

**RECORD OF ORGANIZATIONAL MEETING
ELLSWORTH CITY COUNCIL**

DATE: NOVEMBER 08, 2021

TIME: 5:30 PM

PLACE: ELLSWORTH CITY HALL COUNCIL CHAMBERS

**CITY COUNCIL PRESENT: BLANCHETTE, HAMILTON, HANSON, KAPLAN,
LYONS, MILLER, AND O'HALLORAN.**

CITY COUNCIL ABSENT:

**KEY SPEAKERS PRESENT: CITY MANAGER GLENN MOSHIER, JOSH
MCINTYRE, TONI DYER, AND HEIDI GRINDLE.**

Call to Order.

City Clerk Heidi-Noël Grindle called the organizational meeting of the Ellsworth City Council to order at 5:30 PM.

Oath of Office.

Heidi-Noël Grindle, City Clerk read and administered the oath of office for City Councilor to Casey S. Hanson and Steven E. O'Halloran.

Selection of Chair for the ensuing year.

City Clerk Heidi-Noël Grindle called for nominations on Chair for the ensuing year. Councilor Blanchette nominated Councilor Hamilton for Chair. Councilor Miller seconded the nomination. Blanchette moved nominations cease. Clerk Grindle declared nominations for Chair closed.

Clerk Grindle called for a vote on the nomination for Hamilton as Chair:

It was by unanimous vote Councilor Dale Hamilton was elected Chair for the ensuing year.

Hamilton was declared Chair of the Council for the ensuing year.

Hamilton officially welcomed two new members to the City Council.

On a motion by Blanchette, seconded by Kaplan, it was unanimously

RESOLVED to switch printed item #8 with #10, in regards to the order that the Council takes them up this evening.

Time and place for regular monthly meeting.

Chair Hamilton noted this was an item that the Council had discussed earlier in the year. It was decided at that time to bring the concept of moving the time back to the Organizational meeting. Councilor Miller noted the rest of the meetings that happen in Ellsworth start at 6 PM. The School Board meeting and all of the

Call to Order.

Oath of Office.

Selection of Chair.

Hamilton was declared Chair.

Approved - Switching printed item #8 with #10, in regards to the order that the Council takes them up this evening.

Approved - that the City Council will hold regular monthly meetings in the City Hall Council Chambers at 6:00

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Committee meetings start at 6 PM. Miller thought the meetings should be consistent with a 6 PM start time. Councilor Blanchette noted his concern with changing the time of the meeting is that it could greatly impact public attendance. He noted it could be difficult for people who work until 5 to make it to the meeting on time. Miller felt it was important to keep the meeting time schedule uniform across all meetings with a 6 PM start time. Blanchette noted the Council did not have control over the meeting start times for the School Board. He felt since the Council meeting start time has been 7 PM for decades, he could not vote in support of changing the time. Blanchette was not in favor of making it more difficult for the public to attend. Miller was not looking to make the process more difficult either; he was trying to make the meeting schedule uniform and possibly keep the meetings from going so late at night. Councilor Lyons would be fine with either a 6 PM or 7 PM start time for the Council meetings. Lyons noted 6 PM seems like it could allow more time for the Council to discuss items. Councilor Kaplan reminded the Council one of the reasons they were considering changing the start time was to shorten the workday for City staff. Kaplan could support either start time; however, if it makes the day easier for City staff that would be great. She also understood Blanchette's point of view with potentially impacting public attendance rates. Councilors Hanson and O'Halloran agreed with comments expressed by Miller in regards to making the start time uniform with other meetings.

On a motion by Kaplan, seconded by Miller, it was

RESOLVED *That the City Council will hold regular monthly meetings in the City Hall Council Chambers at 6:00 PM on the third Monday of each month effective with the December 20, 2021 meeting. Except the January, and February meetings, shall be held on the second Monday of the month. Should the day of the meeting fall on a holiday or Election Day, the meeting so scheduled will be held on the prior Monday at the same hour and place. (As discussed at the June 21, 2021 Regular Council meeting – copy attached #1).*

Heidi-Noël Grindle, City Clerk asked for the motion to be amended to include an effective date for the meeting time change. The November 15, 2021 Council meeting agenda has already been advertised with a 7:00 PM start time.

A final vote was taken with 6 members voting in favor (Hamilton, Hanson, Kaplan, Lyons, Miller, and O'Halloran) and 1 member voting in opposition (Blanchette).

Time for agenda to close.

PM on the third Monday of each month effective with the December 20, 2021 meeting. Except the January, and February meetings, shall be held on the second Monday of the month. Should the day of the meeting fall on a holiday or Election Day, the meeting so scheduled will be held on the prior Monday at the same hour and place. (As discussed at the June 21, 2021 Regular Council meeting – copy attached #1).

Approved - that the

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On a motion by Blanchette, seconded by Kaplan, it was unanimously

RESOLVED *That the City Council meeting agenda close on Monday noon prior to the regular monthly meeting. If that day falls on a holiday the agenda will close at noon on the next prior Friday.*

Time for agenda to go to the news media.

On a motion by Blanchette, seconded by Kaplan, it was unanimously

RESOLVED *That the City Council meeting agenda be delivered to the local news media no later than Monday prior to the regular monthly meeting of the Ellsworth City Council.*

Manner in which meetings are to be conducted.

On a motion by Kaplan, seconded by Miller, it was unanimously

RESOLVED *That the meetings of the City Council be conducted according to Rules of Order previously adopted by the City Council (copy attached #2) and shall continue in force until the Monday next following the regular city election, pursuant to Article II, Section 2.07 of the City Charter. Each meeting is to be conducted by Robert's Rules of Order unless otherwise provided for. There is an expectation of council members voting unless there is a defined conflict of interest stated; for example as being a financial conflict of interest or personal conflict of interest.*

Consideration on setting a new date and time for the weekly Finance Committee meeting/workshop. (As discussed at the 07/19/2021 Council meeting – copy attached #3)

Chair Hamilton reminded the Council this was a topic that the Council decided to bring back to the Organizational meeting for a discussion. Councilor Hanson inquired if this meeting is currently scheduled weekly at 7:15 AM. Hamilton explained there are two parts to this meeting. One portion is the Finance Committee meeting which is similar to any other committee with Councilors assigned to that role. Those members are responsible for reviewing the warrant each week and signing off on it. That process is necessary for the accounts payable

City Council meeting agenda close on Monday noon prior to the regular monthly meeting....

Approved - that the City Council meeting agenda be delivered to the local news media no later than Monday prior to the regular monthly meeting....

Approved - that the meetings of the City Council be conducted according to Rules of Order previously adopted by the City Council (copy attached #2) and shall continue in force until the Monday next

Date and Time for weekly Finance Committee meeting/workshop.

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checks to be mailed out; that portion must take place in a timely manner. Over time, the Council has developed this process to include a posted workshop component. This provides an opportunity for other discussions; no votes are taken. It is an opportunity to learn what is going on in the City; that is the piece being discussed in terms of what time might work better. The earlier discussion was mostly about handling the workshop portion differently and the idea was it would be more appropriate to make that decision during the Organizational meeting. Councilor Blanchette stated the workshop topics could include: equipment breakdowns or expensive estimates on necessary repairs to vehicles. The length of the workshop portion varies depending on if and what types of unforeseen activities might have happened that week. Generally, the meetings start at 7:15 AM and end around 8:30 AM or a little later. Approximately 3 or 4 times a year, the School Superintendent will attend the workshop portion to make financial presentations or discuss other topics relevant to the times, those meetings last longer. Sometimes Department Heads will attend the workshop portion to discuss the need for funds or other topics of importance to their departments and those could last a little longer. If employees present information, that portion generally starts at 8 AM when their workday starts. Councilor Kaplan noted the complicated part is Councilors who work Monday through Friday are not able to attend daytime meetings; it then becomes an issue of whether those Councilors could even want to serve on the Finance Committee. Having the meeting during business hours, limits some Councilors ability to actually participate. Blanchette noted the reverse situation of what was stated earlier in the meeting happens where the employees are forced to extend their day by approximately an hour and half, if the meeting is held in the evening. Blanchette noted there is no ideal situation; this meeting has been held at 7:15 AM for as long as anyone can remember. He indicated this time has worked 99% of the time; if someone has to leave early the Committee works around that. Councilors can always reach out to another member who was present to understand the topics discussed during the workshop portion. The Department Heads and City Manager Glenn Moshier are very good at filling the Councilors in on what was discussed. Blanchette explained his concerns as expressed at the July 19, 2021 Council meeting, see attachment #3. Councilor Lyons clarified whether the discussion tonight was in regards to moving both the Finance Committee meeting as well as the Finance Workshop portion. Hamilton explained the Finance Committee meetings must be sometime on Friday not necessarily in the morning. Josh McIntyre, Finance Director stated the accounts payable checks can be mailed out anytime following the Finance Committee meeting where they are approved. Lyons noted there have been a few issues that might have been relayed to him incorrectly that originated from discussions at a Finance Committee workshop. He was not present and really would have liked to have been a part of that particular

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discussion. Lyons reiterated some of his thoughts from the July Council meeting (attachment #3). He would not be available for a morning meeting; however, could possibly be available after 4:30 PM. Hamilton noted the Finance Committee needs a time to meet in order to sign the warrant as well as there are some fiscal topics that come up where the Finance Committee weighs in. Anything that is over the City Manager's spending limit must come back to the full City Council. If the items are within his spending limits, Moshier shares those items with the Finance Committee. Hamilton suggested going back to a system where Moshier provides a report weekly. Rather than going beyond that in great detail, the report can be distributed to all Councilors for review. If there are hot button issues, the Council feels warrant a meeting for discussion purposes those can be scheduled for a special workshop. This process would then make it the responsibility of each Councilor to look over the weekly report and contact Moshier for more details concerning those items. By following this procedure, all Councilors would be aware of the same issues. The Finance Committee would go back to just addressing the fiscal components. Hamilton noted if this process is not working for some reason then this topic can be revisited at any time. The consensus of the Council was the above process sounded like a fair compromise. This change will be made effective immediately. Blanchette clarified the meeting would still be held on Friday mornings at 7:15 AM. Hamilton noted that is correct. He explained the appointed Finance Committee members will meet and decide if the 7:15 AM timeframe works; if there is a problem with it then they can make an adjustment as needed. Hamilton noted if Councilors have an interest in serving on this Committee they should not allow this timeframe to prevent them from voicing this interest to him. Lyons stated he wished he knew more about it. Councilors O'Halloran and Hanson had an interest in serving on this Committee. Kaplan stated the current time for the meeting does not allow her to take part. Lyons inquired how many members are on the Finance Committee. Hamilton noted there are 3 members and an alternate.

Appointment of Finance Committee.

Chair Hamilton appointed Councilors Blanchette, Hamilton, and O'Halloran to the Finance Committee. Councilor Miller was appointed as the alternate member. Hamilton noted this is an open and public meeting; all Councilors are welcome to attend and be a part of it. Hamilton confirmed that Friday mornings at 7:15 AM work for the members he just appointed to the Finance Committee; they will follow the process described above.

**Appointment of
Finance Committee.**

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Council Stipend and the manner of its distribution. Maximum allowable stipend \$3,000 Chair and \$2,400 Councilor. Amount budgeted for FY2022 – \$2,500 for Chair and \$2,000 for each Councilor.

On a motion by Blanchette, seconded by Kaplan, it was unanimously

RESOLVED that the Council Chair will receive a stipend of \$2,500 and members of the City Council will receive a stipend in the amount of \$2,000 per Councilor for the period of November 2021 thru October 2022. Distribution of the stipend will be at the Chair's discretion.

Chair Hamilton noted this would be distributed as part of the next available warrant.

Signing of warrants.

On a motion by Miller, seconded by Hanson, it was unanimously

RESOLVED That the warrants directed to the Treasurer for payment be signed by the City Manager and 3 member(s) of the Finance Committee.

Following the vote on the above motion, Councilor Blanchette clarified the motion stated 3 members would sign the warrant. He wondered what the Council would like to do especially in the summer when members are away on vacation. Councilor Miller indicated he would sign as the alternate, particularly in those cases.

Chair Hamilton explained prior to adjournment, there would be an onboarding presentation immediately following this meeting.

Adjournment.

On a motion by Miller, seconded by Blanchette, it was unanimously

RESOLVED to approve adjournment at 5:58 PM.

Approved - Council Chair will receive a stipend of \$2,500 and members of the City Council will receive a stipend in the amount of \$2,000 per Councilor for the period of November 2021 thru October 2022.

Approved - Warrants directed to the Treasurer for payment be signed by the City Manager and 3 member(s) of the Finance Committee.

Approved - Adjournment at 5:58 PM.

A True Copy

Attest: _____

– *Heidi-Noël Grindle
City Clerk*