

THURSDAY, AUGUST 7, 2014 COLD SPRING CITY COUNCIL SPECIAL MEETING MINUTES

Mayor Doug Schmitz called the meeting to order at 6:30 p.m. The following City Council members were found to be present: Mayor Doug Schmitz and Council Members Fran Ramler, Jan Dingmann, Dave Stadther and Bob Thelen. Others present: Paul Hetland, Chris Boucher, Paul Hoeschen and Kris Dockendorf.

APPROVAL OF THE AGENDA

MOTION WAS MADE BY RAMLER, SECONDED BY THELEN, TO APPROVE THE AGENDA OF THE AUGUST 7, 2014 CITY COUNCIL MEETING AS PRESENTED. MOTION PASSED 5-0.

SALE OF IMPROVEMENT BONDS – RESOLUTION 2014-14

MOTION WAS MADE BY THELEN, SECONDED BY RAMLER, TO APPROVE RESOLUTION 2014-14, A RESOLUTION PROVIDING FOR THE ISSUANCE, SALE, AND DELIVERY OF \$1,196,000 GENERAL OBLIGATION IMPROVEMENT BONDS, SERIES 2014B. MOTION PASSED 5-0.

2015 PROPOSED BUDGET DISCUSSION

A. Overview

Hetland stated that the outline provided is what is presented once budgets are finalized. He stated that things are not to that point yet, but he wanted the Council to be aware of what to look forward to in future meetings.

B. Discussion of Expenditure and Revenue Funds and Capital Improvement Planning

Dockendorf presented the updated levies as directed at the previous discussions. She presented information on future projections of levies for the next several years taking into consideration future projects that are going to happen. Discussion was had on the repayment of the Business Park debt including postponing the repayment of the debt and the impact on taxes. Councilor Thelen stated that he would rather have the current needs taken care of in the budget and that the debt instead be paid back later.

C. Police Department Fund

Discussion was had about purchasing of squad cars and repairs of squad cars. Chief Boucher stated that if the Wakefield Township contract continues to be in effect then a new squad car will need to be purchased every year, instead of one two years in a row and the third year not purchasing a car. Discussion was had about the fine revenue that Wakefield Township receives and using that as a negotiation item that could help pay for the cost of squad cars. He added that the current duty handguns would need to be replaced since parts are no longer made for them. The total cost including the credit for trading in the old guns would be \$210 per each gun. The entire package including the guns, holster and magazines pouches will cost \$3,319 to replace all nine of them. This led to a discussion of increasing the equipment line item. Chief Boucher stated that Eric Reetz the newest part-time officer has just accepted a full-time job at another department, so he would like to look at hiring a different new part-time officer. Chief Boucher stated that the City received a letter from the Wakefield Township that the police officers are not allowed to talk to any of the township supervisors about the Wakefield Township police services contract, instead City staff or Council members should contact the Wakefield Township attorney. Discussion was had about frustrations with recent attempts to communicate with township staff.

D. Further guidance to Staff regarding the 2015 Budget Process

The Council did not see the necessity to go through each individual line item within the Public Works Funds and remaining General funds. Hetland stated that they have not yet had their discussion meetings with each individual department head. Dockendorf stated that they wanted to first make sure that the Council did not have major objections to the way the levy increase was shaping out to be with a little over a 4% increase for 2015, 3% increase for 2016, 8% increase for 2017, and another 6% increase for 2018 in the tax rate before it plateaus. She stated those are some big jumps that staff wanted to share with the Council and that wise decisions would need to be made in the coming years. Dingmann stated that the City would need to follow the recommendations from the bond reclassification because it will be crucial for future borrowing and future expenses. Additional revenue sources included a local sales tax and uncommitted general fund reserves were also discussed.

ADMINISTRATIVE STAFFING

Councilor Thelen stated that there has been recent concern about Paul Hetland's health and job performance. He stated that there were some comments at the last meeting about how much time Hetland spends in the office. He went on to explain that in response to that Mayor Schmitz, Paul Hetland and himself met with the City Attorney Tom Jovanovich and Sue Kadlec, to discuss the topic. Jovanovich suggested that an informal fact finding committee be formed to find out what Paul does in the office and what he does outside of the office. It was suggested by the attorney that Councilor Ramler and Councilor Stadther serve on this committee. They would then formulate something that the Council would agree upon as to what they should be expecting from Paul. Councilor Ramler asked if this is really necessary and Councilor Thelen stated that the attorney was recommending it as a good idea. Councilor Ramler inquired whether other City staff could also be contacted too and Thelen stated that the City attorney would need to determine that. The benefit will be that the Council will better understand what Paul is doing and will give him an expectation of what the Council wants from him. The Council would then look at the facts found and the Council as a whole would make recommendations.

STAFF PERFORMANCE

Councilor Thelen stated that during this same meeting with the attorney, that Kris Dockendorf's job performance was discussed. Jovanovich had suggested that another informal fact finding committee be formed by Councilor Ramler and Councilor Dingmann to look into her actions to help determine if there may have been job performance issues needing employer attention. It was recommended that Hetland not handle this matter because he is her direct supervisor and should any discipline action be required he would need to implement whatever the Council would recommend.

GENERAL COMMENTS AND QUESTIONS

Councilor Thelen stated that some time ago he had inquired if Tom Jovanovich should be the City Attorney or if since Sue Kadlec is also working on City matters that she should be listed that way. He added that in response to his question it was stated that the firm is actually the attorney. He inquired whether the appointment resolution could be modified to reflect the firm instead of an attorney name. Councilor Dingmann stated that she believed that the reason it was listed as the name is that there was a change in the law firm he was working at and so they listed his name instead.

MOTION WAS MADE BY THELEN, SECONDED BY DINGMANN, TO CHANGE THE APPOINTMENT OF CITY ATTORNEY FROM THE NAME TOM JOVANOVIK TO INSTEAD BE THE FIRM THAT HE WORKS AT WHICH IS JOVANOVIK, KADLEC, ATHMANN LAW FIRM. MOTION PASSED 5-0.

PUBLIC INFORMATION OFFICER

Councilor Thelen stated that the City should have a Public Information Officer, that such a position be created and that Paul Hetland the City Administrator should serve in that position. Mayor Schmitz stated that state statute should be checked first before making a decision as he believed that the Mayor is designated as the Public Information Officer according to statute. The Council agreed that clarification should be made before making a decision.

MOTION WAS MADE BY THELEN, TO CREATE A PUBLIC INFORMATION OFFICER POSITION AND THAT CITY ADMINISTRATOR PAUL HETLAND SHOULD SERVE AS THE PUBLIC INFORMATION OFFICER. THE MOTION FAILED FOR A LACK OF A SECOND.

ADJOURN

MOTION WAS MADE BY RAMLER, SECONDED BY STADTHER, TO ADJOURN AT 7:58 P.M., SEEING NO FURTHER BUSINESS TO COME BEFORE THE CITY COUNCIL. MOTION PASSED 5-0.

Doug Schmitz, Mayor

Paul Hetland, City Administrator