**CITY OF LEXINGTON**

**REGULAR COUNCIL MEETING**

**MARCH 17, 2016 – 7:00 P.M.**

**9180 LEXINGTON AVENUE**

1. **Call to Order:** – Mayor Kurth
   1. Roll Call - Council Members: DeVries, Hughes, Payment, Plasch

***Vice Mayor Payment called to order the Regular City Council meeting for March 17, 2016 at 7:00 p.m. Councilmember’s present: Devries, Hughes, and Plasch. Excused absence: Mayor Kurth. Also Present: Bill Petracek, City Administrator; Kurt Glaser, City Attorney; Tina Meyer, Finance Director; Mark Vanderbloomer, Assistant Fire Chief.***

1. **Citizens Forum**

***No citizens were present to address the Council.***

1. **APPROVAL OF AGENDA WITH CHANGES AND CORRECTIONS**

***Councilmember Devries made a motion to approve the agenda as typewritten. The motion was seconded by Councilmember Hughes. Motion carried 4-0.***

1. **LETTERS AND COMMUNICATIONS:**
   1. Public Notice - Fire Department Awards
   2. Council Workshop meeting minutes – March 3, 2016
   3. Planning and Zoning meeting minutes – March 8, 2016
   4. North Metro TV February 2016 Update
   5. Allina Health EMS Community Report 2015
   6. Public Notice – Closed Executive Session March 17, 2016
   7. Park Board meeting minutes – March 7, 2016

***No discussion on Letters and Communications***

1. **Consent ITEMS:**
   1. Recommendation to Approve Council Minutes:

Council Meeting – March 3, 2016

* 1. Recommendation to Approve Claims and Bills:

Check #’s 13418 through 13418

Check #’s 10746 through 10770

Check #’s 10771 through 10789

VOID #10758

***A motion was made by Councilmember Plasch to approve the consent agenda* items. *The motion was seconded by Councilmember Hughes. Motion carried 4-0.***

1. **Action ItemS:**
   1. Recommendation to appoint Gary Groan for Interim Finance Director

***Petracek explained that Gary Groan has agreed to be the interim finance director and to help us train the new person. He stated that he would be here approximately 8 hours/week until the new person is hired, and then would spend more time training the person. Hughes asked if 8 hours/week is enough. Petracek stated that we have temporarily delegated some of the finance director’s responsibilities to Mary and Peggy like payroll and accounts payable and Groan would take care of the rest.***

***Meyer explained that city hall staff has been cross trained on payroll and accounts payable. She added that her final date may be April 5th or 6th so that the utility billing can be completed. Discussion ensued.***

***Councilmember Hughes made a motion to approve Gary Groan as the interim finance director. The motion was seconded by Devries. Motion carried 4-0.***

* 1. Recommendation to approve salary range of $55,000.00 to $65,000.00 for Finance Director Recruitment process.

***Petracek discussed the salary range and recruitment process to fill the finance director position. Discussion ensued.***

***A motion was made by Councilmember Devries to approve the salary range of $55,000 to $65,000 for the finance director recruitment process. The motion was seconded by Hughes. Motion carried 4-0.***

* 1. Recommendation to approve Citizen Survey

***Finance Director Meyer explained the recommended citizen survey that was developed through the League of Minnesota’s website to evaluate our public safety services – police, fire, and building inspections. She explained that the process is free and once the survey is completed, LMC will send us the results. Discussion ensued.***

***Attorney Glaser asked if the questions were the League’s questions or were they customized questions. Meyer responded by saying the questions were from a pool of LMC’s questions. Discussion ensued.***

***Glaser questioned if the survey will be adequate and maybe consider hiring a consultant to help us with the survey. Councilmember Devries stated that we should start with the survey conducted by LMC because it is free, and if the results are inadequate, we would move to hiring a consultant. Discussion ensued.***

***A motion was made by Councilmember Devries to approve the citizen’s survey to evaluate the public safety services in Lexington. The motion was seconded by Plash. Motion carried 4-0.***

* 1. Recommendation to approve Resolution NO. 16-07 A Resolution Increasing The Pension Plan For The Lexington Firemen’s Relief Association

***Devries questioned if the money to increase the fireman’s pension was in our account. Discussion ensued. Assistant Fire Chief Vanderbloomer provided the Council some history on the State fireman’s pension fund and how it operates. Discussion ensued.***

***Hughes asked if by increasing the pension for fireman would increase the contribution the city would need to make to the fund. Finance Director Meyer explained that the city budgeted $7,000 in 2016, and would need to budget $10,000 in 2017. Discussion ensued.***

***Councilmember Devries made a motion to approve Resolution No. 16-07 – a resolution increasing the pension plan for the Lexington Fireman’s Relief Association. The motion was seconded by Councilmember Plash. Motion carried 4-0.***

* 1. Recommendation to approve City Phone System

***Meyer explained the memo with the amended quotes, which shows a decrease to the quote provided by Marco, which would make them the lower bid amount than what was recommended. Discussion ensued.***

***A motion was made by Councilmember Devries to approve the low quote from Marco in the amount of $8,071.06, not to exceed $13,000. The motion was seconded by Councilmember Hughes. Motion seconded by Councilmember Hughes. Motion carried 4-0.***

1. **MAYOR AND COUNCIL INPUT**

***No input from the Vice Mayor or Council***

1. **ADMINISTRATOR INPUT**

***Petracek discussed the draft graphics of the new website.***

1. **Convene for CLOSED EXECUTIVE SESSION - ATTORNEY CLIENT PRIVILEGED MATTERS**

***Attorney Glaser stated he had nothing to report in Closed session and recommened not going into closed session.***

1. **reconvene from closed session**
2. **ADJOURNMENT**

***A motion was made by Councilmember Devries to adjourn the meeting at 7:24 p.m. The motion was seconded by Councilmember Payment. Motion carried 4-0.***

***I hereby certify that the March 17, 2016, Regular City Council Minutes as presented, were approved by the Lexington City Council on April 7, 2016.***

***Bill Petracek***

***City Administrator***

/bp