

CITY OF LENOX
CITY COUNCIL REGULAR MEETING MINUTES
March 14, 2016 · 5:30 p.m. · City Hall

A regular meeting of the Lenox City Council was called to order by Mayor Douglas on March 14, 2016 at 5:30 p.m. at City Hall with the following council members answering roll call: Bowman, Adams, Vogel, and Custer. Staff present included City Clerk, Dawne Bowman, Public Works, Ryan Brown and City Attorney, James Varley. Other visitors were Ben French, John Borland, Ron Kitzman, Glenn Grout, Jean Barrans, Willie Agans, Lori Hoffman and Deputy Lynn.

Adams made a motion to approve the agenda, seconded by Bowman, all aye, motion carried. Custer made a motion to approve 2/22/16 and 2/29/16 special meeting minutes, seconded by Adams, all aye, motion carried. Vogel made a motion to approve the payment of the bills, seconded by Bowman, all aye, motion carried. Adams made a motion to approve February 2016 Clerk Treasurer Report, seconded by Custer, all aye, motion carried.

Borland entered the meeting at 5:34 PM.

Glenn Grout discussed with the Council the future of the Neighborhood Center. It is currently providing for itself through private donations and sales. In 2013, the City made an agreement to assist with utilities of the Center for 3 years. There has been discussion of possible expansion or relocation. Borland stated the Main Street location works well for the public. Barrans noted that cost estimates and measurements are being gathered at this time; however, they would bring any information back to the Council in the future. Grout discussed that the City is currently the “bank” for the Center and would like the City to continue to monitor the finances, which was a concern of Adams’. Custer made a motion to continue with the Neighborhood Center as we are, seconded by Borland, all aye, motion carried.

Bowman made a motion to reappoint Norbert Bradley and Kathy Arevalo to the LMU Board of Trustees for a term of 6 years, ending May 2022, seconded by Custer, all aye, motion carried.

Deputy Lynn reported for the Sheriff’s Department.

Ron Kitzman discussed camera replacement. It was noted that a new camera could be purchased for around \$530. A discussion was held on the current cameras not being useful and making sure they are checked on a daily basis to make sure they are running and pointing in the right direction. Power outages have been an issue lately, as the cameras do not reboot. Borland stated that LMU should be aware when an outage occurs. Kitzman will look into getting a battery back-up for situations like that, but would also like the Sheriff’s Department to check the cameras daily. Deputy Lynn stated that he will pass the information on to others in the department.

There will not be a raffle for the Library at this time due to time constraints.

Bowman made a motion to approve the advertising for Park mowing and spraying for a 3 year contract, seconded by Custer, all aye, motion carried.

Bowman made a motion to advertise for mowing of the Sports Complex, seconded by Custer, all aye, motion carried.

Bowman discussed the WWTP and the next step is to get our Plan to USDA for more funding as a result of a sewer meeting held with Pat Hall, with Snyder and Associates on 3/9/16. Adams made a motion to approve the submittal of the Preliminary Engineering Report for the Wastewater Treatment Plant to USDA for funding, seconded by Custer, all aye, motion carried.

Discussion was held on the City Administrator position. Adams stated that stability is what we need, but what type of person are we looking for? Options discussed were to combine the City Clerk/Administrator position and hire a Lead Person, as we have done in the past. Borland asked about job descriptions and discussed the importance of longevity at this time, rather than focusing on skills. There was some discussion on cross training in the office, as has not been done in the past. Bowman commented that the issue is a missing person in the front, and not to focus on a Lead Person in the back. More discussion took place regarding the communication gap and accountability for Public Works. Vogel is concerned with possible information the Council may not be receiving, because there is not someone "in charge" of Public Works. Ryan Brown advised the Council that communication between the front and the back is happening on a daily basis. Bowman agreed that that someone with accounting experience is what we need, not necessarily supervisory skills. There was discussion on training options available for a new employee. Douglas commented that they are struggling to know what they are actually looking for. Job descriptions need to be revisited, as they were realigned with the hiring of Tia Samo. It was decided that Douglas will email job descriptions to each Council member and continue from there. This will be on the next agenda.

A discussion was held on the reallocation of wages as this will allow a percentage of each employees wage to be allocated more appropriately. There was also a discussion of realignment of wages to be more competitive with local rates. Adams discussed reviews in the future will be based on individual performance, rather than everyone getting the same, as in the past. Borland commented on the significant increase, as to employees not expecting that same increase annually.

Douglas exited the meeting at 6:35 PM, and Mayor Pro Tem, Bowman stepped in.

The Council continued the discussion of wage realignment. Custer stated that employee reviews will take place every 6 months and would like to retain employees by the realignment of the wages. The wage increase is as follows: Brown-\$2.00, Christensen \$1.50, Dalton-\$1.50, and Horton-\$1.25. Adams made a motion to approve realignment of wages as follows effective July 1, 2016, seconded by Custer. Roll call votes all ayes-Bowman abstained.

Custer discussed City Hall repairs and reported that 75% of the employees are in favor of combining office space at some point. At this time it was decided to move forward repairing City Hall. Council agreed that foaming the side would be appropriate; however, the roof and trusses also need repaired. This will be on the next agenda.

Adams moved to adjourn the meeting, Custer seconded, all ayes, motion carried. Meeting adjourned at 7:00 P.M.

Mayor

City Clerk