



**CITY OF RIVER FALLS, WISCONSIN
COMMON COUNCIL ORGANIZATIONAL MEETING**

April 19, 2016

Mayor Toland called the meeting to order at 5:01 p.m. in the Council Chambers in City Hall. The Pledge of Allegiance was said.

Members Present: Alderpersons Todd Bjerstedt, Jeff Bjork, David Cronk, Christopher Gagne, Scott Morrissette, Diane Odeen, Hal Watson (came at 5:33)

Staff Present: Scot Simpson, City Administrator; Police Chief Gordon Young; Keri Schreiner, Management Analyst Fellow; Brent Buesking, Management Analyst Fellow; Kevin Westhuis, Utility Director; Lu Ann Hecht, City Clerk; Julie Bergstrom, Finance Director/Assistant City Administrator; Karen Bergstrom, Human Resources Director; City Attorney Dan Gustafson

Mayor Toland announced that Oaths of Office for the newly elected Council officials have been taken within the 10 days as required by *Wisconsin Statutes* for himself; Alderperson at Large Scott Morrissette; Alderperson at Large Jeff Bjork; Christopher Gagne, District 2; and Todd Bjerstedt, District 4.

ELECTION OF COMMON COUNCIL OFFICERS:

Council President

MSC Odeen/Cronk to nominate Scott Morrissette as Council President. Unanimous.

Comptroller

MSC Morrissette/Cronk to nominate Diane Odeen as Comptroller. Unanimous.

Deputy Comptroller

Comptroller Odeen appointed Hal Watson as Deputy Comptroller.

Parliamentarian

The Mayor appointed Diane Odeen as Parliamentarian.

ELECTION OF COUNCIL MEMBER TO PLAN COMMISSION:

MSC Bjork/Gagne nominated Scott Morrissette to Plan Commission. Unanimous.

APPOINTMENTS BY MAYOR/CONFIRMATION BY COUNCIL:

Mayor Toland recommended the following appointments:

| | |
|----------------------------------|-------------------|
| Ambulance Commission | Christopher Gagne |
| Historic Preservation Commission | Jeff Bjork |
| Library Board | David Cronk |
| Parks and Recreation Board | Hal Watson |
| Design Review Committee | Jeff Bjork |
| Utility Advisory Board | Diane Odeen |
| Housing Authority | Todd Bjerstedt |

The Council voted in favor of the Mayor's appointments. Unanimous.

APPOINTMENTS OF OTHER CITY OFFICIALS

Mayor Toland recommended the following appointments:

| | |
|---------------------|-------------------|
| City Health Officer | Dr. David Wilhelm |
| City Forester | Tony Steiner |

The Council voted in favor of the Mayor's appointments of City Officials. Unanimous.

Resolution No. 6026 Designating Public Depositories for Public Monies Held by the City of River Falls
MSC Morrissette /Odeen move to approve resolution. Unanimous.

Resolution No. 6027 Approving Updates to the City Administrator Job Description
MS Odeen/Gagne to approve the resolution. Alderperson Bjork said he was not voting as he was not familiar with the item. The Council approved the resolution unanimously.

DISCUSSION OF CONDUCT OF MEETINGS

City Administrator Simpson talked about the meeting agendas per the municipal code. He talked about how to get items on the agenda. Meetings are conducted using Robert's Rules of Order.

REVIEW OF OPEN MEETINGS LAWS/ETHICS

City Attorney Dan Gustafson talked about Open Meetings law. The packet is provided to the Council on the Thursday before the meeting. A quorum is four alderpersons according to the Charter Ordinance. Three or more alderpersons constitutes an official meeting. Gustafson talked about a walking quorum and the exceptions to the Open Meetings law. He talked about different reasons to recess into Closed Session. He talked about ethics law and the use of City equipment/property. Gustafson explained that a 'conflict of interest' is tied to a financial benefit for you or your family. There was discussion regarding 'conflict of interest.'

City Administrator Simpson talked about emails. He cautioned not to 'reply all' on responses.

REPORT ON ORGANIZATIONAL UPDATES

City Administrator Simpson provided Council with an organizational chart. Annually, an updated organizational chart which the City Administrator is responsible for is adopted by the Council. **MSC Morrissette/Cronk to adopt the organizational chart. Unanimous.**

REPORT ON BOARDS, COMMISSIONS AND COMMITTEES

City Administrator Simpson said the Library Board's contract with the City expired December 2015. There is a desire to continue so an updated contract will be forthcoming.

BOARD OF REVIEW

The Board of Review meeting date was set for May 19.

MSC Cronk/Morrissette moved to adjourn at 5:48 p.m. Unanimous.

Respectfully submitted,

Kristi McKahan, Deputy City Clerk