

City of LeRoy MN – Council Meeting Minutes, June 5, 2017

A regular meeting of the LeRoy City Council was called to order by Mayor Brian Thiel on Monday, June 6, 2017, at 6:30 PM at the LeRoy Community Center with the following members present: Mayor Brian Thiel, Council Members Kathleen Gottschalk, Ashley Huntley, Gene Miller, Jan Whisler, Maintenance Supervisor John Jones, and City Clerk Patty White.

Also attending: Harold & Joann Shipman, Rose Erie, Gerald Payne, Kendra Dudley, Steve Carlin, Axel Gumbel, Deputy Katlynn Fisher, Deputy T.J. Lynch, Dave Perkins, and Pastor John & Leslie Kerr. All present stood and recited the Pledge of Allegiance.

Council reviewed the items included in the consent agenda.

- Motion by Huntley, second by Gottschalk to approve the minutes of the May 1, 2017, city council meeting. Motion carried 5-0.
- Some questions were posed on the bills payable. Motion by Huntley, second by Miller to approve the bills payable. Motion carried 5-0.
- Council reviewed the written reports and past due water bills. (1) Thiel questioned Jones about the amount of time it takes to read the water meters. Jones reported it takes approximately two hours to read the monthly read meters; it takes approximately one day for two guys to read all the meters on a quarterly basis. (2) Miller reported the EDA has purchased a second bus; this bus will offer an earlier route to Rochester workers. The new bus is handicap accessible. It can be used as a backup to the first bus, for charter trips, and for transporting people to medical appointments, etc. There are now five people providing the driving duties for the bus schedules. (3) Miller reported residential and commercial properties are getting some improvements from funds from the Small Cities Development Program. (4) Miller reported the back cold storage area of the Bergan Building (131 West Main) will be removed.

During Public Input Time:

- Gerald Payne thanked the council and EDA for what they have been doing for the community. He expressed concern for the looks of some of the businesses and some of the residential homes. He handed out pictures and a letter expressing concern about three properties. He was concerned that letters are submitted to city hall for possible nuisance violations are not acted upon. White updated council on what has been done so far and the process involved when a nuisance letter is received. Whisler noted the city has gotten involved in some cleanup issues including on the east end of town. This project cost the city over \$20,000 to remediate it; Whisler noted these are taxpayer dollars that pay for these projects. He questioned those present how much should be spent on addressing these issues. Huntley questioned if volunteers could go to some of these homes and offer assistance. Miller expressed concern that it doesn't seem the administrative fine ordinance is doing the job that it was intended to do. Council will continue to monitor this.

During Standing Committee Reports:

- Huntley reported the pool has been doing very good. Memberships are up, usage is up, and the new pool manager has many items scheduled for the Summerfest weekend.

The police report was given by Deputy T.J. Lynch.

- Deputy Lynch introduced Deputy Katlynn Fisher. Deputy Fisher will be the new LeRoy assigned deputy.
- Both deputies noted there have been extra patrols to Lake Louise State Park to address vandalism issues.
- Harold Shipman questioned how many hours are given to LeRoy on a daily basis. Deputy Lynch reported a deputy is here for at least six hours per day.
- Thiel reviewed a letter received from a citizen. He noted there were misconceptions and errors in this letter. He will review these issues personally with the individual.
- Thiel noted he would like to meet with Deputy Fisher and any other council members to address any concerns here within the community.

- Huntley noted she would like to see some of these issues and concerns addressed with the Sheriff.
- The council and those in attendance thanked both deputies for their service.

In Old Business:

- Thiel reported no one has expressed interest in service on the Technology Committee. Thiel and Dave Perkins will continue to meet and report any finding to the city council.
- White reported the city hall telephone/internet service from Mediacom is under contract until March or June of 2018. It would cost approximately \$800 to exit this contract early. Huntley questioned why the city would spend \$800 since the Mediacom service is working. Miller questioned if Jaguar will bring their telephone/internet fiber cable to the building but not have it installed inside until the contract is up. Thiel felt that Jaguar would be installing the services, but they wouldn't be connected yet. Thiel recommended working with Mediacom to try to work the best deal with them, to see if the price could be negotiated. It was council consensus to not connect Jaguar services at this time at City Hall. Council will continue to monitor this situation.

Council reviewed three land-use permits.

- 102 E Main Street, Lots 1, 2 & 3 and Netrly 46' Nwtrly 125' old RR Rtwy Adj, Block 13, Original Village-install an outside staircase
- 102 W Atkins Street, Lots 1 thru 5 & 16 thru 20 & alley between, Block 28, Original Village-build porch
- 307 North Park Rd, Lot 5, Block 2, Hickock Addition-install wood panel fence

Motion by Huntley, second by Whisler to approve said permits. Motion carried 5-0.

Council reviewed the Communications File. Items included:

- A letter from Southeast Minnesota Initiative Foundation requesting funding in 2018. Miller felt the city or EDA would have a better chance of receiving grants or other funding from SMIF if SMIF received funding from the city. This will be reviewed again during budget time.
- An invitation from the Minnesota Association of Small Cities for membership in their organization. Council denied membership in the MAOSC due to already being members of LMC, SEMLM, and the Mower County League of Cities.

Street Maintenance & Repair for 2017:

- Whisler updated council on the pothole patching that has been done so far with a crew from Four Season Maintenance. He noted there is still more patching to be completed. Whisler didn't have a figure of how much has been spent so far out of the \$20,000 budget allowed for street patching and repair.
- Miller had an estimate from Four Season Maintenance for sealcoating the streets in the River's Edge Addition. The cost to do this project would be \$8,127. This procedure would help preserve these streets and would protect these streets from drying out. Huntley expressed concern with spending this amount of money when only \$20,000 was allocated for street repairs and patching. Council also discussed other street areas that may need to be addressed. Council will review this project again this fall to see where funds are at when other repairs and maintenance have been completed.
- Thiel commented we still do not have a broad street plan. He also noted that some communities and counties have turned some of their blacktopped streets back to gravel due to funding shortages.

White updated council on the Mower County 56 project. County Engineer Mike Hanson had sent an email stating that Rochester Sand & Gravel was the successful bidder on this project plus the Broadway-Cabot project. They are hoping to begin the County 56 project around June 19. It is hoped the paving for the County 56 project and Broadway-Cabot project will be completed by the middle of July.

Jones noted the water tower painting project has been completed. The tower will be filled with water tomorrow. The city has not received the interior inspection report yet.

White updated those present on her conversation with Sam Boysen from the Minnesota Department of Health pertaining to the Community Center kitchen. Mr. Boysen reported they do not license kitchens in city community centers unless they are being used as an incubator kitchen for start-up businesses or are used on a full-time basis. Miller noted there have been issues with the stove. White reported the Senior Citizens purchased the stove some years ago; the Seniors' are willing to let the stove go. The committee will continue to work on this project.

Thiel reported the Personnel Committee has been meeting for the past few months. They have been reviewing the personnel policy and have come across some minor changes. Some of these changes are based on Minnesota Statutes; other changes just clarify some of the policy language. Steve Carlin, a member of the Personnel Committee, and Mayor Thiel presented the following information.

- It was noted that to be considered a full-time employee, you must work 40 hours per week. A part-time employee is any employee that works less than 40 hours per week.
- Thiel noted that Minnesota Statute does not allow an individual council member or the mayor to oversee or supervise employees.
- The recommendation of the personnel committee is to have City Hall open 8:00 AM to 5:00 PM Monday through Friday. Thiel noted that there is no way that one person can cover those hours without a break; this would provide the need to hire a part-time employee to cover some the hours.
- Current policy has vacation and sick leave time granted in days. It is being proposed to switch this language to hours. A proposed change in vacation leave time would go from seven days to 40 hours; 14 days to 80 hours; and 21 days to 120 hours. Jones commented current employees will not be accruing vacation time at the same level if the policy is switched to hours based on this calculation. Miller felt this needs to be addressed before council can approve this policy.
- Another recommendation is to change the employee review process. Carlin noted this process would be completed by the city clerk for all hourly employees. He presented an employee performance appraisal worksheet for council review. He noted this is what the company he works for, Dashir Management, uses. Thiel noted the city clerk is the functional administrator of the city; the clerk would be responsible for doing appraisals for all hourly employees. It has not been addressed who would do the clerk's appraisal. Huntley questioned why the clerk would do the appraisals. Thiel and Carlin noted that the clerk is the highest ranking appointed official of the city. Gottschalk noted this is a fairer appraisal compared to what was used in the past.

Thiel questioned council if they wanted to make any changes to this policy or if they were ready to adopt it. Miller didn't feel any changes should be made to the leave policies or benefits section at this time. Huntley would like more time to review this draft policy. Miller requested clarification of a part-time employee that gets full-time benefits. Thiel commented the council can still allow benefits to an employee. It was council consensus to table adopting this draft personnel policy at this time.

Being no further business to come before the council, the meeting was adjourned on a motion by Huntley, seconded by Whisler at 8:25 PM.

Brian Thiel, Mayor

Attest:

Patty A. White, City Clerk-Treasurer