March 29, 2012

Special Council Meeting

Pledge:

Mayor and all Council Members were present.

City Hall Office/Shop Building Repairs: Juanita stated that Bill Henning from the League of Minnesota stated that the City has only had one claim previously and that was years and years ago.

Barbara reported that the glass cabinet on the door for posting was broken into Monday night. Everything was removed except the Memorial posting and most of the tacks. It appeared to have been pried open. All the posting information has been replaced.

The estimate from the League of Minnesota was reviewed and Juanita explained that due to the work listed that the contractors had to rebid.

The sign will be redone by Amber using sign board for the replacement sign.

Michael Olander of KaO Construction LLC submitted a separate bid for removing and replacing the existing shop with a 22X24X10’ sidewall. The original submittal with the sloped roof expansion that was requested has the potential of having problems due to snow load as the slope is not sufficient. The sloped roof submittal would also require some cement work done to put in a frost plug as one does not currently exist. The new building would be a pole building with new cement.

Barbara questioned how much of this $4629.00 bid would be applied to the office repair and how much would be the portion of the shop repair. Michael stated that he will have to break out the two buildings. He suggested doing the office in time and materials and the balance would go toward the new building if the Council chose that option.

The new building estimate would eliminate the space between the two buildings increasing the width of the shop and add an additional 4’ to the rear of the shop. The bid does not include the electrical work for the shop.

Alex suggested the possibility of expanding the rear of the shop farther out. Aaron stated that the air conditioner would need to be moved in order to do that. Alice questioned if there is any utilities underground that would be a factor. Aaron stated that they would not be a problem. Darlene questioned how much additional expense would be additional for the depth. Michael stated that he would have to rework the bid. Alice questioned how much additional room is really needed for maintenance. Aaron stated that he only added the 4’ to the building to be able to get around the tractor. Alex stated that if they are going to need more space now is the time to do the expansion. Alice questioned if there is money in the budget to do the expansion.

Darlene asked Michael if he could do the new estimate for the larger building and have it ready for the next council meeting. Alice again asked if we needed to review the budget to see if there are sufficient funds to do the expansion.

Alex made a motion to approve the selection of KaO Construction L.L.C. as the contractor to do the repairs, however, which option that will be selected has not yet been determined. Alice again questioned if there are sufficient funds available to do the additional $10,000 to $20,000 most likely needed to expand the shop building. Darlene questioned when he would be available to do the work. Michael stated that he thought they would be starting mid April to the first of May. Michael also suggested that the City find someone else to do the removal and disposal of the existing building for a cost savings to the City.

Jim made a motion to approve Mike Olander of KaO Construction L.L.C. to do the work to repair the office and repair or replace shop building, seconded by Alice, all in favor, motion carried.

Michael will have the new bid for the larger building in by Thursday the 5th for submittal with the original bids for the decision by the council as to which way they will proceed at the next council meeting. Michael asked if the council wanted to include a door opener in the bid. It was determined that for the minimal cost increase it would be included.

Aaron is to contact Daley for coordination for the electrical portion of the building.

Barbara is to put an ad for bids to remove the shop building in the paper with a bid deadline of 4/10/12 to be awarded on 4/11/12. Work must also be completed by 4/28/12. It was questioned as to if a minimum should be placed on the purchase. Juanita will check with one or two sources to see how much or if a minimum should be placed on the project.

The Memorial repairs are not included in the construction bids. Aaron has all but one post already to complete that repair and it will be done by city staff.

Review of Current Payroll Processing: Accrual of sick and vacation time are not calculating correctly according to the Personnel Policy.

Juanita stated that this is still the old policy that needs to be redone and that this has been brought up before.

Holiday pay is also not being paid according to the average work hours for maintenance. They are now paid based on an 8 hour day, with worked time paid at time and a half and the balance of the eight hours is paid at holiday straight pay.

Alex calculated that sick pay should be calculated at .038 per hour worked and vacation pay should calculate .032 per hour worked. A manual spreadsheet will have to be kept to track the vacation and sick time.

Barbara stated that the Personnel Policy should be changed prior to enacting these changes. Juanita requested that Barbara redo the policy prior to our next meeting. She was not sure if she could get all 21 pages done prior to the next meeting. Copies were made for all Council Members for their review so that we can make the necessary changes to the Personnel Policy at our next meeting.

Hours are also not being posted to the correct accounts per hours worked. Barbara also asked where the maintenance personnel’s holidays, sick pay and vacation pay should be being charged to. It is currently all going to the General Fund. It was determined that these hours should also be split according to the average of the hours worked to the correct fund source (e.g. water, sewer, general maintenance). A new account should be set up for benefit payroll. Manual adjustments will need to be completed to make the adjustments so that the correct accounts are charged.

The Fire Department will now be charged for the City Clerk’s time.

Meetings will now begin being charged to Council Meetings for the City Clerk and maintenance staff.

Barbara requested that the pay date be moved from Tuesday to Wednesday, due to the additional time that will be required to process payroll. This will need to be addressed in the Personnel Policy.

Barbara asked if she should begin making the corrections to the posting accounts now prior to the Personnel Policy changes. It was determined that those changes should be done now.

A meeting was scheduled for April 24 at 6:30 for the Personnel Policy review.

A motion was made by Alex to close the meeting, seconded by Jim, all in favor, motion carried.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mayor, Juanita Mitchell

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City Clerk/Treasurer, Barbara Holmes