

## **Dawson City Council Minutes**

**August 2, 2016**

**5:30 p.m.**

The Dawson City Council met in regular session on Tuesday, August 2, 2016, at 5:30 p.m. in the City Council Chambers.

Councilpersons present: Steve Tufto, Jeff Olson, Dave Lien, Heather Myers and J.T. Schacherer.

Councilpersons absent: Becky Bothun.

Others present: Mayor Merlin Ellefson, Interim City Manager Tami Schuelke-Sampson, Interim City Clerk Treasurer Kristi Kvaal, Payroll/Utility Billing Clerk Jill Kemen, Maintenance Superintendent Brent Powers, Police Chief Andy Stock and Mitchell Myers.

Declaring a quorum present Mayor Ellefson called the meeting to order and the group repeated the Pledge of Allegiance to the Flag.

Mayor Ellefson asked for approval of the agenda as printed. On motion by Councilman Schacherer seconded by Councilman Olson to approve the agenda with no changes. Voting in favor: Tufto, Olson, Lien, Myers and Schacherer; voting against: none; absent: Bothun. Motion carries.

On motion by Councilman Tufto seconded by Councilman Schacherer to approve the Consent Agenda Items #4 and #13, Approval of the July 5<sup>th</sup> Council Meeting Minutes, the July Bills Paid, and the Second Quarter Financial Statements. Voting in favor: Tufto, Olson, Lien, Myers and Schacherer; voting against: none; absent: Bothun. Motion carries.

Mayor Ellefson opened the 10 minute public forum. Hearing no comments Mayor Ellefson closed the public forum.

On motion by Councilman Schacherer seconded by Councilman Olson to approve the 2017 Budget Request from Pioneerland Library System in the amount of \$55,000. Voting in favor: Tufto, Olson, Lien, Myers and Schacherer; voting against: none; absent: Bothun. Motion carries.

On motion by Councilman Schacherer seconded by Councilman Olson to approve a 2017 funding request from the Southwest Initiative Foundation (SWIF) in the amount of \$1,250. Voting in favor: Tufto, Olson, Lien, Myers and Schacherer; voting against: none; absent: Bothun. Motion carries.

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Mayor Ellefson discussed the recent decision by the Lac qui Parle Board of Commissioners to increase their funding from \$2,500 to \$3,500 (up to 75%) to help with the removal of homes by adjoining property owners. It was discussed whether the City would like to match the County's contribution. Ellefson stated that funding should be included as a line item in the budget if it is not already being done. Councilman Schacherer indicated that the City should limit the number of houses to three per year and make it a stipulation that funding should not exceed the total cost of the project. Councilman Tufto stated that the homeowner should be responsible for at least 25% of the demolition costs. On motion by Councilman Schacherer seconded by Councilman Lien to approve an increase in the City's funding for hazardous building removal from \$2,500 to \$3,500 not to exceed 75% of the total cost. Voting in favor: Tufto, Olson, Lien, Myers and Schacherer; voting against: none; absent: Bothun. Motion carries.

On motion by Councilman Schacherer seconded by Councilwoman Myers to approve a funding request by Rebecca Anderson to help with the demolition of 414 Sixth Street pursuant to the terms as outlined in Agenda Item #8. Voting in favor: Tufto, Olson, Lien, Myers and Schacherer; voting against: none; absent: Bothun. Motion carries.

Mayor Ellefson referenced a Memorandum by City Attorney Rick Stulz in which he explained the current structure in place at the city office and outlined the pros and cons of a City Administrator vs. a City Manager. Councilman Olson indicated that he felt comfortable moving forward with current City Clerk Tami Schuelke-Sampson assuming the role of Interim City Manager. Councilman Schacherer indicated that this arrangement would be on a trial basis and that the City would need to modify it's Charter if it wished to change from a City Manager to a City Administrator structure. Councilman Olson indicated that he would like to see the Council and various committees be more active on issues involving the City. Mayor Ellefson added that if, upon review, the City decided to retain it's City Manager structure, then all current office employees would assume their previous job assignments and applications would again be considered for that position. Maintenance Superintendent Brent Powers stated that he felt Tami was well qualified for the position and indicated that she had the full support of the staff. With the approval of Tami as Interim City Manager, current Administrative Assistant Kristi Kvaal would assume the duties of Interim City Clerk Treasurer and part-time office employee Jill Kemen would be hired full-time as the Payroll/Utility Billing Clerk. On motion by Councilman Olson seconded by Councilman Lien to approve the appointments and wages as presented subject to

a six-month review. Voting in favor: Tufto, Olson, Lien, Myers and Schacherer; voting against: none; absent: Bothun. Motion carries.

Mayor Ellefson suggested that the City should consider the idea of paying Council members on a per meeting basis. Currently Council members and the Mayor position are paid quarterly regardless of the number of meetings attended. Further discussions will take place during the next Budget Committee Meeting.

Maintenance Superintendent Brent Powers' Report:

1. Brent presented quotes for a new stove and refrigerator/freezer from Odden & Zimbelman TV & Appliance in Madison. This would replace the current refrigerator/freezer in the Community Center and the stove which was removed several months ago. Due to the fact that the City Building no longer houses the Senior Meal Site, commercial equipment is no longer required. On motion by Councilman Olson seconded by Councilman Schacherer to approve the purchase of a new stove and refrigerator/freezer from Odden & Zimbelman. Voting in favor: Tufto, Olson, Lien, Myers and Schacherer; voting against: none; absent: Bothun. Motion carries.
2. On motion by Councilman Olson seconded by Councilman Schacherer to accept the bid by Lee Motor Company for the purchase of a new pickup for the Water/Wastewater Department. Voting in favor: Tufto, Olson, Lien, Myers and Schacherer; voting against: none; absent: Bothun. Motion carries.

Interim City Manager Tami Schuelke-Sampson's Report:

1. Tami discussed the most recent EDA meeting and indicated that they have approved the hiring of Inspec as a consulting firm for the Dawson Library/Heritage Courts roof project at a cost of \$15,800 split between the Library and the EDA. On motion by Councilman Olson seconded by Councilman Tufto to accept the hiring of Inspec. Voting in favor: Tufto, Olson, Lien, Myers and Schacherer; voting against: none; absent: Bothun. Motion carries.
2. Tami directed the Council's attention to a flyer advertising the upcoming Western Minnesota Prairie Waters 2016 Annual Gathering in Swift Fall County Park on Wednesday, August 10.
3. Notification was given that Mediacom rates are increasing.

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4. Tami informed Council that the period for filing for office opened today (August 2) and closes August 16. Filing fee is \$2.00.
5. The office will be closed for a portion of Wednesday, August 3, to allow staff to attend election training in Madison.

Mayor Ellefson indicated that Mary Quick sent a note thanking the City of Dawson for it's continued support of the Computer Commuter.

On motion by Councilman Schacherer seconded by Councilman Lien to adjourn the meeting. Motion carries and the meeting adjourned at 6:05 p.m.

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Interim City Clerk Treasurer Kristi Kvaal

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Mayor Merlin Ellefson