

MAYER CITY COUNCIL MEETING MINUTES – MAY 8, 2017

Call Regular meeting to order at 6:30 p.m. by Mayor Dodge

PRESENT: Mayor Dodge, Council Members Butterfield, Boder, and McNeilly

ABSENT: None

STAFF: Interim City Administrator Rick Almich, Deputy Clerk Gildemeister, Public Works Kuntz, City Engineer Martini, and City Administrator Luayn Ruch-Hammond

ALSO PRESENT: Rachel Bender, Ryan Marchini, Dan Pohl, Don Wachholz, and Ivan Raconteur

The meeting was opened with the Pledge of Allegiance.

APPROVE AGENDA

A MOTION was made by Council Member Boder with a second by Council Member McNeilly to approve the agenda as presented. Motion Carried 4/0

PUBLIC COMMENT

None

APPROVE CONSENT AGENDA

A MOTION was made by Council Member McNeilly with a second by Mayor Dodge to approve the Consent Agenda. Motion Carried 4/0.

1. Approve Minutes of the April 24, 2017 Regular Council Meeting.
2. Approve Minutes of the January 24, 2017 EDA Meeting.
3. Approve Claims for May 2017.
4. Approve Check Summary for the month ending April 2017.
5. Approve Resolution 5-8-2017-25 Pay Adjustment Public Works.
6. Approve Building Permit Report for the month ending April 2017.
7. Approve Fire Department Report for the month ending April 2017.

Council Member Stieve-McPadden arrives at 6:45pm

DAVID DROWN AND ASSOCIATES

– Gary Weirs presented the Council a draft of the City Administrator/Clerk position profile, job description, and advertisement. A MOTION was made by Council Member McNeilly and seconded by Council Member Boder to approve the posting for the position of City Administrator/Clerk job description with a salary range of \$70,000 to \$85,000 from May 9th through June 6th, 2017. Motion Carried 5/0

Further discussion on the interview process followed. Mr. Weirs stated to the Council that interviews will take place over 2 days and that the Council will be updated on the status of the interviews. Council agreed to set the dates of the interviews for July 18th and 19th, 2017.

CITY ADMINISTRATOR

1. **Watertown Mayer Community Education Update & Revised Lease Agreement** – Rachel Bender presented proposed changes to the lease agreement with Watertown Mayer Community Education for the “Kids Company Program”. A MOTION was made by Council Member Butterfield and seconded by Council Member McNeilly approving a new lease agreement between the parties. Motion Carried 5/0

2. **Approval of Severance Agreement with City Administrator** – A MOTION was made by Mayor Dodge and seconded by Council Member Boder to approve the financial terms of the proposed severance agreement for the City of Mayer to offer to Luayn Ruch-Hammond pursuant to Minn. Stat. Sec. 465722, subd. 4, and pursuant to the terms and conditions of the severance agreement before the City Council for the City Council’s approval which financial terms are as follows:
- Payment of the severance amount of \$32,600.00, minus normal and customary withholdings; except PERA.
 - Should Luayn choose to elect COBRA coverage for the City’s health insurance plan, the City shall contribute towards Luayn’s continuation coverage payments the sum of \$787.00 per month until the sooner of December 31, 2017, or the date that Employee becomes eligible to participate in another health insurance plan. If Luayn’s eligibility to participate in another health insurance plan terminates before December 31, 2017, then from the date of that health insurance plan termination until December 31, 2017, the City shall pay Luayn \$600.00 per month until December 31, 2017, as additional contribution towards Luayn’s health care expenses. Motion Carried 5/0

I, Mike Dodge, make a MOTION to approve the substantive terms of the severance agreement in the form that has been provided in your council packets without any additions or changes.

Approval of Resolution 5-8-2017-27 Modifying Authorized Signatures at Financial Institutions – A MOTION was made by Mayor Dodge and seconded by Council Member Boder Motion Carried 5/0

3. **Approval of Corporate Resolution Certification Form for Edward Jones Removal of Signatures** – A MOTION was made by Council Member Stieve-McPadden and seconded by Council Member Butterfield approving Corporate Resolution Certification Form for Edward Jones Removal of City Administrator and former City Clerk Signatures. Motion Carried 5/0
4. **Approval of Resolution 5-8-2017-28 Appointment of City Administrator/Clerk/Treasurer** – The Council welcomed new Interim City Administrator Rich Almich. A MOTION was made by Council Member Butterfield and seconded by Council Member Stieve-McPadden approving Resolution 5-8-2017-28 Appointing Rick Almich as the Interim City Administrator/Clerk/Treasurer by Mayor Dodge. Motion Carried 5/0
5. **Approval of installation of glass at City Hall Counter** – Tabled
6. **Property owner of 1515 Hidden Trail drainage issue** – Daniel Pohl addressed the Council with drainage concerns on his property. Mr. Pohl is experiencing significant standing water and drainage problems, which is affecting the use of his back yard. He is requesting the City’s help with the drainage issue. The Council expressed their willingness to help where they can, however, stated that it would be at the homeowners expense. Public Works Staff and City Engineer will meet with Mr Pohl to develop a plan of action for City Council review, at a future Work Session.
7. **Fencing in easements** – The City has been receiving a number of fence permit applications where the residents are requesting to put fences in utility and drainage easements. The easements allow City workers access to drainage ponds, sewer lines, and drain tile. Council agreed to allow a maximum of 5 foot intrusion into the easement making a 10 foot easement. All other conditions/restrictions relating to a homeowner placing objects within a utility and drainage easement still apply.

FOR YOUR INFORMATION

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COUNCIL REPORTS

- Council Member McNeilly informed the Council that the EDA plans to recognize a business on a monthly basis (“Business of the Month”).

OTHER BUSINESS

- None

ADJOURN

There being no further business, a MOTION was made by Council Member Stieve-McPadden and seconded by Council Member Butterfield to adjourn the meeting at 8:00 p.m. Motion Carried 5/0

Mike Dodge, Mayor

Attest: _____
Janell Gildemeister, Deputy City Clerk