

Regular Meeting – December 11, 2018

The regular meeting of the Common Council of the City of Marshall was held December 11, 2018 in the Professional Development Room at the Marshall Middle School, 401 South Saratoga Street. The meeting was called to order at 5:30 P.M. by Mayor Robert Byrnes. In addition to Byrnes the following members were in attendance: Craig Schafer, Steven Meister, Glenn Bayerkohler, John DeCramer and David Sturrock. Absent: James Lozinski. Staff present included: Sharon Hanson, City Administrator; Dennis Simpson, City Attorney; Glen Olson, Director of Public Works/City Engineer; Jason Anderson Assistant City Engineer/Zoning Administrator; Jim Marshall, Director of Public Safety; Karla Drown, Finance Director; Scott VanDerMillen Director of Community Services; Sheila Dubs, Human Resource Manager; Ilya Gutman, Plan Examiner/Assistant Zoning Administrator and Kyle Box, City Clerk.

The Pledge of Allegiance was recited at this time.

City Attorney Dennis Simpson recommended that item number 9, Consider Resolution regarding Charter's FCC Form 394 - Assignment of Cable Television Franchise to Spectrum Mid-America, LLC., be removed from the agenda.

There was a consensus to operate under the new agenda

Consider approval of the minutes from the special meeting and regular meeting held on November 27, 2018. Consider approval of a special meeting held on December 4, 2018.

Member **John DeCramer** Moved, Member **David Sturrock** Seconded to approve the **ORIGINAL** motion 'that the minutes of the special meeting and regular meeting on November 27, 2018 and the special meeting on December 4, 2018 be approved as filed with each member and that the reading of the same be waived.'. Upon a roll call vote being taken, the vote was: Aye: 4 Nay: 0 Abstain: 2. The motion **Carried. 4 - 0 - 2** with Schafer and Bayerkohler abstaining.

Approval of Consent Agenda

Council member Bayerkohler requested that items 5, 7 and 8 be removed for further discussion.

Member **Steven Meister** Moved, Member **Craig Schafer** Seconded to approve the **ORIGINAL** motion 'the following consent agenda items be approved as presented.'. Upon a roll call vote being taken, the vote was: Aye: 6 Nay: 0. The motion **Carried. 6 - 0**

Approval of the annual renewal for the On-Sale Intoxicating Liquor Licenses, Sunday On-Sale Intoxicating Liquor Licenses, Wine Licenses, Brewer Taproom License, 3.2 Malt Liquor Beverage On-Sale License, 3.2 Malt Beverage Off-Sale License, Micro/Small Brewer Off-Sale Liquor License (Growlers) and Tobacco License for 2019.

Approval of the Under 21 Exemption for Liquor Establishments for 2019.

Approval of Taxi License Renewal for Downtown DD LLC dba Marshall Taxi; Rugama's and Southwest Minnesota Services.

Approval of HSEM grant amendment.

Approval of a LG220 Application for Exempt Permit for the Marshall Golf Club, Inc. for an event to be held April 13, 2019.

Approval of a LG220 Application for Exempt Permit for Lynd Fire Fighters' Relief Association for an event to be held January 22, 2019.

Approval of the bills/project payments.

Consider Resolution Number 4560, Second Series, Authorizing Transfer and Closure of Capital Project Fund 455.

The City approved Resolution No. 4033, 2nd Series in 2014 for the issuance of General Obligation Sales Tax Bonds, Series 2014B to finance all or a portion of the costs of the construction of new facilities and improvement to the existing facilities of the Minnesota Emergency Response and Industry Training Center (the "MERIT Center"), and the construction of new facilities of the Southwest Minnesota Regional Amateur Sports Center (the "Sports Center"). Three construction funds were set up related to this bond: 413 SMASC Ball Parks 455 MERIT Center 456 Red Baron Arena & Expo Bond proceeds were deposited into Funds 455 and 456. All contracts related to the project fund 455 are paid in full and the project is fully completed. The balance of \$972,718.14 is in construction fund 455. Fund 413 currently has a negative (\$1,337,695.75) balance, as there weren't any bond proceeds deposited into this construction fund. Staff recommend transferring the remaining balance of \$972,718.14 from Fund 455 to Construction Fund 413.

Council member Bayerkohler pulled the item for further discussion. Finance Director Karla Drown provided information on the funds.

Member **Craig Schafer** Moved, Member **Steven Meister** Seconded to approve the **ORIGINAL** motion 'approve Resolution Number 4560, Second Series, Authorizing Transfer and Closure of Capital Project Funds 455.'. Upon a roll call vote being taken, the vote was: Aye: 6 Nay: 0. The motion **Carried. 6 - 0**

Consider Resolution Number 4561, Second Series, Authorizing Transfer and Closure of Park and Recreation Trust Fund 801.

At the June 23, 1981 Special Meeting of the City Council of the City of Marshall, Minnesota; the Park & Recreation Trust Fund Savings Account was approved to be closed into the General Fund with a separate ledger account number. This action has not been completed in the City's financial system at this time. The Park and Recreation Trust Fund Savings Account remains open. Since that time the Park and Recreation Trust Fund Savings Account has received additional donations as well as spent funds on approved expenses. As of 10-31-2018, \$16,543.21 is the balance. These funds are in a savings account currently earning 0.03% interest. This item is coming back to council for approval due to the length of lapse in years since the original approval of closing the funds as well as the change in Council. It is the recommendation of staff to transfer the funds from the Park and Recreation Trust Fund 801 to the Park Improvement Fund 423. It is also the recommendation to close the savings account and invest those funds into a Money Market

account currently earning a 1.71%, 7-Day Simple Yield. This transfer would consolidate similar funds into one Fund and allow other investment options to increase interest.

Council member Bayerkohler pulled the item for further discussion. Finance Director Karla Drown provided information on the item.

Member **Steven Meister** Moved, Member **John DeCramer** Seconded to approve the **ORIGINAL** motion 'approve Resolution Number 4561, Second Series, Authorizing Transfer and Closure of Park and Recreation Trust Fund 801.'. Upon a roll call vote being taken, the vote was: Aye: 6 Nay: 0. The motion **Carried. 6 - 0**

Consider Resolution Number 4562, Second Series, Authorizing Transfer of Funds from Fund 256 to Special Revenue Funds 258 and 270.

The City of Marshall is authorized under Laws 2010, Chapter 389, article 5, section 6, as amended by Laws 2011, First Special Session Chapter 7, article 4, section 9, to collect a local 1.5% Food and Beverage tax and a local 1.5% Lodging tax to pay all or part of the operating costs of the facilities of the MERIT Center and Red Baron Arena and Expo. In the 2018 budget; Red Baron Arena and Expo has \$390,660 and MERIT Center has \$130,220 budgeted as a Transfer from Fund 256, for a total of \$520,880. This amount was not budgeted in Fund 256 as a transfer out, therefore, a resolution authorizing this transfer between funds is required. The Council had a discussion of transferring additional funds from Fund 256 to the Red Baron Arena and Expo Fund to increase the Fund Balance. The 2017 audited financial statement has \$1.00 for the fund balance. Therefore, staff are requesting that an additional amount of \$50,000 to be transferred from Fund 256 to Fund 258 to establish a reasonable fund balance.

Council member Bayerkohler pulled the item for further discussion. Finance Director Karla Drown provided information on the item.

Member **Steven Meister** Moved, Member **Craig Schafer** Seconded to approve the **ORIGINAL** motion 'approve Resolution Number 4562, Second Series, Authorizing transfer of funds from Fund 256 to Special Revenue Funds 258 and 270.'. Upon a roll call vote being taken, the vote was: Aye: 6 Nay: 0. The motion **Carried. 6 - 0**

Consider approval of the amended Joint Powers Agreement between the City of Marshall and Independent School District #413 Relating to the Establishment and Operation of a Jointly Sponsored Community Education and Recreation Program.

This Agreement shall be reviewed by the Board of Education and the City Council annually. The Community Education Director shall initiate review of the Agreement. Any amendments to the Agreement need to be reviewed, added, and agreed to by the Sponsors in accordance with Article 10.2.

Director of Community Services Scott VanDerMillen presented the item to Council.

Member **Craig Schafer** Moved, Member **Steven Meister** Seconded to approve the **ORIGINAL** motion 'Approval of the amended Joint Powers Agreement between the City of Marshall and Independent School District #413 relating to the establishment and operation of a jointly

sponsored community education and recreation program.'. Upon a roll call vote being taken, the vote was: Aye: 6 Nay: 0. The motion **Carried. 6 - 0**

Recognition of the City of Marshall being designated as a Bicycle Friendly Community.

The League of American Bicyclists is leading the movement to create a Bicycle Friendly America for everyone. As leaders, their commitment is to listen and learn, define standards and share best practices to engage diverse communities and build a powerful, unified voice for change. Marshall submitted an application in early August, 2018. As one of 25 communities honored with this designation, Marshall owes a debt of gratitude to many people and organizations that assisted the City with achieving this recognition. A special appreciation goes out to Marcia Loeslie, Jason Anderson, Preston Stensrud and Chad Kulla who worked together to complete the 40-page application process. The BRONZE designation is valid for four years and will be eligible for renewal in 2022.

Director of Community Services Scott VanDerMillen presented the item to Council. There was further comment from Council.

Consider the addition of Differential Pay to the Employee Personnel Policy Manual.

Staff propose a new section and language to the compensation section of the Employee Personnel Policy manual--Differential Pay. The Personnel Committee met on December 4, 2018 and recommended approval. Store Manager, Eric Luther will also be present at the meeting to further explain the duties of the access code holder and when employees would be assigned this duty. The assignment of access code holder at the store would be applicable only to the part-time Checkout Clerk position, not the full-time Sales Associate position. A draft job description is attached that describes the access code holder duties. We currently have two part-time employees that perform in this capacity for the store. If approved by the City Council, staff would proceed with updating the cover page (date of revision), table of contents, and revision of policy numbers for section 5.

Human Resource Manager Sheila Dubs introduced the item to Council. There was further discussion by Council and Staff.

Member **John DeCramer** Moved, Member **Steven Meister** Seconded to approve the **ORIGINAL** motion 'to approve the Differential Pay personnel policy.'. Upon a roll call vote being taken, the vote was: Aye: 6 Nay: 0. The motion **Carried. 6 - 0**

Consider Approval to Upgrade InCode Financial Software.

The City's current financial software is InCode 9.1 with Tyler Technologies and has been since 2008. The Finance Department is requesting approval to start the upgrading process to version 10 to have more integrated capabilities with other programs. Some of the benefits to upgrading to version 10 include; faster and more efficient payroll process, employee access to electronic timekeeping and benefits, automated accounts payable workflow, and 100s of more reporting capabilities and being able to customize those reports. By upgrading to version 10, the savings of staff time and the ability to better present financial data will improve the efficiency and accuracy for the City of Marshall. Once the upgrade is approved, the time to implement to version 10 is

12-18 months. 50% of the quote is due upon approval and the remaining 50% is due upon completion.

Finance Director Karla Drown presented the item to Council. There was further discussion from staff and council.

Member **Craig Schafer** Moved, Member **John DeCramer** Seconded to approve the **ORIGINAL** motion Approve upgrade of InCode Financial Software in the amount of \$31,864. Upon a roll call vote being taken, the vote was: Aye: 6 Nay: 0. The motion **Carried. 6 - 0**

Consider Resolution Number 4563, Second Series, Approving Specific Fees to be Charged by the City of Marshall.

The Ways & Means Committee reviewed the amendments to the fee schedule at their meetings on August 15, 2018, August 28, 2018 and November 28, 2018. Additional amendments reflected are the wastewater and surface water rates and the additional information added as an Appendix A & B to the fee schedule for projected rates for 2020-2024. These are only projections and the Council has the authority to change them annually. This is typically done in conjunction with the fee schedule and annual budgeting process. The benefit of projections is it provides predictability to our customers, particularly the larger ones, enabling them to budget more effectively for their operating costs. This longer-term view/model also provides a plus to credit rating agencies, who recognize long-range planning.

Finance Director Karla Drown introduced the item to Council. Council member DeCramer provided discussion from the Ways and Means Committee. There were further comments from Council and Staff.

Member **Steven Meister** Moved, Member **Craig Schafer** Seconded to approve the **ORIGINAL** motion 'approve Resolution Number 4563, Second Series Approving Specific Fees to be Charged by the City of Marshall.'. Upon a roll call vote being taken, the vote was: Aye: 6 Nay: 0. The motion **Carried. 6 - 0**

Adopt Ordinance 731, Second Series to rezone the area as shown in the survey from R-1 Single Family Residence District to I-2 General Industrial District.

This is a request by the Housing and Redevelopment Authority to rezone the property from R-1 Single Family Residence District to I-2 General Industrial District. This property is in the process of being sold to Chuck Hess who owns adjacent property and wants to use this land for outside storage. Open outdoor storage is permitted only in industrial districts which is the reason for request. The ordinance also requires that open storage area shall be screened from adjacent residential district. This will have to be done before this area is utilized. This is a small area contiguous to the I-2 General Industrial District, so the request is reasonable. Rezoning procedures are described in Section 86-30 Amendments. Current and proposed zoning maps are attached along with an aerial photo. During the November 14, 2018, Planning Commission meeting, a public hearing was held, and a motion was made by Fox, second by Ruud to recommend approval to City Council to rezone the property as requested by HRA. All voted in favor. This Ordinance was introduced at the November 27, 2018, City Council meeting.

Plan Examiner/Assistant Zoning Administrator Ilya Gutman introduced the item to Council. There was further discussion by Council and Staff.

Member **Craig Schafer** Moved, Member **David Sturrock** Seconded to approve the **ORIGINAL** motion 'that the Council adopt ORDINANCE NUMBER 731, SECOND SERIES to rezone the area as shown in the survey from R-1 Single Family Residence District to I-2 General Industrial District'. Upon a roll call vote being taken, the vote was: Aye: 6 Nay: 0. The motion **Carried. 6 - 0**

Project Z64 / SAP 139-111-006: Saratoga Street Reconstruction Project – Consider Change Order No. 1 with R&G Construction Co.

Attached is a copy of Change Order No. 1 for additional work on the project totaling \$42,077.45. The line item detail is shown on page 2 of the change order. Additional project costs have been separated into various funding sources: Surface Water \$15,063.45 MMU \$ 7,876.46 Wastewater \$ 2,448.65 Schwan's \$ 3,615.82 (This amount will be direct billed to Schwan's in addition to their special assessment/work requested by Schwan's.) General \$13,073.07 Total \$42,077.45 The original contract amount was \$2,846,784.60. This change order amounts to approximately a 1.48% increase.

Director of Public Works/City Engineer Glenn Olson presented the item to Council. There was further discussion by Council.

Member **Craig Schafer** Moved, Member **John DeCramer** Seconded to approve the **ORIGINAL** motion 'that Council approve Change Order No. 1 with R&G Construction Co. of Marshall, Minnesota, resulting in a contract increase in the amount of \$42,077.45.'. Upon a roll call vote being taken, the vote was: Aye: 5 Nay: 1. The motion **Passed. 5 - 1** with Meister voting no.

MERIT Center Driving Track - Phase 2: Consider Change Order No. 1 with Graef-USA Inc.

The project includes the design and construction plans and specifications for the project, including alternatives for construction with all costs falling within a \$3.1 million total budget. At the Council meeting on October 9, 2018, the Council awarded the Proposal for civil engineering, landscape architecture, and building design services for the above-referenced project with Graef-USA Inc. of Minneapolis, Minnesota, in the amount not-to-exceed \$72,000, including the options of extension of the skills pad/parking area and two pavement design alternatives for the track, with the award contingent on the execution of the DEED grant agreement and required documentation for this project. After review by the MERIT Center staff and because the original engineer's estimate for partial development of the north portion of the master plan was significantly below the State grant amount, it was decided to add the following improvements into the base project:

- 1) Cold storage building and parking lot.
- 2) Cul-de-sac and connection to skills pad.
- 3) Loading dock prop.
- 4) Extension of the proposed skid pad.

- 5) Removal and reconstruction of the existing test track north of the skid pad to eliminate the crowned road section, ditch cleaning, and a new drain tile outlet.
- 6) Eliminate the perimeter chain link fence in the base bid and designate as an alternate bid item. A revised engineer's estimate, within the designated grant amount, will be presented prior to bidding.

Director of Public Works/City Engineer presented the item to Council. There was further discussion by Council.

Member **Craig Schafer** Moved, Member **John DeCramer** Seconded to approve the **ORIGINAL** motion 'that the Council approve Change Order No. 1 for the above-referenced project with Graef-USA Inc. of Minneapolis, Minnesota, on an hourly, not-to-exceed basis in the amount of \$15,500.00, for a total contract amount not-to-exceed \$87,500.00.'. Upon a roll call vote being taken, the vote was: Aye: **4** Nay: **2**. The motion **Passed. 4 - 2** with Meister and Bayerkohler voting no.

Consider approval of Social Media Policies.

The Personnel Committee met on December 4, 2018 and recommended approval of both policies. Staff propose a new Social Media Policy to be added to the Employee Personnel Policy Manual. The model policy issued by the League of Minnesota Cities was used as the template for this policy. Staff also propose a new Administrative Policy titled Social Media Public Comment Policy. The League of Minnesota Cities policy along with another Minnesota city's policy were utilized as templates. Both policies serve to establish expectations of how city staff, agents/representatives of the City, and the public conduct themselves on the City's social media sites. If approved by the City Council, staff would proceed with updating the cover page (date of revision), table of contents (date of revision), and revision of policy numbers for section 8.

Human Resource Manager Sheila Dubs presented the item to Council. Council member Meister provided discussion from the Personnel Committee. There was further discussion by Council and Staff.

Member **Steven Meister** Moved, Member **Craig Schafer** Seconded to approve the **ORIGINAL** motion 'to approve a Social Media Policy to be added to the Employee Personnel Policy manual'. Upon a roll call vote being taken, the vote was: Aye: **6** Nay: **0**. The motion **Carried. 6 - 0**

Member **John DeCramer** Moved, Member **Craig Schafer** Seconded to approve the **NEW** motion 'to approve the Social Media Public Comment Administrative Policy '. Upon a roll call vote being taken, the vote was: Aye: **6** Nay: **0**. The motion **Carried. 6 - 0**

Consider Amendment to the Employee Resignation Policy.

Staff propose amendment to our Resignation policy. Though rare, there are instances where employees will resign from City service without providing a two-week notice. The proposed amendment below serves to encourage that proper notice be given to the city. The proposed amendment also adds additional language related to exempt personnel, who are typically supervisors, requiring a 30-day advance notice of resignation/retirement. Providing advance notice to the City provides an opportunity for the transition of duties/information and provides

time to initiate the recruitment process to fill the position. The payout of leave balances follows existing policy as long as proper notice is given. However, under this policy revision, if an employee provides less than a 2-week notice, he/she will forfeit his/her eligibility for the payout of leave accruals and re-hire eligibility. This policy also clarifies for employees the requirements of separation notice. The Personnel Committee met on December 4, 2018 and recommended approval of the amended policy. If approved by the City Council, staff would proceed with updating the cover page and table of contents.

Human Resource Manager Sheila Dubs provided information on the item. Council member DeCramer provided discussion from the Personnel Committee.

Member **Steven Meister** Moved, Member **John DeCramer** Seconded to approve the **ORIGINAL** motion 'to approve amendment to the Employee Resignation Policy'. Upon a roll call vote being taken, the vote was: Aye: 6 Nay: 0. The motion **Carried. 6 - 0**

Consider amendment to the Employee and Volunteer Recognition Policy.

Staff propose amendments to the employee service award portion of the policy and new language relating to employee retirements and separations from City service. A red-lined policy showing the proposed revisions is attached. Service Award Program Staff are proposing to amend the employee service award gift program language. We propose to retain the current service award schedule (i.e., starting with year 5 and continuing in 5-year increments to 40 years of service), but amend the gift amounts and administer the gifting program differently. A table showing the current and proposed service award gift amounts is shown in the attachment. Based upon direction received from the Personnel Committee at their December 4, 2018 meeting, staff are proposing to utilize Chamber Gift Checks according to the proposed service award schedule. Staff propose implementation of the proposed service award schedule for the recognition event to occur in January of 2020. Employee Retirement and Employee Separation Recognition Events Staff are also proposing to add new language to the policy manual to aid in the consistency of how farewell events are handled across departments for employees who retire and/or separate from the City. The Personnel Committee recommended approval of these amendments at their December 4, 2018 meeting. If approved by the City Council, staff would proceed with updating the cover page and table of contents.

Human Resource Manager Sheila Dubs provided information on the item. Council member Meister provided discussion from the Personnel Committee.

Member **John DeCramer** Moved, Member **David Sturrock** Seconded to approve the **ORIGINAL** motion 'to approve amendments to the Employee and Volunteer Recognition Policy'. Upon a roll call vote being taken, the vote was: Aye: 6 Nay: 0. The motion **Carried. 6 - 0**

Consider approval of Non-Union Employee Wage Schedule for 2019

Staff are requesting Council consideration and approval of the attached 2019 wage schedule for the non-union employees. The wage schedule reflects a 2% general wage increase. Consistent with prior Council decisions and for an efficient payroll administration, staff recommend the schedule to be effective on the first day of the pay period that includes January 1st.

City Administrator Sharon Hanson presented the item to Council. There was further discussion from Council.

Member **John DeCramer** Moved, Member **Craig Schafer** Seconded to approve the **ORIGINAL** motion 'that the Council approve the 2019 wage schedule for non-union employees.'. Upon a roll call vote being taken, the vote was: Aye: **5** Nay: **1**. The motion **Passed**. **5 - 1** with Bayerkohler voting no.

Consider approval of the amended 2019 Wage Schedule and amended organizational structure for Administration

City Administrator Hanson has evaluated and is recommending amendments to the organizational structure for the Administration Division. Administrator Hanson and HR Manager Dubs will review the proposed organizational structure, proposed amendments to the 2019 employee wage schedule, fiscal impact, and proposed implementation plan in detail with the Council at the scheduled meeting. Staff are proposing a decrease in staffing levels through attrition and a modification to the organizational structure in the Finance Department. The Executive Assistant has submitted her resignation/retirement notice to the City effective January 31, 2019. The duties of this position will be absorbed by existing positions. All job descriptions in Administration were reviewed. Minor amendments were made to the following job descriptions. These job descriptions were not submitted for re-pointing: • Accounting Technician • Human Resource Assistant • Human Resource Manager Three job descriptions were submitted for re-pointing by Wayne Brede, our Hay pointing consultant. • Director of Administrative Services • Finance Director • City Clerk

Staff propose an implementation date of January 1, 2019. The proposed 2019 wage schedule does include a 2% general wage increase, which is also on the agenda for this evening's meeting. Staff propose implementation of Option A which is shown in the implementation options attachment. Staff will review in more detail at the meeting.

City Administrator Sharon Hanson presented the item. Council member Bayerkohler discussed the item further and stated he is not in favor of the organizational structure change within administration. Council members DeCramer, Meister and Schafer provided discussion from the Personnel Committee followed continued discussion by Council and Staff.

Member **John DeCramer** Moved, Member **Steven Meister** Seconded to approve the **ORIGINAL** motion 'to approve the amended organizational structure, implementation of Option A, and approval of the 2019 Wage Schedule.'. Upon a roll call vote being taken, the vote was: Aye: **5** Nay: **1**. The motion **Passed**. **5 - 1** with Bayerkohler voting no.

Consideration of Appointment of City Attorney.

In accordance with Section 3.03 of the City Charter the Mayor shall nominate to the City Council the City Attorney. The term shall be two years beginning at the first meeting in January 2019, and he shall continue in office until the first meeting in 2021. The Mayor has recommended the re-appointment of Mr. Simpson. The Council must approve by majority vote.

Regular Meeting – December 11, 2018

Mayor Byrnes introduced the item. City Administrator Sharon Hanson provided additional information on the item.

Member **John DeCramer** Moved, Member **Craig Schafer** Seconded to approve the **ORIGINAL** motion 'approve the Mayoral nomination of Dennis Simpson of Quarnstrom & Doering, P.A.'. Upon a roll call vote being taken, the vote was: Aye: **6** Nay: **0**. The motion **Carried. 6 - 0**

Adoption of Final 2019 Levy and Budget

The recommended 2019 tax levy is \$6,785,471 which is a 6.43% increase from 2018. This amount is a 4.67% tax capacity increase, with a 1.76% levy increase. The tax levy supports the general fund, capital improvements, Economic Development Authority and debt. The 2019 budget shall provide revenues in the amount of \$12,065,078 and expenditures of \$12,186,810 with expected reserve spending in the amount of \$121,732.

Mayor Byrnes provided information on the item. City Administrator Sharon Hanson provided a summary on the actions items. Council member Bayerkohler provided discussion on tax rates as well as setting guidelines for the City of Marshall to follow. There was further discussion on the item from Council and Staff.

Member **Craig Schafer** Moved, Member **David Sturrock** Seconded to approve the **ORIGINAL** motion 'approve Resolution Number 4564, Second Series approving the 2018 Tax Levy, Collectable in 2019.'. Upon a roll call vote being taken, the vote was: Aye: **5** Nay: **1**. The motion **Passed. 5 - 1** with Bayerkohler voting no.

Member **Craig Schafer** Moved, Member **John DeCramer** Seconded to approve the **NEW** motion 'approve Resolution Number 4565, Second Series adopting a Budget for 2019.'. Upon a roll call vote being taken, the vote was: Aye: **5** Nay: **1**. The motion **Passed. 5 - 1** with Bayerkohler voting no.

Member **Steven Meister** Moved, Member **John DeCramer** Seconded to approve the **NEW** motion 'approve 2019 Capital Improvement Plan'. Upon a roll call vote being taken, the vote was: Aye: **5** Nay: **1**. The motion **Passed. 5 - 1** with Bayerkohler voting no.

Commission/Board Liaison Reports

Byrnes	No_Report
Schafer	<u>Library Board</u> met and discussed facility management. An event will be held on December 31 open to the public.
Meister	No Report
Bayerkohler	No Report
DeCramer	No Report

Regular Meeting – December 11, 2018

Sturrock

No Report

Councilmember Individual Items

Mayor Byrnes discussed the annual appointments to boards and commission as well as a meeting to be held regarding the formation of a 2020 Complete Count Committee. Mayor Byrnes also discussed the snow removal from the most recent event.

City Administrator

City Administrator Sharon Hanson introduced a Voluntary Reduction in Hours program. This item will be brought to Council for review on the December 18, 2018 meeting.

Director of Public Works

Director of Public Works/City Engineer discussed two meetings; Town Hall meeting with area legislators and an Area Transportation Partnership meeting discussing area wide projects.

City Attorney

No Report

Administrative Reports

There were no questions regarding the administrative reports.

Information Only

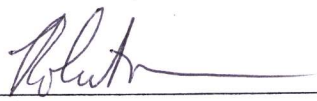
There were no questions regarding the information items.

Upcoming Meetings

There were no questions regarding the upcoming meetings.

Adjourn Meeting

At 8:11 P.M., Member **David Sturrock** Moved, Member **Steven Meister** Seconded to approve the **ORIGINAL** motion 'Adjourn Meeting'. Upon a roll call vote being taken, the vote was: Aye: 6 Nay: 0. The motion **Carried. 6 – 0**



Mayor

Attest:



City Clerk

