

CITY COUNCIL

7:00 P.M.

Monday, May 6, 2024

Present: Mayor Wade LeBlanc via ZOOM
 Richard DeRosier
 Shane Hoff
 Dustin Goutermont
 Ben Bautch

Lana Fralich, City Administrator
 Tim Costley, City Attorney
 Curt Anderson
 Donny Thompson
 Vickie Thompson
 Julie Jensen
 Rick Evans, Northshore Journal
 Karen Rautio
 Wendy Jensen
 Carolyn Hudyma
 Marcia Oates

Mayor LeBlanc called the meeting to order at 7:00 p.m.

Agenda – Motion by Goutermont, second Hoff to approve the Agenda as presented. **MOTION CARRIED.**

Consent Agenda – Motion by Goutermont, second Bauch to approve the meeting minutes from the April 15, 2024 Public Hearing, April 15, 2024 Regular Meeting, and the Treasurer's Reports for January 2024, February 2024, and March 2024.1 **MOTION CARRIED.**

Petitions, Requests, and Communications –

Public Comments- Curt Anderson requested an update on portable restrooms being installed at the hiking parking lot and would like to avoid the mess left last year. Mayor LeBlanc will follow up with the Superior Hiking Trail Group and the Parks and Rec Department. Mr. Anderson also asked for an update regarding the \$6.5 million the city has requested and where it will be used. City Administrator Fralich advised that the funding is included in the Senate and House bill, but has not yet been acted upon by the Legislation and that the funds requested would be the first phase of City-Wide Street Improvement Project. Wendy Jensen asked when Legislation will advise the City of award if passes, which City Administrator Fralich advised end of May unless there is a special legislative session. Discussion followed regarding funding for apartment housing project and new road.

Curt Anderson asked what the Mayors' location he was attending the meeting from, which is 18822 N. Palacio Ln., Surprise AZ, which was also included on the Agenda.

Lake County Chamber Breakfast for Heroes-May 9th- The Lake County Chamber will be hosting the annual Breakfast for Heroes on May 9th at 8:00 a.m. The cost is \$15/per person. No Councilors were able to attend.

City Administrator –

Library Construction Project Expenses- Council previously approved moving forward with the Nor-Son Contract through Sourcewell, Council reviewed the final AIA contract. City Attorney had also reviewed and made a change relating to litigation. Discussion regarding Bolton & Menk completing a survey needed in order to place a Declaration on the property to comply with grant requirements so the City can get reimbursed costs from the grant funds. The survey would cost \$3500. There was discussion that the City Attorney only needed a certificate of legal description in order to do the Declaration. There was also a need for pre-hazardous inspection for lead, with Environmental Troubleshooters can do for a cost of \$1,247. Motion by Goutermont, second Hoff to accept final changes to AIA contract, to approve Bolton & Menk to complete the necessary survey work to obtain a certified legal description at a cost not to exceed \$3,500, and to approve Environmental Troubleshooters, Inc. to conduct a hazardous review for a cost of \$1,247. MOTION CARRIED.

Reunion Hall HVAC Project Upgrade/Jamar Contract Amendment Request- Jamar has completed the upgrading of the HVAC system however, they ran into an issue regarding the electrical system being too small for the new loads. Jamar recommended upgrading the services to allow for upgrade support and future use, which Jamar already completed as it was the right thing to do. Jamar is requesting reimbursement of the additional \$7500 cost for the electrical upgrade. There was discussion on having someone else review to make sure the upgrade was needed, that those costs are reasonable, and concern for additional costs and that those dollars could have been saved if known ahead of time. Motion by Bautch to table until more information is received. MOTION TABLED. Goutermont stated there are heating issues at the Lounge that need to be addressed also.

Water/Wastewater Operator Hiring- Motion by Goutermont, second Bautch to hire Mark Akehurst to fill the vacant Water/Wastewater Operator position pending successful completion of background check and preemployment physical, starting at 80% of the full wage rate (\$25.90/hour) with a 1-year probation period. MOTION CARRIED.

Head Part-Time Bartender Hiring- Motion by Hoff, second Bautch to promote Katelyn Bullock to the Head Part-Time Bartender position, effective May 7th, with a wage increase to the 2024 wage rate of \$22.50/hour, single insurance, vacation, sick, and other benefits offered to 32 hours/week employees. MOTION CARRIED.

Summer Employment- Motion by Hoff, second Bautch to hire Tara Bauer as Campground II position, pending completion of background check, beginning May 13th at \$15.50/hour. MOTION CARRIED.

Cheryl Marolt Retirement- Motion by Goutermont, second Hoff to accept the retirement of Cheryl Marolt effective May 2, 2024, with regrets. Council thanked Cheryl for her 33 years of service to the City. MOTION CARRIED.

Pam Puskala Resignation- Motion by Hoff, second Goutermont to accept the resignation of Pam Puskala, effective May 1, 2024. MOTION CARRIED.

City Administration Organizational Review/Interim Staffing- Personnel Committee is recommending obtaining an outside review of the current administrative processes, to identify ways to improve efficiencies, evaluate and structure jobs to create appropriate job descriptions for the City. Council reviewed two proposals, one from Ehlers who would help with strictly financials and ABDO who would help with financials but also services overall municipal functions and organizational structures.

Both are familiar with BSA system. The Personnel Committee is recommending ABDO. The proposed cost will be on an hourly cost, estimated at \$6500 to strictly help with treasurers reports and up to \$35,500 to a full assessment with with reports. There was discussion on the timeframe being through December, creating a shorter timeline in order to get jobs posted, and completing Treasurer's Reports. The City Attorney also reminded of the City's fiduciary responsibility and recommends getting the help needed and filling the position as soon as possible. Motion by Bautch, second Hoff to accept proposal from ABDO with the conditions that the overview of the office and processes be done at a maximum cost of \$15,000, plus the actual costs to assist and complete the Treasurer's Reports. MOTION CARRIED.

Temporary Wage Adjustment for Assistant Deputy Clerk and Confidential Secretary- The Personnel Committee is recommending a temporary \$2.00/hour increase in pay for the Assistant Deputy Clerk and the Confidential Secretary during transition until office positions are filled, and not to exceed 6 months. There was discussion of when ABDO completes the review of office procedures and updated job descriptions are completed, a review of positions and wages will be completed. Motion by Bautch, second Goutermont to approve \$2/hour increase effective May 7, 2024 until further notice, but not to exceed 6 months. MOTION CARRIED.

City Administrator Administrative Time Payout- The Personnel Committee is recommending an administrative payout of 308.73 hours of the 388.73 current balance of comp-time hours to the City Administrator. There was discussion that the contract with the City Administrator provides an hour-for-hour administrative leave for work over 40 hours in the week. Since COVID, these hours have increased and have been difficult to use due to workload and without negative impact on the office. There was further discussion that the Administrator does not receive overtime pay for hours worked over forty hours, that the current office situation will only increase these comp-time hours, that these are hours already worked, and that language should be included in the contract to allow for payout of unused banked hours after a certain period of time. Motion by Goutermont, second Hoff to approve payout of banked comp-time hours of 308.73 at current wage rate and review amending the contract in the future. MOTION CARRIED.

City Attorney – Nothing at this time.

OLD BUSINESS – None at this time.

NEW BUSINESS – None at this time.

Claims – Motion by Goutermont, second Hoff to approve payment of \$250,188.41 in paid claims and \$251,148.61 in unpaid claims. MOTION CARRIED

Mayor LeBlanc – Aye
Member Bautch – Aye
Member Hoff – Aye

Member Goutermont – Aye
Member DeRosier – Aye

Motion by Hoff, second Bautch to adjourn at 7:50 p.m. MOTION CARRIED.

Minutes taken by Lisa Christenson via recording.



Wade LeBlanc, Mayor

Attest:



Lana Fralich, City Administrator