



FRAZEE CITY COUNCIL

AGENDA

April 18th, 2019

6:00 p.m.

Special Council Meeting Minutes

The meeting was called to order at 6:00 p.m. by Mayor Ken Miosek. Present were Mike Sharp, Mark Flemmer, Mark Kemper, Police Chief Tyler Trieglaff and Denise Anderson City Administrator. Also, Present – Barbie Porter

Miosek stated that the purpose of the meeting was to discuss the hiring of Nancy Kiehl and asked Council members where they would like to start. Sharp said he felt they should review the Personnel policy then the job description for the Deputy City Clerk's position and finally Ms. Kiehl's offer of employment. Miosek directed Council's attention to section 7, subsection 2. He questioned if Departments Heads actually had authority to hire and fire if ultimately the Council must approve/ratify. He questioned if a personnel committee was necessary if hires need Council approval. Sharp stated he feels Council should approve or ratify all full-time employees; Kemper agreed with Sharp. Sharp feels the personnel committee should continue and questioned if other Council members could just observe interviews without the risk of breaking open meeting laws. Miosek had questions regarding if Chief Trieglaff would need to look at hiring new officers, Flemmer stated that he felt Trieglaff could make that determination along with Public Works Supervisor Larry Stephenson when he experiences openings. Kemper stated he felt that the Personnel Committee should review officer applications. Flemmer said he would take recommendations from department heads. Sharp said that the full council should review for department heads and Miosek stated that stipulation is in the current personnel policy. There was a discussion of department heads hiring and a recommendation of conducting exit interviews. All agreed that part-time hires would be left to department heads, however; if those hires were to be brought on full-time it would need Council approval. A discussion of conducting annual reviews and to have that placed into the personnel policy. Flemmer questioned Section 7 subdivision 3 of job openings as to who and how that determination was made *(researched November 12, 2012 Miosek, Jopp, Ouart, Julius, Ludtke)*.

There was a discussion of the personnel policy and changes that could be made. Sharp said over all he is comfortable with the personnel policy and asked Anderson to work on

a few language changes. Anderson was instructed to research the concerns and report back to Council.

Flemmer voiced his concern regarding Nancy Kiehl's qualifications for the position of the Deputy City Clerk. Anderson stated that it has been known for quite a while that Marian Estenson was planning on retirement and that she voiced her concerns of succession planning at a couple of council meetings. Anderson stated that she believes Kiehl would be an excellent candidate for the position and has a skill set that she feels will compliment the transition. Council members voiced their concerns that they felt an account should be hired for the position. Anderson said that the City could not afford to pay that type of salary for that position. Anderson informed Council that during her succession planning she envisioned having an account who would look over the entries once a month and that it would be best to seek out an Auditing firm that understands the financial system the city is using. Anderson stated that during the MCFOA conference she attended she meet and visited with two firms that are familiar with ASYST and have audited cities that use the system. Anderson was instructed to review the auditing contract. Flemmer said he would like to see the position re-advertised and get proposals from accounting firms. Sharp would like an accounting bid, Kemper was in agreement with Sharp.

Flemmer made a motion to table the approval of hiring Kiehl until the Council has a proposal from an accountant, seconded by Sharp, all in agreement, motion passed.

A motion to adjourn at 7:08 p.m. was made by Sharp, seconded by Kemper.

Respectfully submitted

A handwritten signature in cursive script that reads "Denise Anderson". The signature is written in dark ink and is positioned above the printed name.

Denise Anderson/Administrator