

March 24, 2009 **Common Council Minutes**

March 24, 2009

The City of Owen Common Council met in regular session on Tuesday, March 24, 2009 at 7:00 p.m. at City Hall. Mayor Timothy Swiggum presided and City Clerk/Treasurer Terri Ernst served as secretary. Present Alderpersons: Tolzmann, Nelson, Lorence, Riihinen and Heggemeier. Absent was Shelton. A quorum being present, the meeting was called to order. Also present were Deputy City Clerk/Treasurer Cindy Cardinal, W.W.T.P. Operator Brad Gokey, and Chief of Police Randy Poirier.

Approve Minutes

A Nelson/Tolzmann motion and subsequent vote approved the minutes for the 3/10/09 meetings.

Public Opinion

Public present: Editor of the OW Enterprise Nathan LePage and Mike Voss of MSA Professional Services.

Policy/Procedures

A Heggemeier/Riihinen motion and subsequent vote approved to accept the Police Policy and Procedures Manual with changes to the probationary period to 6 months with employee review at 90 days and add wording for termination subject to attorney approval.

Storm Water Pond

Mike Voss of MSA Professional Services presented a layout of the 38 acre commercial park showing the grades and water flow of the land. The D.N.R.'s recommendation is that the storm water retention pond be located in the south west corner of the parcel, rather than the south east corner which was discussed earlier.

Phosphorous Report

A Nelson/Lorence motion and subsequent vote approved the phosphorus removal alternatives engineering report prepared by MSA Professional Services, to submit it to the D.N.R. by 3/31/09, and to schedule a Sewer Commission meeting to develop a plan of removal.

Sale of Lots

A proposal to purchase 4 lots for \$6,000 each at Country Side Estates was presented by the Mayor. A Heggemeier/Riihinen motion and subsequent vote approved to send the proposal to the 3/31/09 Planning Commission meeting.

Employee Handbook

The last revisions to the Employee Handbook were mailed 3/16/09. A Tolzmann/Heggemeier motion and subsequent vote approved the employee handbook with a change to probationary period to 6 months and employee review at 90 days.

New Copy Machine

Information was presented for leasing of a Konica Minolta Color C200. It was discussed that eliminating all printers in the office could have an annual savings over \$900 just for the cost in ink. The copier would be networked to all computers. Location of the unit and access to all users was a concern with possibly having to rearrange City Hall furniture. A Nelson/Lorence motion and subsequent vote approved to table the issue to a future date.

Parks & Rec. Committee

Chairman Mike Riihinen reported the egg oiling permit has been received. Any Parks & Rec. member or City Employee can carry out the process.

License

A Tolzmann/Riihinen motion and subsequent vote approved a Temporary Class B license to the OW Community Ambulance Service for their event to be held on 4/18/09.

Vouchers

A Heggemeier/Nelson motion and subsequent vote approved paying the following vouchers: City 40117-40155, City Total \$40,692.37, Water Total \$13,370.69, Sewer total \$212.90 and CDBG 08 #1003.

Motion to Convene into Closed Session

A Heggemeier/Riihinen motion and subsequent vote approved to convene into closed session at 8:43 p.m.

Meeting Reconvened to Open Session at 9:03 p.m.

Announce & Approve Any Actions Taken in Closed Session

The Council reviewed and agreed upon Resolution #9-03-09 drafted by the Health Care Sub-Committee to be submitted at the 3/31/09 County Board meeting.

Adjourn

A Heggemeier/Tolzmann motion and subsequent vote approved to adjourn the 3/24/09 open session meeting at 9:05 p.m.