

**Lake City Common Council
Special Meeting
Thursday, December 20, 2012 5:00 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, City Attorney Karen England

Mayor Dunbar called the meeting to order at approximately 5:00 p.m. in the Council chambers of city hall with a quorum present.

Pledge of Allegiance

Mayor Dunbar led the Pledge of Allegiance.

Introductions

Introductions were made.

Review and Adopt Agenda

Motion Peters, second Waltman to adopt the agenda as presented. All ayes 7-0-0.

Unfinished Business:

Approve purchase agreement of 215 West Center Street property

On 11.2.12, Featherstone Real Estate informed Administrator Johnson that the property adjacent to city hall at 215 W Center St. has been listed with her for showing to the city of Lake City prior to listing on the open market. The asking price is \$149,000. A purchase price of \$145,000 was determined after negotiations between realtor and city administrator. An earnest money deposit of \$1,000 is included in the purchase agreement. Execution of the purchase agreement is necessary prior to inspection on seller's behalf on December 21, 2012. Council directed staff to make sure that the property is added to the city insurance at time of closing and that the sellers sign a hold harmless release and continue their insurance once the property becomes city owned and the rent it back for days or more.

Motion Beckman, second Peters to approve the purchase agreement for purchase of 215 W. Center Street (parcel 22.0047.00) for the amount of \$145,000.00. All ayes 7-0-0.

Approve civil legal services agreement with Kennedy & Graven, Chartered

The agreement is effective January 1, 2013 at \$3,500 per month plus expenses.

Motion Beckman, second Peters to approve civil legal services agreement with Kennedy & Graven, Chartered commencing January 1, 2013. All ayes 7-0-0.

Consider recommendations from Library Administrator Search Process Committee

At its 12/18/12 meeting, the Library Administrator Search Process Committee took the following action(s):

Motion 1- Motion Waltman, second Parrott to adopt the following: In order to permit the City Council to consider the Interim Library Administrator as the Library Administrator, it is necessary to amend the existing Library Administrator job description as follows: Minimum Qualifications: The

job requires a Bachelor's Degree in Library Science or similar field and/or five years of progressively responsible library work experience...wide variety of age groups. Carried 5-0-0.

Motion Gartner, second Powers to approve the recommended change of "Minimum Qualifications: The job requires a Bachelor's Degree in Library Science or similar field and/or five years of progressively responsible library work experience...wide variety of age groups" be added to the current city Library Administrator job description. All ayes 7-0-0.

Motion 2- Motion Gartner, second Lastine that, 1) based on the item 2 in the Administrative Staff Hiring Policy which provides that "The City Council may determine that an unusual situation exists and therefore they desire to fill a position from among existing staff", subsequent steps 3-9 of said policy can be eliminated, 2) based on unanimous recommendation of the Library Board to hire Interim Library Administrator Patti Bross as Library Administrator, 3) based on the unanimous recommendation of the Library Administrator Search Process Committee to hire Patti Bross as Library Administrator, and 4) based on the recommendation of Ann Hutton, Executive Director, SELCO to hire Patti Bross as Library Administrator, it is recommended that the City Council offer the position of Library Administrator to Interim Library Administrator Patti Bross. Carried 5-0-0.

Mayor Dunbar directed staff to provide the correct grade and step for the position.

Council recessed for 5 minutes. 5:18 p.m

Council called to order 5:22 p.m.

Motion Gartner, second Peters to extend the offer to hire Patti Bross at grade 13 step A effective January 1, 2013 with a 1 year probationary period based on the recommendation of the Library Administrator Search Process Committee and accepting the actions of said committee. All ayes 7-0-0.

Approve prosecution legal services agreement with England Law Office, Ltd.

The legal services task force met with Karen England, England Law Office, Ltd on December 11, 2012 to finalize the prosecution agreement. Council thanked England Law Office for years of service.

Motion Beckman, second Spence to approve prosecution legal services agreement with England Law Office, Ltd. All ayes 7-0-0.

Miscellaneous Discussion

Dunbar suggested that the ambulance department consider the 215 W Center property as a short term solution for housing of personnel.

Adjourn

Motion Gartner, second Waltman to adjourn at 5:35 p.m. All ayes 7-0-0.

Jerry M. Dunbar, Mayor

ATTEST:

Kari Schreck, City Clerk