



COUNCIL PROCEEDINGS

CITY OF WELLS, MINNESOTA

MINUTES

Regular Session of City Council City of Wells

The Wells City Council convened in regular session on Monday, December 9, 2013 from 5:00 p.m. until 7:00 p.m. in the Wells Community Center, Council Chambers. Mayor Ron Gaines called the meeting to order with the following council members present: Councilmember John Herman, Councilmember Ann Marie Schuster, and Councilmember Ashley Seedorf. Councilmember Gary Robbins was absent. Employees present: City Administrator Robin Leslie, Deputy City Clerk Deb Redman and City Attorney David Frundt, and Bolton & Menk Engineer Wes Brown. Mayor Gaines led the group in the "Pledge of Allegiance."

AGENDA:

The agenda for the December 9, 2013 council meeting was reviewed. Councilmember Herman made a motion to approve the agenda with one change, which was to omit Pay Estimate #7 from the agenda. Councilmember Schuster seconded the motion. **Motion carried.**

MINUTES:

The minutes of the regularly scheduled council meeting held on November 18, 2013 were reviewed with Councilmember Seedorf making a motion to accept the minutes as written. Councilmember Herman seconded the motion. **Motion carried.**

PAYMENTS:

The list of bills for November and December 2013 were reviewed. Councilmember Herman made a motion to pay the bills for November totaling \$78,965.36 and the December bills totaling \$178,826.88. Councilmember Schuster seconded the motion. Discussion held. **Motion carried.**

The October financial statements of revenues & expenditures and balances & receipts were reviewed and approved as presented with a motion by Councilmember Seedorf. Councilmember Schuster seconded the motion. Discussion held. **Motion carried.** The October financial reports of building permits and employee overtime & comp-time were reviewed with Councilmember Herman making a motion to approve as presented. Councilmember Schuster seconded the motion. **Motion carried.**

PUBLIC COMMENT:

Milt Peterson discussed dumpster pickup and garbage truck weights on city roads. Jim Hassing questioned his city property tax increase and property value.

BOARD REPORTS:

The Library Board minutes for September & November were approved as presented with a motion by Councilmember Schuster and a second by Councilmember Herman. **Motion carried.** Library Director, Sheila Treptow submitted the names of the following people to be on the Library Foundation; Cheryl Torkolla, Debbie Koziolk, and Nichole Jacobson. Councilmember Seedorf made a motion to approve the new Library Foundation Board members as presented. Councilmember Herman seconded the motion. **Motion carried.**

The Flame Theatre Board minutes for November were approved as presented with a motion by Councilmember Herman and a second by Councilmember Schuster. **Motion carried.** Jeff Teskey submitted his letter of resignation as the Theatre Manager effective December 5, 2013. Councilmember Seedorf made a motion to accept his resignation. Councilmember Herman seconded the motion. **Motion carried.**

DEPARTMENT REPORTS:

Chief James Ratelle gave the Police Department report. He reported on the dog ordinance, staffing, and goals for the department and Safety Committee.

Assistant Street Supervisor Mike Pyzick discussed the Street Department report which was in Council packet. Also, he reported on current snow removal and tree trimming.

NEW BUSINESS:

Mayor Gaines asked for a motion to approve Pay Estimate #4 Final to JJD Companies. Bolton & Menk Engineer, Wes Brown, reviewed the 2nd Avenue NW Sanitary Sewer & Watermain Improvement Project to date. Council will hold this item until the next Council Meeting awaiting more information.

Mayor Gaines asked for a motion to approve Pay Estimate #2 Final to Ulland Brothers, Inc. Bolton & Menk Engineer, Wes Brown, reviewed the Municipal Airport Apron Resurfacing Project to date. Councilmember Schuster made a motion to approve payment of \$2,742.55 to Ulland Brothers, Inc. Councilmember Herman seconded the motion. Discussion held. **Motion carried.**

Mayor Gaines brought the topic of the 2014 Professional Service Agreement with Frundt & Johnson, LTD to the table. David Frundt was present to discuss the agreement and answer any question. Councilmember Herman made a motion to approve the agreement with Frundt & Johnson LTD as written. Councilmember Seedorf seconded the motion. Discussion held. **Motion carried.**

Mayor Gaines asked for a motion to approve Resolution 2013-24; Setting Fees & Rates for 2014. Councilmember Seedorf made a motion to approve Resolution 2013-24 with the addition of "Dollar General listed under Cigarette License." Councilmember Schuster seconded the motion. Discussion held. **Motion carried.**

Mayor Gaines brought the topic of the Cigarette License Renewals for 2014 to the table. Councilmember Seedorf made a motion to approve the four Cigarette License renewals for 2014. Councilmember Herman seconded the motion. **Motion carried.**

Mayor Gaines brought the topic of the 2014 City Officials List to the table. Councilmember Seedorf made a motion to approve the list as presented. Councilmember Schuster seconded the motion. Discussion held on having a second City Attorney representing the City of Wells if there is a conflict of interest with the present firm. City Administrator Leslie will follow up on this matter and report back to Council in January. **Motion carried.**

Mayor Gaines asked for a motion to approve the Council Meeting Schedule for 2014. Councilmember Seedorf made a motion to approve as printed. Councilmember Herman seconded the motion. **Motion carried.**

Mayor Gaines brought the Board Meeting Schedule for 2014 to the table. Councilmember Schuster made a motion to approve the schedule as presented. Councilmember Herman seconded the motion. Discussion held. **Motion carried.**

Mayor Gaines brought the topic of the Deputy City Clerk's Retirement to the table. Councilmember Herman made a motion with regret to approve the letter of retirement submitted by Deputy City Clerk, Debra K. Redman. Councilmember Schuster seconded the motion. Discussion held. **Motion carried.**

CITY REPORTS:

City Administrator Leslie – budget
Mayor Gaines
Councilmember Herman
Councilmember Robbins
Councilmember Schuster
Councilmember Seedorf

ANNOUNCEMENTS:

The next regular scheduled meeting will be held on Monday, January 13, 2014 at 5:00 p.m. at the Wells Community Center Council Chambers.

A 10 minute recess was held before starting the Public Hearing on the 2014 Budget and Local Tax Levy.

PUBLIC HEARING:

No public comment. City Administrator Leslie informed the Council and Public on the changes made to the budget to get the Tax Levy down to a 5% increase.

Mayor Gaines brought Resolution 2013-25; a Resolution Adopting the Proposed 2013 Tax Levy Collectible in 2014 to the table. Councilmember Herman made a motion to approve Resolution 2013-25 as presented. Councilmember Schuster seconded the motion. Discussion held. **Motion carried.**

Mayor Gaines asked for a motion to go into closed session for the purpose of Union Negotiations, Personnel Issues, and 2014 Non-union Wages as deemed permissible by Minnesota Statute §13D.03 MEETINGS HAVING DATA CLASSIFIED AS NOT PUBLIC. Councilmember Herman made the motion with a second from Councilmember Schuster. **Motion carried.**

(CLOSED SESSION)

Councilmember Sedorf left the meeting at 6:10 p.m.

Mayor Gaines asked for a motion to reopen the council meeting. Councilmember Herman made a motion to go into open session as required under Minnesota Statute §13D. Councilmember Schuster seconded the motion. **Motion carried.** No action was taken in closed session.

Councilmember Herman made a motion to approve a Contract for Services for Debra Redman to provide training for the to-be-hired Deputy City Clerk in 2014. Councilmember Schuster seconded the motion. **Motion carried.**

Councilmember Schuster made a motion to approve the carryover of unused vacation hours for Officer Eric Neubauer due to unusual circumstances. Hours must be used in the first quarter of 2014 or be forfeited. Councilmember Herman seconded the motion. **Motion carried.**

Councilmember Herman made a motion to approve 2014 wages for part-time and non-union full-time employees as presented. Councilmember Schuster seconded the motion. **Motion carried.**

Councilmember Schuster made a motion to adjourn the meeting with a second from Councilmember Herman. Meeting adjourned at 7:00 p.m.

Mayor Ronald Gaines

Deputy City Clerk Debra Redman