the interm. Christianson again states that she believes that the City needs to act to replace Dave Welke's position. Administrator Blank recognizes Ernest Sloan in the audience. He is the community member of the Hokah personnel committee. He believes this plan will work out but what it will take some time. He states that he doesn't see how Heidi can complete the job on just four hours more time. He states your losing 40 hours and attempting to make it up with four hours. Mr. Sloan states there should be something that if she needs to have more than four additional hours that that be authorized. Mayor Scholze states that we have discussed allowing Administrator Blank and Andy the ability to add more hours onto her time. Administrator Blank calls out Andy Klingsporn in the audience asked how it was going so far. Andy states that the city staff is pulling together to help. Doug Moen is reading water meters, Administrator Blank has assumed the FEMA and NRCS flood duties, and Chief Schuldt and Administrator Blank have both volunteered to assist with snowplowing this fall and winter. And he says that so far were getting everything completed that needs to get done. He states this will take some time to determine this but states that he and Snell are willing to give this a try and he asks for that opportunity. He states it's going to take teamwork from the remaining city employees to make this work. Administrator Blank goes on to discuss snowplowing and snow removal with the council. He reminds the council that we are now under contract with MN DOT for the gathering and loading of snow from Main Street Hwy. 44. We removed the necessity for the City to supply a manned snow blower. That duty is now being performed by Davison Trucking and being paid for by MN DOT. Further discussion regarding the situation. Administrator Blank recommends that Mayor Scholze query the Council for their approval or dis-approval of the recommendation by the personnel committee of giving this 30 days to see if it will work, and the addition of four hours a week to Snell's time, and to be reviewed at the June 2009 meeting. Mayor Scholze asks for a motion, comments, recommendations, etc. Going along with the recommendation of the personnel committee. Mayor Scholze then calls on Ross. He states he is fine with this. Go with this for thirty days, then look at it again. Mayor Scholze then calls on Mullen. She states yes. Christianson states no, Scholze asks Walther, he states yes. He is on the personnel committee. He states he didn't know if it would work, but if they want to try it, and they think it can work, they should be given the opportunity to see if we can save some money. Mayor Scholze agrees with the thirty days. He votes yes. We will have documentation of hours and what was completed in those hours. Administrator Blank states for clarification the vote was Christianson no, and the remainder yes. Christianson states that's correct.

8.2 Personnel Committee – Completed in 8.1 above.

8.3 Tractor / Equipment Disposal.

Mayor Scholze discusses the Case tractor. Discussion regarding the costs, parts, necessity of retention, etc. Scholze also discusses other items that the City possesses. He asks the Council what do we do with it? He then discusses the equipment: 1. Case Tractor. 2. 1992 Ford Pickup 3. 1976 Ford Tractor 4. Ford F-800 Dump Truck, w/Hydro Turn Plow. He asks the Council for input. Ross responds to sell the equipment.

Mayor Scholze now adds the Pelican Street Sweeper to the list. Christianson asks what implement do we drag the ball field with Scholze and Klingsporn states that have used a 4-wheeler. Klingsporn states that we have a tractor, and a Bobcat to complete this. Mayor Scholze asks Administrator Blank how do we sell the equipment? Blank states we did complete a bid process on the Case Tractor last month. Further, the high bidder is still interested in the tractor. Blank asks if they wish to re-bid the tractor again? Scholze states he believes as far as the Case Tractor, we go with the sealed bid that we already have. Further, this bidder may be interested in attachments for the tractor. Walther questions the bid we received last month after all the bids were rejected at that time. Christianson questions as to whether the tractor should be sold with all the various attachments that are for that tractor. Former Mayor Martell from the audience questions how we are going to clean up the area by the swimming pool without a four-wheel-drive tractor. Further he questions how we would push the brush over the hill at the dump site because the tractor has a longer reach than the Bobcat. Blank describes the prior months decision regarding the tractor and the decision by the council to retain the tractor for further investigation if the overall be needed. Administrator Blank also explains to the Council that in a meeting David Welke had said that the overhaul would be approximately $7,000 but if we in fact needed a crankshaft you could be another $3000. Former Mayor Martell spoke out, stating he has spoken with Hunt Implement mechanics, and they doubt the engine is locked up. Martell also states that they placed a value on the tractor, in running condition of $12,000.00 without the loader. Administrator Blank states we should park the items at the beginning of the road by the plant, with for sale signs, and list the items on Craigslist. Blank suggests giving it 30-45 days and taking the best offer received. He explains it wouldn't have to be by sealed bid, but by direct negotiations. Martell states he will look at the tractor, and see if he can determine it's status. Walther makes motion that we sell the blue ford pickup, the ford tractor, dump truck, snow plow under these conditions. Second by Ross, roll call all approve.

8.4 Resolution Adopt Houston County All-Hazard Mitigation Plan
Motion by Walther, second by Christianson roll call all approve.

8.5 Temporary Liquor and Gambling Hokah Lions August 29, 2009
Motion by Christianson second by Ross, roll call abstain by Walther, the remainder approve.

9. Old / Unfinished Business Nothing Noted

10. Council Member's Comments Nothing Noted

11. Mayor's Comments Mayor Scholze discusses the boards, and committees.

12. Staff Correspondence Nothing Noted

13. Correspondence Received Nothing Noted

14. Announcements Nothing Noted

15. Items for next Agenda 30 Day review employees new duties, Case Tractor.

16. Adjournment Motion by Walther second by Christianson roll call all approve at 1926.

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ATTEST MAYOR