

Dawson City Council Minutes
Special Meeting
June 29, 2016
5:30 p.m.

The Dawson City Council met in a special meeting on Wednesday, June 29, 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, City Manager Crystal Hansonl, City Clerk Treasurer Tami Schuelke-Sampson, City Attorney Rick Stulz, Liquor Store Manager Garney Jager, and Daryl Kanthak from Meulebroeck, Taubert & Co., PLLP.

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 Lien to approve the agenda with no changes. 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.

Mayor Ellefson welcomed Daryl Kanthak from Meulebroeck, Taubert & Co., PLLP. Daryl introduced himself and handed out the audit results. Meulebroeck, Taubert & Co., PLLP., have been auditing the City of Dawson for 30 years. Daryl went over the highlights of the audit and gave Dawson a qualified opinion. This is due to GASB 68 and not having actuarial numbers for the Dawson Volunteer Fire Relief Association. Out of the 15 city audits that the firm completes 13 have voluntary fire departments and of this only 1 has had the actuarial completed. Crystal explained that she has been in contact with others and how not having the actuarial numbers done will affect and impact potential bonds. It has been recommended to not have the actuarial completed at this time. Daryl also stated he agreed with this recommendation and explained that it is a one time thing to get caught up and then have the actuarial report completed every two years. Daryl explained that the City is in compliance with all reviewed items. The loss for the liquor store was explained and stated that the store has a positive cash flow but because of non-cash expenses, like depreciation, is the reason for the loss. Daryl stated there is no reason to panic with the loss at the liquor store. The items on the Schedule of Findings and Recommendations are in all cities our size and that these items are nothing to be alarmed about. The City's reserves are increasing and that is a positive thing. On motion by Councilman Lien seconded by

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Councilman Olson to approve the audit as written and the journal entries. Voting in favor: Tufto, Olson, Lien, Myers and Schacherer; voting against: none; absent: Bothun. Motion carries.

Mayor Ellefson explained that Crystal has accepted the position of City Manager with the City of Granite Falls. On motion by Councilman Olson seconded by Councilman Tufto to accept Crystal's letter of resignation. Voting in favor: Tufto, Olson, Lien, Myers and Schacherer; voting against: none; absent: Bothun. Motion carries.

Mayor Ellefson recommended having the City Clerk act as interim City Manager until one is selected and to remove the job listing due to all the openings in our area. Jeff suggested having City Clerk do the interim for six months and explained that is what some area cities have done. JT said we need to look at tweaking the minimum and desired qualifications that are listed in the new City Manager job description that was in the council packet. It was stated that for example a Master's degree in Public Administration or related field is not needed. Rick explained what the City of Madison did when they hired their new City Manager. There was more discussion about the qualifications and what should be done. On motion by Councilman Schacherer seconded by Councilman Olson to table the City Manager job description until the July 5th Council Meeting. Voting in favor: Tufto, Olson, Lien, Myers and Schacherer; voting against: none; absent: Bothun. Motion carries.

On motion by Councilman Schacherer seconded by Councilman Lien to appoint current City Clerk Tami Schuelke-Sampson to be interim City Manager effective July 27th. Voting in favor: Tufto, Olson, Lien, Myers and Schacherer; voting against: none; absent: Bothun. Motion carries.

On motion by Councilman Tufto seconded by Councilman Olson to table the Interim City Manager discussion until the July 5th Council Meeting. Voting in favor: Tufto, Olson, Lien, Myers and Schacherer; voting against: none; absent: Bothun. Motion carries.

On motion by Councilman Schacherer and seconded by Councilman Lien to adjourn the meeting. Motion carries and the meeting adjourned at 6:33 p.m.

City Clerk Treasurer Tami Schuelke-Sampson

Mayor Merlin Ellefson