

CITY OF HOKAH

MINUTES REGULAR MEETING

June 2, 2009
6:00 P.M.

- **CALL TO ORDER** at 1801
- **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. Discussion regarding payment of invoice to MAOSC for \$375.15. Administrator Blank to check into this with Moen.

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	MAY 5, 2009
1.2	BILLS PAYABLE THROUGH	JUNE 1, 2009
1.3	CONSOLIDATED BALANCE SHEET	JUNE 1, 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 ____

Jim Kochie from Davy Engineering to speak with the Council. He begins by discussing the remaining budget from Rural Development. He states there is approx. \$80,000 left in the account. Administrator Blank reminds Jim and the Council that they have already agreed to utilize approx. \$50,00 of those funds to pay this years bond payment. Kochie recognizes this, and adjusts the remaining figure to approx. \$30,000.00. He stated he will work with Klingsporn to determine where and when to proceed to make needed and necessary repairs to the existing sewer systems. Kochie next covers the status of the NRCS EWP projects. He states the project is now substantially completed. Discussion regarding the projects between Council and Kochie. He discusses the one year warranty period should begin very soon.

3. Library : Written Report ____

Bissen discusses having a couple youth work at the library from Workforce Development. Also discussion regarding landscaping project in the area of the former Junction Inn.

4. Police Dept. : Written Report ____

Chief Schuldts discusses changes to the administrative citation procedure and seat belt law by State Legislature.

5. Streets / Maintenance : Written Report ____

Administrator Blank discusses with the Council a quote as supplied by Scott Construction of Lake Delton, WI. For seal coating city streets and alleys. He reports speaking with Klingsporn who believes that the alleys listed on the quote are most in need of repair. The amount in total for the listed alleys is \$11,327.00. Blank reports to the Council that \$20,000.00 is budgeted for seal coating. Administrator Blank further reports that the total for all areas listed as supplied by Scott Construction is just over \$50,000.00. Administrator Blank reports that Scott Construction has states that seal coating should last for seven to nine years, and he believes that we should be in a repair rotation procedure for City streets and alleys. After further discussion it was decided to seek another bid from a competing agency.

6. Recreation Board :

Mullen states that they would like Klingsporn to construct a job list checklist for the employees to complete. Further they wish Klingsporn to stress liability issues of having the Life Guards on the stands at all times.

Further discussion regarding having a Senior Citizen pass agreement where Parents and Grand Parents come to the pool to sit, and watch the their children. Mayor Scholze states that the staff should use their own discretion. Mullen also states that they would like to purchase a banner sign to hang on the side of the pool. Approx. cost is \$250.00. She states the funds to purchase this sign would be from the Recreation Board budget. Discussion regarding a soft drink company might be interested in assisting in this. It was reported that there is no soft drink machine on site. Mullen states the only thing they want the sign to say is "Hokah Pool". Further discussion it was agreed to have Mullen check into the sign, and any sponsors for the item. Next Mullen discusses they plan to develop a program where they will have coupons at the Library on Mondays where a patron could check out a book, and receive a coupon for 1/2 off at Twin Creeks Golf, and Hokah Pool for the month of July. It was stated that the La Crescent Library is closed on Mondays, and they believe that they can bring some of the La Crescent traffic to Hokah.

7. Planning Commission / Zoning :

Ross reports that the Planning Commission reviewed four Zoning Applications last month. They approved all of the permits as submitted. They are: Donald Bissen a Seven Rivers Surplus for a storage shed at the location on Hwy. 16, Thomas Walcker addition to his shed that is over the hill from Main Street, also a retaining wall to his rental house at 94 Main Street to water proof the basement/foundation. Further approved a permit at Twin Creeks remove dirt and sand fill for volley ball courts, and to clean out ditches that got filled with sediment during the floods some other little things. Ross also makes a personal request for a variance at his residence. He is planning on constructing a two and a half car garage. He sates he will be tearing the old garage down. He states the Planning Commission will look at this next week, but we need to set a public hearing date. Administrator Blank sets that meeting for July 7, 2009 at 5:30 PM.

8. Items for Consideration:

8.1 Personnel Committee

Mayor Scholze discusses the thirty day extension regarding Snell that was granted last month. He further reports meeting with the Personnel Committee. He reports that with input from Klingsporn and some other background information they decided to post this job by August first, and hire by September 1st. The job as decided by the Personnel Committee will be 3/4 time at 30 hours a week. Scholze reports that the job description has not been finalized yet, but it would be open to the public. Scholze asks for any questions so far. Christianson asks if the contract will be aborted. Scholze states that we can discuss that. Walther states after September 1st. we can look at that. Ross repeats to clarify the procedure as described by the Mayor. He asks if the hiring will be on September 1st. or the Council Meeting in September, which was determined to actually be on September 1st. Mayor Scholze refers to Christianson's question regarding Snell who is under contract. He contract is complete November 3. He states Snell would have the opportunity to apply for the job. On September 1st. when the Personnel Committee makes it's recommendation to the Council to hire if she would be that person, then at that time her current contract would be terminated, and she would be working under a different contract. If Snell wasn't the person the Committee recommended for hire, then we would address the situation then. If we needed her to continue, it would be two more months. Or, if we decide to go in a different direction, then the Personnel Committee would make that recommendation to the Council. He then asks if Walther or Administrator Blank have anything to add as they are members of the Personnel Committee. Ross asks that the Personnel Committee recommend three candidates. Further discussion regarding this. Mayor Scholze discusses sending information to the Council Members regarding the status of the interview/recommending procedure. Walther discusses if that procedure might be a violation of the open meeting law. It was later determined that as long as a quorum didn't assemble, it wasn't. Further discussion regarding interviews, Veterans Preference, current licenses and permits secured by applicants and the importance of those items. Former Mayor Martell in the audience recommends compiling a written document for each candidate and follow a standard procedure for each of the applicants. Administrator Blank respond for clarification that you have a standard set of questions that you ask of all the candidates for response, and that you recognize that a Veteran receives preference. Blank reports that you would ask the same questions of everyone, and then you grade those responses. Further discussion regarding CDL license, waste water, water license, etc. Discussion to being fair to each applicant. Further discussion regarding the time table for these procedures. Mayor Scholze also discusses Klingsporn would like to be considered a salaried Employee instead of an hourly. Further a negotiation of his salary to reflect this. Scholze also discusses that with the hiring of a

new employee, the Employee Handbook should be updated.

8.2 Tractor / Equipment Disposal

Administrator Blank reports that the Street Sweeper, 1984 Dump Truck and plow, and the 1992 Ford F-150 Pickup truck have all been parked by the entrance to the disposal plant for sale, and also have been posted to Craigslist. Administrator Blank also reports that he has decided to take sealed bids on the equipment until July 7, 2009 at 4:00 pm. Blank also reports that we intend to paint over the sewer plant construction sign and label it with items for sale signage. Mayor Scholze discusses with former Mayor Martell regarding the Case 1494 Tractor. Administrator Blank speaks with Martell regarding the tractor. Blank discusses with Martell if he would take charge of the situation, we should get the tractor to Hunt Implement for an estimate to repair. Blank states we have an estimate from Caledonia Implement for an overhaul, and this would give us another estimate. Martell agrees to contact them tomorrow. Administrator Blank also states the Council had stated last month to sell the 1976 Ford Tractor. But, since then, we have determined that the item is viable. It was reported by Welke that the clutch was out of the unit, but Klingsporn has been operating the item, and the clutch thus far seems okay. Blank suggests for the time being and until a determination can be made regarding the Case tractor, to continue to utilize rather than sell the 1976 Ford tractor. Administrator Blank also reports that Klingsporn has been using the 1976 Ford tractor to push brush at the dump site. Blank suggests to go with the disposal of what we have, and to wait and see the outcome of the investigation into the reparability of the Case tractor. Agreement by consensus of the Council to this. Walther asks if we need a motion to approve the Personnel Committee items. Mayor Scholze states we will need a motion to approve the job description that we bring to the Council in July.

8.3 Temporary Liquor and Gambling Licenses:

1. Hokah Lions Gun Raffle October 23, 2009. Temp. Alcohol and Gambling.
2. Hokah Fire Department Fall Festival September 11 & 12, 2009. Temp. Alcohol and Gambling.
3. Hokah Fire Department Dance October 16, 2009. Temp. Alcohol.

Motion by Christianson second by Mullen, Walther and Ross abstain, Scholze yes motion carries.

9. Old / Unfinished Business Christianson states she has heard complaining regarding contractors being employed by the City for various projects with a bid process. Former Mayor Martell states what Christianson is referring to may be snow removal. Martell states that if you get into a few thousand dollar project, it may be advisable to put it out for bids. Blank asks do you extend that thought into snow removal? Administrator Blank goes on to state the change in Minnesota Uniform Municipal Contracting Law that increased the limits needed for sealed bids as opposed to direct negotiations with contractors. It now allows contracts under \$25,000 can be under the best value alternative in the open market that allows for direct negotiations without requests for proposals or sealed bids. Over that amount the same procedure can be utilized but requires a request for proposals, but not the sealed bid process. Former Mayor Martell states that the issue is that people are complaining that nothing is being let out, that Davison Trucking is getting everything. He states you don't have to bid these projects out, but possibly bring Davison to the Council Meeting, which may quiet some comments. Mayor Scholze asks Christianson if there is a specific project, and Christianson says no. Mayor Scholze states there was a seasonal project at the Hokah Pool that Davison where he made a donation of his equipment and time, that he wonders that it was perceived that it was done by the good old boy network, where in fact, Davison donated the work. Former Mayor Martell also states that a lot of the work that Davison did in the pool and falls area was completed with snowmobile grant and aid trail money, not the City of Hokah. Administrator Blank also states that Davison has responded when needed. Further the invoices exceeded the available grant money for the DNR in stream debris removal project, and Davison wrote off the excess of approx. \$3,400.00. Also, Davison Trucking and Zenke Inc. work together, completing projects as contractor, and sub-contractor together. Administrator Blank also states that the larger projects that we have had, has been by bid, and they have been awarded the bid. Christianson states she has told people to come to a Council Meeting, or to go see Administrator Blank and register their business to be included for consideration on the next projects.

10. Council Member's Comments

11. Mayor's Comments Mayor Scholze discusses the budget proceedings that are coming soon. Christianson discusses next year when it's time to renew the City insurance package, that we obtain quotes from competing agencies. Blank states he has spoken with La Crescent Insurance who administers the LMCIT for the City of La Crescent. Blank will check into this.

12. Staff Correspondence Administrator Blank discusses the City Sidewalk Policy. He suggests that we begin by inspection of sidewalks by Snell, we detail the sidewalk location by GPS, and its conditions relevant to the criteria set forth in the Sidewalk Policy. Walther states the Policy was completed by City Attorney Von Arx. Former Mayor Martell states the policy was enacted, but the ball was dropped when the floods hit in August of 2007. Ross states we were at the point of inspecting the sidewalks a couple year ago. Administrator Blank suggests that we proceed with the policy.

13. Correspondence Received Houston County Assessors Office has sent communications regarding training for the Board of Review next year. Training is set for June 24, 2009 from 6 to 9:00pm. They ask we have at least one representative from the Council, and they would like two. After discussion, Mullen and Christianson will attend the training. Blank reports that Ross will be ineligible for next year without further training. Next Blank reports receiving correspondence from the Minnesota Demographers Office, placing the population of Hokah on April 1, 2008 at 546, and 263 households. Next Blank also presents a document that was supplied by American Legion of La Crescent for sales at Hummers Pub. Christianson requests a copy of this document. Next Blank reports that he has received correspondence from Danielsen Insurance stating a 4.8% rate increase from Blue Cross/Blue Shield. Blank further reports that BC/BS does offer a HSA that is competitive with other companies. Former Mayor Martell, the City of Hokah reprehensive on the SEMLM board, reports to the Council that they have been discussing the HSA procedures. He brings to the meeting documentation relating to this. Mayor Scholze states the Personnel Committee will review these documents and procedures. Mayor Scholze calls on Marge Kjos in the audience. She states that the City had completed a drain installation in the Warenke property, and in completion of that project, a open berm drain that used to function is now filled with dirt. She asked that the City look at the drain. Further, she complained that lands owned by Mike Moore in the area of the Thunderbird Mobile Home Court that were damaged in the floods continues to leach down upon her lands. Mayor Scholze states we will look at this in the next couple days. Further she asks what the procedure to obtain zoning permits. Administrator Blank states she should talk with him later.

14. Announcements

15. Items for next Agenda Sidewalk Policy, Next Meeting July 7th. 5:30pm Variance Request by Lance Ross. Set Budget meetings next month. Job description for new employee, equipment and tractor update.

16. Adjournment Motion by Walther, second by Christianson roll call all approve at 7:20 pm.