

City of Dalton Gardens
Regular City Council Meeting Minutes
Wednesday, March 20, 2024
Meeting conducted via teleconference and in person.

1. **CALL TO ORDER REGULAR CITY COUNCIL MEETING:** Opened 5:15 PM
2. **ROLL CALL:** Councilmembers Sue Supp, Tyler Drechsel, Scott Jordan, Gary Sonnen and Mayor Jernigan were physically present; Also present: Teresa Janzen-City Clerk/Treasurer.
3. **PLEDGE OF ALLEGIANCE:** Lead by resident Clark Young
4. **CITY BUSINESS:**
 - a. Consideration for Mayor to contract out Human Resources
Council discussed outsourcing HR due to limited staff size. Cost for such service was brought into question. Mayor Jernigan will research and bring back proposals for the Council to review. **TDrechsel made a motion to the Mayor to research bids for HR to contracted with an outside vendor. GSonnen seconded.**
SJordan: yes SSupp: yes TDrechsel: yes GSonnen: yes **Motion carries.**
 - b. Consideration of McArthur Engineering Contract
Mayor Jernigan gave HMH Engineering notice of termination of contract which Matt Hall received. He interviewed McArthur Engineering and feels it would be a good fit for the City. Councilmember Sonnen asked about the number of employees with McArthur and was told 10-15 where they contract out anything they can't cover in house. It is unknown if they service any other municipalities. Councilmember Jordan stated McArthur has an excellent reputation in the industry and since the previous Engineers did not adhere to the chip seal policy, this change could ultimately lead to cost savings for the city. The Mayor stated that the McArthur rates are a little lower than the previous engineers, especially for the Principal Engineer. Councilmember Drechsel has worked with Scott McArthur in his position with Northern Lakes and had many positive things to say about McArthur Engineering
SJordan made a motion to approve the McArthur Engineering Contract. TDrechsel seconded.
SJordan: yes SSupp: yes GSonnen: yes TDrechsel: yes **Motion carries.**
 - c. Consideration of Consulting Agreement with Candace Baker
The Mayor stated the purposed of the contract was to have coverage for the Clerk/Treasurer should she be on vacation, to fill in for meetings, emergencies, train him in the duties of a Deputy Clerk, etc as they had discussed in executive session.
The Clerk/Treasurer reminded the Council that Baker has a full-time job Monday-Thursday and would not be able to cover much in the way of her vacation time, as well as she was the one who trained the Deputy Clerk so she could train the Mayor as well. She also asked which budget line item the expense would be taken from and if the Deputy Clerk position was going to be filled as that would negate the need for this consultant agreement. The Mayor said he was still assessing the positions and he would get back to her on the budget line item the expense should be marked to.

SJordan made a motion to approve the consulting agreement with Candace Baker. TDrechsel seconded.

GSonnen: yes SSupp: yes SJordan: yes TDrechsel: yes

Motion carries.

- d. Consideration of suspending all travel, training, and seminars for FY24 unless approved by Mayor and City Council

The Mayor asked the Clerk/Treasurer to present the proposal for training and travel to the Council and she gave a written report for them to review.

TDrechsel made a motion to table the item until the 3/27/24 meeting to give Council time to review the proposed travel and training. SJordan seconded.

SJordan: yes SSupp: yes TDrechsel: yes GSonnen: yes

Motion carries

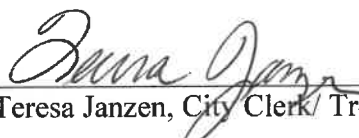
- e. Discussion of procurement process and purchase approval by Mayor and City Council discussed the possibility of Council members having spending authority of city funds. Some concerns indicated were the need for a paper trail or purchase order, retention of documentation of approved purchases, what budget line item each purchase is to be charged to, how to bring further transparency to purchasing. The Clerk/Treasurer advised the Mayor and Council to speak with ICRMP about potential liability and issues with Councilmembers having procurement/spending authority. The Clerk/Treasurer reminded council that there are 3 signors on the city accounts; Mayor, Treasurer, Council President and there are 3 credit card holders; Mayor, Treasurer, and Maintenance. Procurement should be going from council member to Mayor and Treasurer for the actual purchase. It was discussed to have the City Attorney draft an internal spending policy for Council to review as well as inquiring what other small jurisdictions do with working Councils.

5. ADJOURNMENT:

SJordan made motion to adjourn. GSonnen seconded. All in favor. Adjourned 5:45 PM


Curt Jernigan, Mayor

ATTEST:


Teresa Janzen, City Clerk/ Treasurer