

**Lake City Common Council  
Regular Meeting  
Monday, October 8, 2012 6:00 p.m.  
City Hall Council Chambers**

Members Present: Mayor Jerry M. Dunbar, Andru Peters, Matt Powers, Phil Gartner, Mary Lou Waltman, Joel Beckman, Mark Spence

Members Absent: None

Staff Present: City Administrator Ron Johnson, City Clerk Kari Schreck, Public Works Director Scott Jensen, City Attorney Karen England

Mayor Dunbar called the meeting to order at approximately 6:00 p.m. in the Council chambers of city hall with a quorum present.

Pledge of Allegiance

Mayor Dunbar led the Pledge of Allegiance.

A moment of silence was observed for Dave Finely, a 35 year employee of the Water/Waste water department of the City, who passed away on September 25, 2012.

Introductions

Introductions were made.

Review and Adopt Agenda

Dunbar requested that item 7f HBC fiber project update be moved forward and 5f. Discuss labor negotiation strategies matter (closed session) be moved to the end of the agenda.

**Motion Gartner, seconded Waltman to adopt the agenda as amended. All ayes 7-0-0.**

Public Forum

Lester Arndt and Katie Himanga of the Step Forward committee is recruiting applicants for the Blandin Community Leadership Program. They are encouraging city staff participation and for Council to support the program. The City Administrator will discuss with Department Mangers the opportunity for employees to apply. The City Administrator will have for the October 22, 2012 meeting an RCA for approval of employee participation.

Brian Walker, Duane Noreen and Chad Kruempel requested Council consideration of a bar closing time of 2:00 a.m., consideration of an 8:00 p.m. closing time on Christmas Eve, and a request to meet with the Chief of Police, City Attorney and a Council member regarding the August 25, 2012 liquor compliance checks that were done in Lake City.

Council suggested that the requests go to the Public Safety Board for review.

Lyle Schuman spoke on behalf of the Shawn Schneider memorial request. The committee is requesting a stand-alone memorial.

Designate Ohuta Park as location for Shawn Schneider Memorial

**Motion Beckman second Powers to designate Ohuta Park as the location for a Shawn Schneider Memorial and work with the committee on the financing of the appropriate memorial. All ayes 7-0-0.**

Council supports the idea also of a community memorial honoring all those who have served and sacrificed in the line of duty.

7f. HBC fiber project update

Tom Dwelle of HBC outlined the progress to date, with anticipated completion of mid-December of 2012. Service is currently available to many residents. There are a couple of outlying areas that will be done in spring of 2013.

Discuss temporary facility for ambulance department

Gail Reimersma, Ambulance Director stated that the ambulance service has outgrown the space they are currently in. The Ambulance Commission has requested that Council consider leasing or purchasing space to move the facility. The Mayor has called a special meeting on October 22, at 5:00 p.m. to address this issue, with tours of the current building and the Public Works facility. Reimersma was directed to have a list of potential buildings for consideration as well as lease/purchase options and remodeling cost estimates for the October 22 meeting. Short term and long term solutions will be discussed.

**Motion Waltman, second Powers to approve pursuing a facility to house all ambulance vehicles, equipment and staff in a secure, temperature controlled environment until a permanent facility has been established. All ayes 7-0-0.**

Waive the second reading and adopt Ordinance No. 513 an Ordinance amending the Charter of City of Lake City Chapter 2, and section 2.03 and Chapter 3 section 3.01.

At the August 13, 2012 council meeting, council requested a review by the Charter Commission of the city Charter with regard to Minnesota Statute (§205.07, Subd. 1a) related to commencement of elected officials term of office. The City Attorney prepared a memo addressing this matter dated 8.29.12 Charter Changes. The suggested changes have been reviewed by the Charter Commission on September 4, 2012. Upon a vote of the majority, with no dissent, the recommendation for approval of council has been brought forward.

**Motion Waltman, second Powers to waive the second reading of Ordinance No. 513, an Ordinance amending the Charter of City of Lake City Chapter 2, and section 2.03 and Chapter 3 section 3.01. All ayes 7-0-0.**

**Motion Gartner, second Spence to adopt Ordinance 513, an Ordinance amending the Charter of City of Lake City Chapter 2, and section 2.03 and Chapter 3 section 3.01. All ayes 7-0-0.**

Waive the second reading and adopt Ordinance No. 511 an Ordinance amending the Charter of City of Lake City Chapter 3, sections 3.05, 3.08

Ordinance 511 was reviewed by the Charter Commission on September 4, 2012. Upon a vote of the majority, with no dissent, the recommendation for approval of council has been brought

forward. Ordinance 511 was presented and read aloud at the September 10, 2012 Council meeting.

**Motion Gartner, second Waltman to waive the second reading of Ordinance No. 511, an Ordinance amending the Charter of City of Lake City Chapter 3, sections 3.05, 3.08. All ayes 7-0-0.**

**Motion Gartner, second Spence to adopt Ordinance 511, an Ordinance amending the Charter of City of Lake City Chapter 3, sections 3.05, 3.08. All ayes 7-0-0.**

Discuss Library board duties

At the September 10 meeting, all five council members present during discussion related to Library Board duties, directed the City Administrator to provide a draft revision of the Library Board duties with the Library Board being an advisory board, utilizing other Board and Commission duties as an example for wording.

The following revision to **§ 30.053 POWERS** in the City Code was presented as follows:

~~The Board shall have power to appoint a suitable librarian and necessary assistants and fix their compensation, all subject to Council approval. They shall have the exclusive control of the expenditure of all monies collected and placed to the credit of the Library Fund. They shall also have the supervision, care and custody of the rooms of the library, subject to the direction of the City Council. (1981 Code, § 515.07)~~

Replacing it with:

The Library Board shall be responsible for determining the services the library shall provide and the manner in which the services shall be provided. They shall be responsible for general policy concerning the library, for establishing proposed rules governing operations of the library, and preparing short and long-range plans for the library. They shall provide assistance to City Council in the hiring process for a Library Administrator. They shall review and recommend an annual budget in compliance with timeline established by City Council. They shall also have the supervision, care and custody of the rooms of the library, subject to the direction of the City Council.

At their September 24 special meeting, the Library Board voted to recommend to Council to make no changes to the Board's duties state in the City Code.

**Motion Waltman, second Powers to direct staff to present an RCA for the November 13 meeting amending City Code section 30.053 with clear language that the Library board is advisory as follows:**

**Subject to the direction of the City Council, the Library Board shall recommend the services that the library shall provide and the manner in which the services are provided. They shall recommend general policy concerning the library, recommend proposed rules governing operations of the library, and assist with short and long-range plans for the library. They shall provide assistance to City Council in the hiring process for a Library Administrator. They shall review and recommend an annual budget. They shall implement those directives and assist with the supervision, care and custody of the library.**  
**Point of Order called by Peters.**

**Roll call vote: Beckman\_Y\_, Peters,\_N\_ Spence\_Y\_ Dunbar\_Y\_, Waltman,\_Y\_, Powers\_\_Y, Gartner\_N\_ Approved 5-2-0.**

Staff will provide a draft to the library board for review at their next meeting.

Approve Library Administrator search process

At the September 10 meeting, Council directed City Administrator Johnson to recommend a process for reviewing applications, candidate interview selection and subsequent interview process for the vacant Library Administrator position following the Administrative Hiring Policy. At their September 24 special meeting, the Library Board voted to request that Council include three Library Board members in the Library Administrator search process including the training and experience point system evaluation, application review process and interview process.

The full council would not interview, however the interviews would be a public meeting and council could attend. The council as a whole would have to approve the candidate.

**Motion Peters, second Beckman to approve a Library Administrator search process that will include a team made up of up to 3 Council members, 3 Library Board members, a SELCO representative (if available), City Administrator and a retired Library Administrator from outside the local area (if available) that will be responsible for the following: Formulate a training and experience point system, approve the position profile, review applications, recommend candidates to interview and participate in the interview process and recommend successful candidate to Council. All ayes 7-0-0.**

**Motion Waltman, second Powers to allow the Mayor to appoint the members of the search committee. All ayes 7-0-0.**

Consent Agenda

- a. Approve Expense claims
- b. Approve September 10, 2012 regular City Council meeting minutes
- c. Adopt Resolution 12-068 approving 2013 state route snow removal equipment rates
- d. Adopt Resolution 12-069 amending the 2012 Fire Department Budget
- e. Adopt Resolution 12-070 amending the 2012 Ambulance Department Budget
- f. Adopt Resolution 12-071 approving minor subdivision of Lots 7 & 8, in Block 186, of original plat of Lake City
- g. Approve 2013 Hok-Si-La Park Manager's contract
- h. Approve hiring Eric Schmitt as volunteer casual Paramedic
- i. Approve hiring Thomas Kuchinka as full-time Journeyman Lineman
- j. Approve the hiring of Katie Bee as Administrative Clerk
- k. Accept quote from Monarch Paving Company for Jewel bicycle/pedestrian trail paving for \$24,520
- l. Approve pay certificate #2 to Pember Companies, Inc. for 2012 state aid street reconstruction for \$415,397.86
- m. Approve pay certificate #2 to Monarch Paving, Inc. for 2012 street reconstruction for \$205,217.49
- n. Impose fines and suspensions as set forth in City Ordinance 498, regulating the possession, sale and consumption of alcohol

**Motion Gartner, second Powers to approve the consent agenda as presented. All ayes 7-0-0.**

7. Communication Updates:

- a. 2012 Street Project
- b. 2010 Street Project – Warranty Work Remaining
- c. Wastewater Treatment Plant
- d. Gilbert Creek Bridge guardrail
- e. Underwood Sub Station

Public Works Director Scott Jensen presented updates on the preceding items.

- f. HBC fiber project – moved to beginning of meeting.

8. Miscellaneous Discussion

Clean Up day is October 13, 2012.

New garbage containers are being delivered within the next 3 weeks with service to begin November 1, 2012.

The Utility board will review the People's Co-Op proposal for electrical services—an update will be on the November council agenda for discussion.

9. Informational Reports

- a. Fire Department- August 30, 2012
- b. Marina Board- September 4, 2012
- c. Planning Commission September 4 meeting cancelled
- d. Charter Commission September 4, 2012
- e. Public Safety Board- September 5, 2012 meeting cancelled
- f. EDA September 6, 2012 meeting cancelled
- g. Heritage Preservation Commission- September 12, 2012
- h. Ambulance Commission- September 17, 2012
- i. Board of Adjustments- September 17, 2012 meeting cancelled
- j. Library Board- September 17, 2012
- k. Street & Parks Commission- September 18, 2012
- l. Utility Board- September 19, 2012
- m. Library Board- September 24, 2012 special
- n. Personnel Committee- September 25, 2012

10. Future Meeting Dates

Closed session to discuss labor negotiations strategies

Mayor Dunbar requested action to close the meeting under MN Statute 13D.03, subd 1(b) to discuss labor negotiation strategies.

**Motion Gartner, second Powers to go into closed session to discuss labor negotiations strategies at 8:28 p.m. on October 8, 2012. All ayes 7-0-0.**

Adjourn

**Motion Beckman, seconded Powers to adjourn at 8:29 p.m. All ayes 7-0-0.**

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Jerry M. Dunbar, Mayor

ATTEST:

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Kari Schreck, City Clerk