

City of McVille

Minutes of Regular Meeting of City Council – Monday, December 4, 2017

PRESENT: Mayor Douglas Stein; Council Members Patt Czarnik, Katelyn Hain, Douglas Trostad, and Dianne Urvand; Deputy Auditor, Joanne Brennan; Public Works Director, Ryan Johnson; and Public Works II, Jonathon Trostad.

CALL TO ORDER: At 7:03 pm by Mayor Stein.

APPROVE AGENDA: Motion by member Czarnik, seconded by member Urvand, to approve meeting agenda as amended (add under New Business: (#1) Amend Employee Policy Manual re: Employee Health Insurance Benefit; and (#2) Review Delinquent Utility Accounts; all voted 'aye', motion carried.

APPROVE MINUTES: Motion by member Trostad, seconded by member Czarnik, to approve minutes of November 6, 2017 regular meeting as written, and November 28, 2017 special meeting as corrected; all voted 'aye', motion carried.

PUBLIC WORKS REPORT: Director Johnson reported repairs are underway to the pickup-mounted snow plow unit; other than that, routine seasonal tasks are being accomplished.

FINANCIAL REPORT:

Revenues & Disbursements: To-date report through November 30, 2017 distributed for reference and discussion.

Bills: Register of checks issued through November 30, 2017 was distributed. **Motion** by member Urvand to approve the R & D report, and the Bills report; seconded by member Trostad; all voted 'aye', motion carried.

OLD BUSINESS:

Renewal of Café Lease: Member Urvand reported meeting with café owners, Carl & Tee Dezotell, to review current café lease and renewal of same that is due this month, and to again discuss the bill from Nardini, for servicing the Café fire extinguishers and ansitl system, that was paid in full by the City but for which the Dezotells still owe the City for their portion of the bill. Member Urvand requested that the Dezotells return the signed and notarized lease to the City office in advance of this December 4th Council meeting; however, it had not been received by the designated meeting time. Member Urvand will follow up and report back at the January 2018 City Council meeting.

Newly Appointed City Council Member: Mayor Stein reported that Katelyn Hain has accepted appointment to serve the remaining term of the vacant Council seat, and acknowledged Ms. Hain's presence at the Council table, with activation of her term of office effective immediately

Renewal of Policing Contract: Member Czarnik reported the contract with Nelson County Sheriff's Department to renew policing service has been signed by City officials and returned to Sheriff Olson for signature by County Commission signatures. Sheriff Olson will provide a photocopy of the finalized contract to the City Auditor.

City Auditor: Mayor Stein reported he contacted the applicant for City Auditor the day after her interview, and offered her the position, with an employment package consisting of:

- ** 30 hours/week (considered full-time) at \$15/hour until completion of 90 day probationary period;
- ** upon completion of probationary period (90 days following start date), include pro-rated vacation and sick leave;
- ** life insurance (through UNUM group policy);
- ** single health insurance policy (BCBS of ND), or premium-equivalent in cash if already covered under their own family health insurance policy;
- ** utility credits, as outlined in December 2016 edition of Employee Policy Manual.

Mayor Stein noted that applicant has not responded to date, however she did request a reasonable amount of time to notify her present employer and Board of Directors of her resignation from her current position.

Employee Pay Raises: This matter was introduced and discussed briefly, and **tabled**, pending receipt of previously-requested budget data, recent history (5 years) of pay increases, and comparison to other cities, if available, from North Dakota League of Cities.

Delinquent Utility Bills: A computer-generated current report was made available for review and discussion. Of particular note were 5-6 accounts with excessive delinquency (more than \$200.00) consisting of families with young children. It was decided to follow policy by posting disconnect notices on door of each delinquent household, but withhold disconnecting water service until after the holidays.

NEW BUSINESS:

Premium and Enrollment in UNUM Life Insurance: Premium information was introduced. For the semi-annual period of February 1, 2017 to July 31, 2017, the premium for 3 enrollees (Ryan, Jon and Marie) was \$151.00; and for the period of August 1, 2017 through January 31, 2018 premium for the same 3 enrollees is \$171.00, for a total

annual premium of \$322.00. **Motion** by member Trostad to enroll Deputy Auditor Brennan in the UNUM Life Insurance plan; motion seconded by member Czarnik, all voted 'aye' on voice vote; motion carried.

NDTC Website Manager: Effective January 1, 2018, NDTC will no longer provide Web Design Services, necessitating contracting with another designer to update the City's website. Member Czarnik will check will call League of Cities to get a list of designers and report back at January Council meeting.

Change Health Insurance Benefit: Motion by member Urvand to update the December 2016 edition of the Employee Policy Manual (page 8, paragraph 3) to read "full-time employees are eligible for a single health insurance policy"; motion seconded by member Trostad; all 'ayes', no 'nays' on roll call vote; motion carried.

PORTFOLIO REPORTS:

Member Czarnik reported that she is working with Steve Forde, NCHS CEO, to establish a Day Care program that would benefit employees of NCHS and City of McVille with young children.

PUBLIC COMMENTS: None.

ADJOURNMENT: By Chair declaration @8:50 PM.

Respectfully submitted:

ATTEST:

Joanne Brennan
Deputy City Auditor

Douglas Stein
Mayor

