

CITY COUNCIL

7:00 P.M.

July 2, 2007

Present: Scott M. Johnson
David Gustafson
James P. Kelly
Pat Kelley
Steve Marolt

Tom Smith, City Administrator
Wayne G. Johnson, City Attorney

Also attending: Forrest Johnson

Mayor Johnson called the meeting to order at 7:00 p.m.

CONSENT AGENDA – Motion J. Kelly, second P. Kelley to approve the consent agenda item 3 (minutes of June 18 Council meeting and June 21 Special Council meeting) and item 4 (Treasurer's Report for May 2007). THE MOTION CARRIED

PETITIONS, REQUESTS & COMMUNICATIONS – None

DEPARTMENTS

CITY ADMINISTRATOR – DEPARTMENT HEAD REQUEST TO DECLARE SURPLUS PROPERTY – Motion J. Kelly, second Marolt to approve the request of Recreation Director Guzzo to declare the two garages and storage shed behind the arena obsolete surplus property and to advertise them for sale. THE MOTION CARRIED

QUESTION RE: PAID CLAIM – Member Gustafson questioned the city making a payment to an individual who was in arrears in his rent at Mary MacDonald. Attorney Johnson will research whether or not a city can withhold payment for services provided against a debt that is owed. NEXT AGENDA

CITY ATTORNEY - MARY MACDONALD MANAGEMENT CONTRACT – There was discussion regarding the \$1/hour increase in pay as the manager acquired additional boiler license certification. The contract allows for 20 hours of work per week. Mayor Johnson asked that the city administrator report to the council if the manager worked more than that amount.

Motion J. Kelly, second P. Kelley to approve the Mary MacDonald Manager Contract with changes discussed in hours per week and pay. THE MOTION CARRIED

Atty. Johnson reported he had prepared a hangar lease agreement to be used if storage space was leased to individuals who did not have an aircraft. The lease will be reviewed by the Airport Commission.

OLD BUSINESS

CONFIRM HIRING DATE FOR OFFICER STARKOVICH – Motion Gustafson, second Marolt to confirm the hiring date of police officer J. Starkovich as June 22, 2007. THE MOTION CARRIED

COMPREHENSIVE PLAN – Motion J. Kelly, second Marolt to set a Joint Council/Planning and Zoning Commission Public Hearing on the Comprehensive Plan for August 6, 2007, at 6:00 P.M. THE MOTION CARRIED

Attorney Johnson will contact the ARDC regarding some explanatory wording in the comprehensive plan regarding progress reports for rehabilitation of properties.

NEW BUSINESS

LIQUOR COMMISSION RECOMMENDATION TO AUTHORIZE RFP FOR LIQUOR STORE – Member J. Kelly noted the liquor store, a city facility, needed significant improvements. The Liquor Commission was asking that Council authorize a request for proposals for some different design concepts for the store.

Motion J. Kelly, second Marolt to authorize issuing a Request For Proposals for upgrades of the municipal liquor store. THE MOTION CARRIED

REQUEST FOR TEMPORARY ON-SALE LIQUOR LICENSE – Motion Gustafson, second J. Kelly to authorize issuing a temporary On-Sale Liquor License for the Municipal Liquor Store to sell liquor in its parking lot on July 28, 2007. THE MOTION CARRIED

PUBLIC UTILITY COMMISSION RECOMMENDATION FROM 6/20/07 MEETING RE: STAFF CHANGES DUE TO RETIREMENT NOTICE – Member J. Kelly reported on discussions held at the June 20 Utilities Commission meeting regarding staffing and the upcoming retirement of the utilities superintendent. Council discussed the June 18 memorandum from the city administrator and the utilities superintendent to the Public Utilities Commission recommending that Michael Miller be offered an appointment as manager-in-training and, if training is successful that his appointment as superintendent be made effective March 1, 2008, with pay and benefits to remain at his present level until that time. Council asked for clarification of the memo regarding pay scale and benefits if there is an appointment to superintendent on March 1. The personnel committee will report back to Council regarding this. Mayor Johnson clarified that the city was under no obligation to hire a superintendent from within the city. He said he had also asked the city administrator to explore additional language in the areas of expectations and behavior for department head job descriptions.

Motion P. Kelley, second Marolt to approve offering Michael Miller an appointment to Water/Sewer Utility Manager-in-Training (effective Tuesday, July 3, 2007); and, if the training is successful as determined by both the Public Utilities Commission and the City Council that an appointment as Water/Sewer Supt. be made effective March 1, 2008; and further, than while in training, Mr. Miller's pay and benefits are to remain at his present level. THE MOTION CARRIED

PERFORMANCE EVALUATION FORM - Motion Gustafson, second P. Kelley to authorize Mayor Johnson to work with the County Human Resources Manager regarding a performance evaluation form for the City Administrator. THE MOTION CARRIED

Atty. Johnson reported he was preparing material for the Planning and Zoning Commission regarding video signage. This has become an issue in many cities. Member J. Kelly reported on the annual League of Minnesota Cities Meeting he attended recently in Duluth.

CARIBOU DESIGNS – The city administrator was asked to provide Council with a progress report on Caribou Designs at the next council meeting.

CLAIMS – Motion P. Kelley, second J. Kelly to approve payment of \$79,592.41 unpaid claims and \$134,025.41 paid claims as presented. THE MOTION CARRIED

Motion J. Kelly, second Marolt to adjourn at 7:53 p.m. THE MOTION CARRIED

Scott M. Johnson, Mayor

Tom Smith, City Administrator