

CITY OF FOLEY MINNESOTA  
REGULAR CITY COUNCIL MEETING – May 17, 2016

The May 17, 2016 City Council meeting was called to order at 5:30 P.M. at City Hall. Members Present: Mayor Dave Mosford, Council members Kris du'Monceaux, Brian Weis, Leslie LeCuyer and Gerard Bettendorf.

The pledge of allegiance was recited.

**Approve the agenda** – Mosford called for a motion to approve the agenda. Motion made by Bettendorf, seconded by LeCuyer to approve the agenda with additions: hiring Fire Fighters and payment of the bills. Motion Carried.

**Mayor's Comments & Open Forum:** there were no comments.

**Hiring Committee:**

The City Administrator provided an overview of the hiring process established by the Council to approve the new administrative job descriptions, job postings, a Council review/ranking process and a screening process; Council Members each reviewed applications and ranked the top applicants for each position. The committee met to discuss the applicants, the proceeding steps and developed a recommendation.

Mosford then explained that interim employees Sara Judson Brown and Lois Heigl ranked in the top four by all Council Members, and, that conducting further interviews, reference checks, plus the cost of Council meetings, interim employees expense and training for different new employees lead the committee to recommend we offer the positions to the two existing interim employees.

LeCuyer added that there were additional indicators, including a recommendation from Teri Osterman, MN Rural Water Association, who has been assisting in training interim staff. Osterman stated that both applicants are very capable, a good match to the needs of the City, and provide a positive dynamic atmosphere. Osterman posed the question, why put the Council, Community, staff and other candidates through an elaborate process when you have two good candidates that you have already invested time and training? LeCuyer also covered the conversion fee for hiring the interim Robert Half employees. The standard rate is ~\$17K which has been negotiated to a fee of \$8,500.00 total. This is comparable to the cost associated with continuing a hiring process when considering two council meetings, interim employee fees and added training. A proposed hire date of May 23<sup>rd</sup> was covered as well as completion of background checks and revision of the step schedule.

Motion was made by LeCuyer, seconded by Mosford to amend the step schedule adding the Accounting & Administrative Clerk and changing the Administrative Assistant to Administrative Assistant/Communications. Motion carried.

Motion was made by LeCuyer, seconded by Mosford to offer Lois Heigl the Accounting & Administrative Clerk position and Sara Judson Brown the Administrative Assistant Communications position conditional upon passing a background check at step one with a start date of May 23<sup>rd</sup>. Discussion followed. duMonceaux inquired on Council member rankings. Discussion occurred and the question was called. Motion Carried with Bettendorf voting no.

**Department Reports:**

**Police:** Chief McMillin reported the Dept. is busy. A few of the items follow: today four hours went to numerous complaint follow-up, the school district is looking to contract with Police Dept. for graduation services, and preparations for Foley Fun Days.

Mayor Mosford presented an MPCA award to the Public Works Dept. Director, Mark Pappenfus for meeting all standards associated with the operation of the municipal waste water treatment system.

**Public Works:** Pappenfus reported that staff is working on patching, opening parks, I&I follow up, and starting at the swimming pool. Discussion of replacing a path obstruction with a breakaway bollard occurred with replacement to occur in near future.

City Engineer: Jon Halter covered the 4<sup>th</sup> Avenue N. bids are due on May 24<sup>th</sup> at which time they would be totaled. A recommendation is expected to be at the June Council meeting. 4<sup>th</sup> Ave. S., the 2015 street project is expected to have the wear course applied next week and in coordination there is some additional milling and asphalt that is being included.

**Administrator:** Barbian reported that fire billing is complete; liquor licenses and cigarette licenses are in process, some of the ordinance revisions talked about by the Council are going to be set aside for now as the June meeting preparations proceed.

**Open Forum:** No Open form comments or Old Business

**New Business**

The Fire Chief, Mark Pappenfus summarized the recommendation to hire three firefighters. Motion was made by Bettendorf, seconded by Weis to hire Nathaniel Lease, Jesse Roehl and Blake Thompson as firefighters pending successful completion of a physical, back assessment and background check. Discussion on the public works crew all as fire fighters was discussed, conflict in scheduling or other issues, such as OSHA. Mark indicated that generally when responding to an emergency only part of the public works crew goes. Motion Carried.

Motion was made by LeCuyer, seconded by duMonceaux to approve payment of the bills list. Motion carried.

Mayor Mosford had no communications at this time and closed the meeting for discussion of the sale of land in the Industrial Park at 5:58.

The meeting reconvened into open secession at 6:35 where the Council discussed potential terms of the sale of the northwest corner of the Industrial Park.

Motion was made by Bettendorf, seconded by duMonceaux to adjourn at 6:37. Motion carried.

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Robert Barbian, Administrator