

Minutes
Special Joint Powers Meeting
Future of the Bookkeeper and Data Entry positions
Stacy Lent Fire Department
30785 Forest Blvd., Stacy, MN 55079
January 9, 2023 at 7:00 pm

LENT CALLS MEETING TO ORDER & PLEDGE OF ALLEGIANCE

R. Keller called the meeting to order at 7:10 pm.

FUTURE OF THE BOOKKEEPER AND DATA ENTRY POSITIONS

T. Sawatzky said the handout with the proposal from the SLFD reads that the Chiefs are going to be responsible for the duties of the bookkeeping and asked how often they are up for reelection. It is every three years, not staggered. K. Williams said that it will be a part their job duties. T. Nelson said that it narrows down the candidates for the Chiefs. T. Sawatzky explained that the tasks could be complicated if someone does not have a financial background. The next task of the current bookkeeper is to get the W2s out by the 31st of the month. T. Nelson said that he feels expenditures need to be watched closer and that the Joint Powers should be more involved when it comes to the finances. He wants to make sure they are doing their due diligence. M. Utecht said his concern is if the Joint Powers accepted the proposal, they need someone to do the W2s. K. Williams said they would do it as a group as soon as they have access to the QuickBooks. C. Cagle asked why there is not a second set of books. They only have QuickBooks on M. Peltier's computer and not on the SLFD office computers. M. Peltier asked when have dual books ever been done and why they would be suggested now. C. Cagle explained how the handling of finances have progressed at the Township as it has become bigger. M. Peltier said that she uses her home office because she was not given another option when she no longer had access to the Fire Hall. She wants to know how she is at fault when she is unable to access the office. T. Potrament said she is not being faulted; they just need to make a change. She said she was forced to bring all of the documents to her home.

M. Utecht said the purpose of the meeting is whether or not the Chiefs can do the job or if M. Peltier can continue doing it. M. Peltier said she has no interest and it has already been said in writing that she has been terminated. R. Keller said he thought she was doing a good job and the only way she can be terminated is with a vote from the Joint Powers.

J. Eischens asked if someone else could do it if the Joint Powers decided that they do not want the Chiefs to do it. QuickBooks was discussed. M. Utecht said having multiple people being able to access QuickBooks is a way for the Chiefs to access reports. M. Utecht said they should not make the change at this point. R. Keller said if M. Peltier is not willing to move forward, S. Aker should take over with an online version of QuickBooks so that there is access for the Chiefs. She is already working on W2s for the Township and can do them for the department as well. SLFD wants to bring the reports back in-house. QuickBooks is not allowed at the City level. B. Seekon asked if S. Aker has time to do the job. M. Peltier said it is 400-450 hours of work per year. M. Peltier said she would have to do the operating budget as well. T. Nelson said with that and

expenditures, he does not think S. Aker would have the time. Joint Powers is going to have to get involved quickly. M. Peltier said the grants are opening up and the grant account is not up-to-date so they cannot accept funds at the moment. M. Peltier was asked if she would be interested in being an employee until they figure the position out. She said they would have to talk about it internally first. C. Cagle suggested posting the job opening.

M. Peltier said she was terminated. M. Utecht said it was not voted by the Joint Powers, so she was not. M. Peltier said she has been told for the last three months that she has been asked to get them through until everything is figured out. She asked why she has not been asked to sit down with the Joint Powers and have a discussion. She sent an email laying out her concerns to the Joint Powers, but has more to say on the topic. These items cannot be said publicly because it is a personnel issue. She would like to be able to state her point of view. M. Utecht reminded her that personnel topics are illegal to be discussed at a public meeting. He said for her to give them all of the details in writing. M. Utecht said their job is to deal with personnel performance issues. M. Peltier said she will do the W2s. J. Eischens said there will always be *another big thing* to do next and we cannot keep asking M. Peltier to keep doing these things. The Joint Powers needs to make a decision. T. Nelson agreed. R. Keller assured M. Peltier that she has not been fired. She is still being paid yearly for her services. The job cannot be posted if they do not have an official opening. T. Nelson asked if she will keep the position, but do it at the SLFD or at the Township office. M. Peltier said working at home gives her flexibility and she cannot go into the Township offices late at night to work. J. Eischens asked if she can get reports out on time. T. Potrament said she has always got reports out on time. He said it would be nice to be able to access reports and print them right away. K. Williams said that is why they would like to bring this in-house to make things function better.

C. Cagle said the Joint Powers needs to make a decision regarding the position. The SLFD and M. Peltier need to get together and discuss the issues. B. Seekon said the leadership of the SLFD wants to make a change and the Joint Powers needs to make a decision. R. Keller said this is a special meeting and we can only discuss the topic it was posted for. Discussion was had regarding the fact that M. Peltier has not been terminated.

B. Seekon made a motion to approve the proposal from the SLFD to bring the bookkeeper position in-house. R. Keller seconds. C. Cagle yay. R. Keller nay. B. Seekon nay. T. Nelson nay. J. Eischens nay. Motion failed for Lent 1-4.

M. Utecht made a motion to concur with Lent's motion to adopt the proposal. Motion failed for lack of a second.

R. Keller said there should be another special meeting of the Joint Powers. M. Utecht said a meeting to discuss general topics and they will decide if a personnel meeting is needed at that time.

R. Keller made a motion for M. Peltier to continue to do the financials and the W2s. The Chiefs will do the run reports. Lent will figure out an online version of QuickBooks that they will share access to. This will be a permanent fix. B. Seekon seconds. M. Peltier asked what she is expected to do. R. Keller said pay bills and do W2s. She asked how long is she doing this for. After discussion, M. Peltier resigned from her position as SLFD bookkeeper at 7:58 pm.

M. Utecht suggested that S. Aker take over the financial aspect and if it is too much, they will address it later. S. Aker should reach out to the City and let them know where she needs help. They will decide what solutions are needed at the next meeting. After discussion, it was decided that T. Nelson will talk to S. Aker about her fulfilling the position tomorrow morning.

All nay via a roll call vote, motion failed for Lent.

R. Keller made a motion for S. Aker to do the W2s and financials for the SLFD. SLFD will do run reports and QuickBooks will be online for multi-user access. M. Hayes will help out where needed. B. Seekon seconds. All in favor by a roll call vote, motion carried for Lent.

M. Utecht made a motion to concur with Lent. Second by T. Sawatzy. By a roll call vote, motion carried for Stacy.

The next Special Joint Powers Meeting is January 24, 2023 at 7:00 pm.

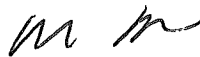
ADJOURN

B. Seekon made a motion to adjourn the meeting at 8:08 pm. Second by J. Eischens. By a roll call vote, motion carried for Lent.

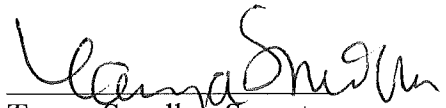
M. Utecht made a motion to concur with Lent. Second by D. Thieling. By a roll call vote, motion carried by Stacy.



Mark Utecht, Mayor



Rick Keller, Chair



Tanya Smolke, Secretary

