

CITY OF FOLEY MINNESOTA  
REGULAR CITY COUNCIL MEETING – March 18, 2016

The March 1, 2016 City Council meeting was called to order at 12:00 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.

**Agenda:** Motion was made by LeCuyer, seconded by duMonceaux to approve the agenda.  
Motion Carried.

**Resignation of Jessica Hall:** Motion was made by LeCuyer, seconded by duMonceaux to accept the resignation by Jessica Hall. Motion Carried

**Mary Kaproth Retirement:** Motion was made by LeCuyer, seconded by duMonceaux to accept the retirement of Mary Kaproth expressing great appreciation for the many years of service. Motion Carried with Bettendorf voting no.

**Hiring of Limited Term Employees and Permanent Hires:** Barbian summarized the memo on hiring temporary office staff. He outlined a process to select staff initially through a temp agency and then after updating each job description to reflect actual duties performed for the permanent hiring process.

Council discussion ensued with duMonceaux stating that she encouraged the Council to take the time to fill the positions correctly. LeCuyer spoke of the importance of evaluating the positions and structuring them to best fit the administrative and community needs. Bettendorf commented that the positions descriptions look good as long as the Administrator does his job otherwise duties need to be added.

LeCuyer voiced support for designating a committee to make the selection of limited term employees and working with updated position descriptions. Weis expressed a desire to have all of the Council involved rather than a committee especially in the permanent hires.

Motion made by LeCuyer, seconded by duMonceaux to authorize a committee of two council members and the administrator to identify temporary and limited term staff for administrative duties as required. Motion Carried with Brian voting no.

LeCuyer indicated that she would like to serve on the committee; Mosford also offered to volunteer. A request was made for additional volunteers. Seeing none, a Motion was made by LeCuyer, seconded by duMonceaux to authorize the committee to include LeCuyer, Mosford and Administrator to hire temporary staff for the front office. Motion Carried.

Discussion on the option to hire Leah Walberg with Royalton City was covered. Her familiarity with utility billing was recognized as a good strength to assist in the transition. The decision was delegated to the newly formed committee.

Discussion then moved to updating the job descriptions. The council agreed to authorize the committee to develop draft job descriptions and advertising listing to be presented to the full council at the April 5 meeting.

Motion made by LeCuyer, seconded by duMonceaux to adjourn at 1:10 p.m. Motion carried.

\_\_\_\_\_ Robert Barbian, Administrator