

City of Barnesville
City Council Regular Meeting
October 14, 2002

Mayor Gene Prim called this meeting to order at the Barnesville City Hall council chambers at 7:00 p.m. with council members Chad Hagen, Roger Cooper, Larry Davis Jr., Charles Martinson, Kim Simonsen, and Jerry Ames attending. Others in attendance were City Attorney Michael Hannaher, City Administrator Ray Miller, General Manager Gerald Dow, Finance Director Brian Jacobson, EDA Director Karen Lauer, Main Street Director Brenda Brand, Youth Representative Jennifer Braton, Angie Ernst, and Pam Aakre from the Record Review.

10-14-02-01 Motion by Mr. Ames and second by Mr. Martinson to approve the agenda with the addition of Telephone Superintendent hire, and meeting notification discussion. Carried.

10-14-02-02 Motion by Mr. Ames and second by Mr. Hagen to approve the minutes from the August 12, 2002 (corrected) Council Regular Meeting, the September 9, 2002 Council Regular Meeting, and the September 23 Council Special Meeting. Carried.

John Dobmeier and members of the Barnesville Cemetery Association were present to reference their request for \$5,000 per year to cover expenses until there is enough money in their perpetual care fund. The council was not ready to make a decision on this issue until the budget process is completed for the year.

Department head reports were next on the agenda.

The ambulance report stated that there are currently three squad members attending the paramedic program at FM Ambulance. The City currently funds one member per year in this program. A decision will have to be made as to who will be reimbursed. No decision was made at this time.

Closing the liquor store was discussed. Mr. Simonsen stated that a decision will have to be made soon due to next year's budget having to be done. Mr. Miller checked into the amount that could be charged for another party to take over the liquor license. The maximum amount would be \$100 for an Off-Sale Liquor License.

10-14-02-03 Motion by Mr. Simonsen and second by Mr. Davis to close the liquor store as of December 31, 2002.

Mr. Hagen stated that he felt he needed more information before he could vote on this issue.

Mr. Simonsen and Mr. Davis rescinded their motion. The council discussed how they would dispose of remaining inventory after closure of the store, as the store is a municipal store. Regulations will have to be checked regarding leftover inventory.

Jennifer Braton gave the Youth Board report. Walking tours of the youth center were given to the 3rd, 4th, and 5th grade classes. This has increased participant numbers. Eleven new student kits were given out the first day of school. The youth have done community service activities such as helping serve and clean tables at the community dinner, cleaning the Blue Eagle shoreline and cleaning the City Cemetery. They have also had several T.A.B.B.s. meetings and held a dance for the 5th through 8th grades.

Teri Lapos and Julie Holen from the animal control department were present to inform the Council they are putting up a new animal fence at the pound. Options for the fence are a chain link fence or a plastic coated fence. They will probably go with the chain link fence.

The Council Budget Review Meeting scheduled for Thursday October 17 was rescheduled for Tuesday October 22 at 6:30 p.m.

There are three employees who had pay rates set based on the wrong pay rate schedule. Angela Ernst was started at \$9.49, Grade 5, Step 1. The correct pay rate is \$9.75. Ginny Jacobson was started at \$12.08, Grade 11, Step 1. The correct pay rate is \$12.40. Pam Nelson was started at \$8.20, Grade 2, Step 1. The correct pay rate is \$8.42.

10-14-02-04 Motion by Mr. Martinson and second by Mr. Simonsen to approve changes in hourly rates based on the City's pay plan. Carried.

Youth Alive has a Federal Grant, which receives money on a reimbursement basis. The forms have been sent to the Department of Justice and they are waiting for the reimbursement check for expenditures previously made. Since there is no budget in this program for interest expense, the city needs to pay the interest. Youth Alive also has to start paying Workman's Comp. \$10,000 was budgeted for Youth Alive last year. They did not use any of this money.

10-14-02-05 Motion by Mr. Davis and second by Mr. Martinson to approve payment out of the Contingency fund interest expense charged to the Youth Alive program. Carried.

The Council was presented with a letter from Tom Trowbridge of Larson-Peterson engineers recommending a payment be made to Quam Construction in the amount of \$193,665.86. This will partially pay for street and underground utility improvements for the Stoneridge Addition. The Council expressed concern that the project was behind schedule. Quam Construction needs to be made aware of this and get the project back on schedule.

10-14-02-06 Motion by Mr. Martinson and second by Mr. Hagen to approve payment of \$193,665.86 to Quam Construction. Carried.

10-14-02-07 Motion by Mr. Simonsen and second by Mr. Ames to have City Administrator Ray Miller draft a letter to Quam Construction stating that further payment will be withheld until the Stoneridge Addition project is back on schedule. Carried.

A letter from Larson-Peterson was presented recommending a payment in the amount of \$109,177.32 be made to Riley Bros. Construction for the trunk storm sewer improvements on Second Avenue Northeast. This project is proceeding on schedule.

10-14-02-08 Motion by Mr. Davis and second by Mr. Cooper to approve payment of \$109,177.32 to Riley Bros. Construction. Carried.

Two letters from Larson-Peterson were presented recommending a payment in the amount of \$41,844.65 and another of \$19,124.45 be made to PKG Contracting for water treatment plant improvements and filter modifications.

10-14-02-09 Motion by Mr. Davis and second by Mr. Cooper to approve payment of \$41,844.65 and \$19,124.45 to PKG Contracting. Carried.

Mr. Davis stated that a glass-encased corkboard containing rules and regulations has been placed at the airport. This needs to be paid for.

10-14-02-10 Motion by Mr. Ames and second by Mr. Martinson to pay for the corkboard at a cost of \$208.47 to come out of the discretionary fund. Carried.

The airport will be closed for the season at the discretion of Mr. Davis and Dave Riddering.

The Trojan Takedown Club BINGO application was presented for approval. They are a non-profit organization. The BINGO event will be held on November 21, 2002 at Big Bob's Bar and Grill.

10-14-02-11 Motion by Mr. Martinson and second by Mr. Hagen to approve the November 21, 2002 BINGO application for the Trojan Takedown Club. Carried.

The Council was asked to select Drees, Risky, and Vallagher, Ltd. as City of Barnesville auditors or move to advertise for bids with selection of an auditor at the November 11th Council meeting. The Council would like to see if they get any lower priced bids.

10-14-02-12 Motion by Mr. Simonsen and second by Mr. Martinson to advertise for auditing bids with selection to take place at the November 11th meeting. Carried.

The next item on the agenda was upgrading the current City credit card to a Business Account card. There have been problems with the current City credit card arrangement. The credit line is only \$2,500. This makes it difficult for Department heads when they need to use the card for official business only to discover that the card is over the limit. They then have had to pay cash or use their own personal credit card. The credit card has to be signed out and only one person may use it at a time. This has caused conflicts when more than one person needs to use the card. The credit line could be upgraded to a \$5,000 credit line with each department receiving a credit card segregated into a subordinate account or each department could have their own separate credit card with its own account.

10-14-02-13 Motion by Mr. Ames and second for discussion by Mr. Cooper to obtain a separate account credit card for each department with a limit of \$5,000.

The Council felt that the amount of \$5,000 for each department was too high and recommended that the amount be amended to \$2,500.

10-14-02-14 Motion by Mr. Ames and second by Mr. Cooper to obtain a separate account credit card for each department with an amended amount of \$2,500. Carried.

10-14-02-15 Motion by Mr. Simonsen and second by Mr. Martinson to approve hiring of Pamela Nelson for a Custodian Position at a rate of \$8.20 per hour.

EDA Director Karen Lauer explained the new EDA promotion called "The Lot is Free The Building is Extra". There are four small lots in the Industrial Park that will be given free of charge to new businesses choosing to locate there. Under this promotion, buyers would not be required to pay for the lot or previous specials, only take over the special assessment schedule. This promotion will run until September 3, 2003 or until the lots have been given away. The EDA has allocated \$1,500 to be spent on radio ads in the Fargo market and print ads in Barnesville to promote this offer.

10-14-02-16 Motion by Mr. Simonsen and second by Mr. Davis to forgive the repayment of both the lot prices as well as the three years of previously paid special assessments. Carried.

The Main Street Business Incentive Program was started seven years ago as a way to attract and assist new businesses coming into town. Twenty-one new and expanding businesses have utilized this program during this time period. The City of Barnesville has provided free hookup and base utility charges for electric, water, sewer and telephone for businesses within the Barnesville service district who have new services connected or installed. The Main Street Program is in the process of renewing the Business Incentive Program contracts for a one-year period.

10-14-02-17 Motion by Mr. Martinson and second by Mr. Davis to renew the contract for the Main Street Business Incentive Program for a one-year period of time. Carried.

10-14-02-18 Motion by Mr. Simonsen and second by Mr. Ames to approve the following resolution. Carried.

RESOLUTION NO. 10-14-02-18
DELEGATION OF AUTHORITY FOR PAYING CLAIMS
PRESENTED TO THE CITY OF BARNESVILLE

WHEREAS, Minnesota Statute 412.271 Subd. 7 and Subd. 8 authorize the city to delegate authority to pay certain claims against the city by the City Administrative Official:

WHEREAS, the Clerk/Treasurer is a City Administrative Official;

WHEREAS, the City of Barnesville desires to authorize the City Administrative Official to pay all claims that the City Official deems just and correct and valid;

WHEREAS, all checks drawn for payment of claims must be signed by the City Clerk/Treasurer and the Mayor;

WHEREAS, The City Administrative Official will present to the city Council at the first council meeting after payment of claims a list of the claims paid and an explanation of the payment.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BARNESVILLE, MINNESOTA:

1. That the Clerk/Treasurer of the City of Barnesville is authorized to pay all claims presented to the City if in the city Official's discretion the claim is just, correct and valid.

The Discretionary Funds Status report was presented to the Council.

Discretionary Funds 2002			
Approval Date	Amount	Description	Balance
		Budgeted Amount	\$15,000.00
March 11, 2002	1,500.00	Parking Lot	13,500.00
April 8, 2002	500.00	Generators	13,000.00
April 8, 2002	629.00	Credit Card Machine	12,371.00
April 8, 2002	140.00	American Flags	12,231.00
June 10, 2002	108.85	Plaque - Mainstreet Potato Days - power	12,122.15
August 12, 2002	1,500.00	Modification	10,622.15
August 12, 2002	7,000.00	House Demolition	3,622.15
TOTAL	\$11,377.85	Remaining Balance	\$3,622.15

KMSP TV is now affiliated with the FOX Network. KVRR is the FOX network affiliate for this area. KVRR has requested that the KMSP TV programming be blocked from this viewing area when the FOX Network programming is on the air. In order to comply with KVRR's request, the T.E.C. Advisory Board members have recommended the purchase of a rack mount video switch, which would allow for blocking.

10-14-02-19 Motion by Mr. Martinson and second by Mr. Simonsen to purchase from a rack mount video switch at a cost of \$524.79 plus shipping with funds from the 2002 budget. Carried.

Tom Olson has assumed additional interim responsibilities due to the retirement of Telephone Superintendent Dennis Brown. The T.E.C. Board recommends a temporary \$1.00 per hour pay raise for Olson.

10-14-02-20 Motion by Mr. Simonsen and second by Mr. Davis to temporarily raise wages by \$1.00 per hour for Tom Olson starting September 23, 2002 until Mr. Olson assumes the responsibilities of Telephone Superintendent. Carried.

10-14-02-21 Motion by Mr. Simonsen and second by Mr. Ames to approve disbursement checks 9041 through 9226 in the amount of \$589,588.51 and manual checks 548 through 569 in the amount of \$35,625.35. Carried.

Dave Riddering presented revised Public Works job classifications. These changes will improve efficiency, service, and reduce costs. These changes were reviewed and recommended by the Finance/Personnel Committee.

10-14-02-22 Motion by Mr. Cooper and second by Mr. Davis to revise Public Works job classifications. Carried.

Public Works was scheduled to receive funding for a new tandem dump truck in 2003. Since there is an anticipated 2003 budget deficit, the purchase of a used truck is a necessary alternative. This item was reviewed and recommended by the Street and Parks Portfolio Committee.

10-14-02-23 Motion by Mr. Davis and second by Mr. Cooper to approve the purchase of a used tandem dump truck with 2003 funding. Carried.

A gaming permit was requested by the Barnesville Thursday Night Lions to hold a raffle for their non-profit organization. A stainless steel grill will be raffled off. The raffle will begin as soon as the permit is approved and end in March/April 2003. Tickets will be \$5.00 each and sold in the City of Barnesville Area.

10-14-02-24 Motion by Mr. Simonsen and second by Mr. Cooper to approve the application for the Barnesville Thursday Night Lions raffle to be held from October 14th through March or April. Carried.

There was a discussion with City Attorney Mike Hannaher on the Oliver Park Lease. It was agreed that Attorney Hannaher will discuss the lease with Fair Board member Brian Halvorson.

Tom Olson was chosen as the recommended new Telephone Superintendent. The department will now be run as a two-man department with Tom Olson and Mike Pearson.

10-14-02-25 Motion by Mr. Simonsen and second by Mr. Martinson to hire Tom Olson as the new Telephone Superintendent at \$22.00 an hour, effective October 7, 2002. Carried.

Mayor Prim notified the Council he would like meetings scheduled at least three days ahead of time and posted on the board at City Hall. The meeting will be put on a master list.

Mayor Prim adjourned this meeting at 8:35 p.m.

Submitted by:

Attest:

Angela Ernst
Minutes Recorder

Eugene Prim
Mayor