

City of Bigfork

Work Session & Regular City Council Meeting

April 8, 2014

5:30 p.m.

Members Present: Mayor Amy Pifher, Dave Evensen, Peter Johnson, Krista Lane and Randy Nei

Members Absent: None

Also Present: Becky Passeri, Warren Welch and Joe Zimmer

Mayor Amy Pifher called the work session to order at 5:35 p.m. The Council discussed timecards and the audit report. Storlie answered questions on the claims for payment

Pifher called the regular meeting to order at 6:00 p.m.

Also Present for Regular Meeting: Doug Host

The Pledge of Allegiance was recited and the public forum opened. As no one wished to address the Council, the public forum was closed.

Additions to the agenda included the scheduling of a budget work session, cleaning of City Hall, a Mayoral proclamation, and a lease agreement for the municipal hangar at the airport, all under New Business.

Motion by Evensen to approve the agenda as amended, seconded by Johnson, motion carried unanimously (MCU).

Consent Agenda: *Motion by Johnson, seconded by Nei and carried with Pifher abstaining to approve the consent agenda including:*

- 1. minutes of the March 11 regular City Council meeting,*
- 2. City Clerk's office report for March 2014,*
- 3. Financial reports for March 2014,*
- 4. Public Works Department report for March 2014,*
- 5. Updated 2014 meeting schedules*
- 6. payroll and timecards for March 14 and 28 in the amount of \$6,356.45,*
- 7. claims paid in the amount of \$5,415.06 and claims for payment in the amount of \$27,605.09*

UNFINISHED BUSINESS

Review of 2013 Audit: Doug Host of CliftonLarsonAllen was present to discuss the 2013 audit with the Council. He explained that their audit is driven by auditing and accounting standards and they are required to issue an opinion on whether or not the City's financial statements are materially correct. Their opinion is that the statements are materially correct. Host noted five material weaknesses including lack of segregation of duties, audit adjustments made, controls over financial reporting, outdated policies and lack of Council approval over disbursements. It was noted that the last finding occurred during the time when there was no City Clerk employed. There were no significant deficiencies found which Host noted was a great improvement over a couple of years ago.

Host reviewed the financial results of the audit. He urged the Council to keep the general fund balance in mind as they work through the 2014 budget as the 2013 ending balance in the general fund was negative. The water fund had very stable operations and reported operating income of just over \$16,000. The sewer fund is fairly consistent as well, with operating income of about \$9,600. 2013 saw a large increase in indebtedness due to the water project bond.

Host reported that all required statements were submitted to State Auditor on time. He reviewed a few suggestions the Council could take in order to improve their material weakness, noting however that some, such as the segregation of duties, would never go away simply due to the size of the City staff. Host left the Council with an engagement letter for the next three years if they choose to continue working with CliftonLarsonAllen.

Results of March 11, 2014 Closed Meeting: Pifher reported that employee performance reviews of Public Works Worker Aaron Gould and City Clerk/Treasurer Angie Storlie were conducted at the closed meeting held March 11, 2014 as both had reached the end of their 6-month probationary period. Both employees earned satisfactory results on their reviews.

NEW BUSINESS

Resolution 2014-08: This resolution sets a public hearing on the proposed vacation of portions of Frank Avenue, Elm Street and Spruce Street as recommended by the Planning & Zoning Commission and discussed last month. *Motion by Evensen, seconded by Lane to approve Resolution 2014-08, MCU.* The public hearing is set for the start of the regular meeting on June 10, 2014. The City Clerk will post, publish and mail notice of the hearing as required by Statute.

Resolution 2014-09: This resolution is an update of Resolution 2014-05 which supported the application for a Local Trail Connections grant through the Minnesota DNR. The updated resolution includes information on non-state cash matching funds and trail construction funding already secured. *Motion by Johnson, seconded by Evensen to approve Resolution 2014-09, MCU.*

Updated Employee Review Form: The Council had expressed a desire to use a more comprehensive process for evaluating employee performance. Storlie provided an example of a review form obtained from another city which utilized comprehensive factors of performance and a five-option rating scale. *Motion by Evensen, seconded by Nei to adopt the form for use, MCU.*

PW Dept Request: Joe Zimmer requested permission to set up a work schedule for the Public Works Department where each employee would work four ten-hour days per week on an alternating schedule. With this schedule, an employee would be present for a total of 50 hours per week which would decrease the number of hours of call time paid by the City. *Motion by Lane, seconded by Johnson to allow this schedule beginning May 1st, MCU.*

Peloquin/Rajala Family Memorial Bench: A request was received from Brian Rajala that he be allowed to place a bench in the kiosk park as a memorial to his family who were among the early settlers of Bigfork. *Motion by Evensen, seconded by Johnson to allow this, MCU.*

Budget Work Session: A work session to discuss the budget for the remainder of 2014 was set for Tuesday, April 22 at 6:00 p.m.

Cleaning of City Hall: Evensen reported that the Bigfork Improvement Group had requested that someone be hired to come in once a month and perform the deep cleaning tasks needed at City Hall

Motion by Evensen, seconded by Johnson to advertise for bids for this service, MCU. Evensen will meet with Zimmer and Storlie to draw up a list of tasks to be done.

Mayoral Proclamation: Pifher read a proclamation in support of organ donation and declaring April 2014 as National Donate Life Month. Residents are urged to consider becoming an organ donor. The full proclamation is attached to these minutes.

Airport Hangar Lease: A request has been received to lease the City's airport hangar. Storlie provided a sample lease agreement based on the one used for lease of land for the private hangar at the airport. ***Motion by Lane, seconded by Johnson to approve the lease agreement for a one year term at a rate of \$50 per month, MCU.***

OTHER:

Motion by Lane, seconded by Evensen to set the annual clean-up days for May 23rd and 24th and to provide the same service as last year, MCU.

Pifher opened the public forum again. No one wished to speak.

Motion to adjourn at 6:59 p.m. by Evensen seconded by Nei MCU.

Angela L. Storlie
City Clerk/Treasurer

*CITY OF BIGFORK, MINNESOTA
MAYORAL PROCLAMATION*

*IN OBSERVANCE OF
NATIONAL DONATE LIFE MONTH*

Whereas April is considered National Donate Life Month; and

Whereas Organ, eye and tissue donation is a gift which extends hope and healing to those in need; and

Whereas Nearly 115,000 Americans and approximately 3,000 people in Minnesota are waiting for a life-saving transplant; and

Whereas There is a serious shortage of transplantable organs in the United States, resulting in only 28,000 transplants and nearly 6,000 preventable deaths each year; and

Whereas One organ, eye and tissue donor can save or improve the lives of up to sixty people; and

Whereas Minnesota is a leader in registered organ, eye and tissue donors. Any person of any age can become a donor by indicating their preference on their state ID or by registering on-line through either Donate Life Minnesota or Lifesource, one of America's Leading organ procurement organization

Now, Therefore, I, Mayor Amy Pifher do hereby proclaim April, 2014 as

NATIONAL DONATE LIFE MONTH

AND, I urge all residents of Bigfork to mark this day by taking the time to consider becoming an organ donor in order to help others continue to celebrate life.

IN TESTIMONY WHEREOF I have hereunto set my hand and caused the Seal of the City of Bigfork, Minnesota to be affixed on this 8th day of April, 2014.



Amy Pifher, Mayor