

December 17, 2015 Special Meeting

The City Council of the City of McVille met in special session Thursday, December 17th at 7:00pm at the City Office.

The purpose of the meeting was to discuss the City Auditor transition and payroll issues.

Mayor Douglas Stein presiding

Council Members present: Douglas Trostad, Ed Sadowsky, Julie Stewart

Public works: Ryan Johnson and Jonathan Trostad

Deputy Auditor: Joanne Brennan and City Clerk: Margaret Carlson

Absent: Auditor Renae Arneson and Council Member Neil Reiten

Mayor Stein called the meeting to order at 7 pm. Motion by Sadowsky, seconded by Stewart to approve the agenda to include a critical issue of non-functioning furnace/heating issues at the Water Treatment Plant, all vote aye, motion carried.

Item 1-Furnace at Water Treatment Plant

PW Director Johnson reported Agassiz Mechanical responded in person on 12/15/15 to the service call/repair that was made in November. (All prior contact had been made by phone and some parts to repair the furnace were ordered. On inspection, Agassiz advised Johnson that the furnace was shot. Johnson notified CC Carlson to see if the original install invoice and possible warranty information could be reviewed, she in turn notified Auditor Arneson. Auditor Arneson filed an insurance claim since the furnace is just over 5 years old.

During the 12/7/15 regular council meeting a motion was made and approved to contact Kolenda Heating and cooling see if he could repair the furnace. Kolenda responded and brought heaters to assure that the WTP had heat. Kolenda was able to get the furnace that was placed out of service when the newer one was installed working so the WTP has heat. That furnace can be used for back up once the newer furnace is replaced. Kolenda advised Johnson he could work on some estimates. Motion by Sadowsky, seconded by Trostad to have Kolenda provide estimates for repair/replacement for furnace at the WTP, all vote aye, motion carried.

Item 2-City Auditor Transition

Discussed a number of issues relative to Auditor transition including:

- The last day as Auditor for Arneson will be 12/31/15, Clerk Carlson has been appointed Auditor effective the same day.
- Moving forward there may be times that it is beneficial for the City to contract with Arneson to consult on future business, i.e. year end financials, budgets, grant writing and additional training for Carlson. Arneson may submit a proposal that includes an expectation of compensation to consult with the City for the Council to review and approve.
- Request that Arneson identify all personal belonging, i.e. furniture, office supplies, decorations, etc and estimated date of removal.
- Request that Arneson return lap top donated to the City by Ed Sadowsky and return any City credit cards by 12/31/15.
- Request Arneson to provide list of contacts, accounts and vendors the City does business with. Letters will be mailed to City contacts, i.e. vendors, contractors, governmental entities, grant providers, etc. notifying them of the change in Auditors. Logins and passwords will be changed as of 12/31/15 or shortly thereafter.

Item 3- Payroll Issues

Following discussion, motion by Stewart, to research new payroll and accounting software for possible conversion, amend payroll schedule so that all employee time logs are due last day of each month, continue to calculate overtime on an 8 hr day and that payroll for all employees is processed 1st day of following month with paychecks distributed on or before 5th of each month, seconded by Sadowsky, motion carried on unanimous roll call vote, Sadowsky aye, Trostad abstain, Stewart aye, Stein aye. Consensus was to implement this change as early as possible after the first of the coming new year. Carlson agreed to research new software programs that will modernize and simplify the payroll process and report back at December 29th special meeting.

Announcements-Special Council Meeting scheduled 12/29/15 at 6:00pm

The purpose of this meeting with KLJ Engineering (Eric Gilbertson) and Red River Regional Council (Stacie Sevignie) regarding the Streetlight Project and The McVilleville Dam Spillway and Campground Project

There being no further agenda items listed for this special meeting, the meeting was adjourned at 8:34pm.

Respectfully Submitted by:

Margaret Carlson
City Clerk

ATTEST:

ATTEST:

Joanne Brennan, Deputy Auditor

Douglas Stein, Mayor