Agenda
Regular Meeting of the City Council
Monday, December 8, 2008

I. Call to Order
   A. 6:00 p.m. in the Council Room, City Hall.

II. Roll Call
   A. Members present:

   B. Members absent:

   C. Consultants and City Staff present:

   D. Visitors present:

III. Consent Agenda
   A. Minutes of Past Meeting: Consideration for approval of the Minutes of the Regular Meeting held Monday, November 24, and Special Meeting held Monday, December 1, 2008, as presented. Addendum #1

   B. Tobacco Licenses: Consideration for approval of Tobacco Licenses to the 2 business entities listed on Addendum #2.

   C. Liquor Licenses: Consideration for approval of the Intoxicating Liquor Licenses for the following businesses: Good Times Bar & Grill, Elsie's Bar & Grill, The Ranch, Starlite Bowling Center and the American Legion Club.

   D. Gambling Permit: Consideration for approval of an Application for Exempt Permit submitted by St. Mary's Parish to conduct a Charitable Gambling event at St. Mary's Grade School, 308 East South Street, on February 27, 2009, to conduct a raffle. They further request waiver of the 30 waiting period.

   E.

Council Action:

IV. Visitors and Communications

A. City Accountant

1. 2009 Budget: Stephanie Mann, City Accountant, will present the final calculations for the difference between revenues and expenditures following the Truth N' Taxation Meeting held December 1. Ms. Mann will also present a number of means by which the Council may approach attaining a zero balance between revenues and expenditures.

Council Action:

2. 2008 Levy, Collectible in 2009: The Council shall consider the levy to be made for 2008. The levy advertised in September was a 5% increase from $494,952 to $519,715 for calendar year 2009. This is an increase of $24,763.

Council Action:

B. Administrative Coordinator Topic's:

C. Police Department: Chief Shefelbine or one of the officers should be present to explain the police department policy and practice for issuing citations for alternate side parking.

Council Action:

D.

E. Communications

1. Letter, 11-19-08, Jose Cole Circus. Addendum #4
2. Letter, 11-26-08, Houston County Solid Waste Management Plan. Addendum #5

V. Claims

A. Prepaid Claims: Consideration of the Prepaid Claims for November 2008. Addendum #6

Council Action:

B. Claims Payable: Consideration of the Claims Payable for November 2008 and authorization to make payment. Addendum #7

Council Action:

VI. Old Business

A. SEMDC Contract: Enclosed herewith is the proposed contract for professional services from the Southeast Minnesota Development Corporation for the EDA Directors position for an amount of $34,592 being an increase of $1,170 or 3.5% over the current 2008 contract amount. Also enclosed is a performance appraisal for those members who wish to complete it. Addendum #8

Council Action:

B. Employment: The City has been advertising for 2 or 3 months for a Certified Journey Lineman. We have not received one inquiry from a qualified applicant. I reviewed the scenario with Matt Blocker recently and will share our conversation with the Council at the meeting on December 8.

Council Action:

C.

D.

E.

VII. New Business

A. Office Hours at Christmas: Please read the enclosed Addendum and we can discuss the topic at more detail at the meeting. Addendum #9

Council Action:

B.

C.

VIII. Clerk's Report

A. Employment: Enclosed is a copy of the Ad for City Lineworker Superintendent, showing the due date for applications as December 23, 2008. Addendum #10

B. County Funds: Enclosed is a letter sent to Brian Pogodzinski, Houston County Engineer, asking if the County State Aid Highway Funds for roads inside municipal limits of less than 5,000 population can be used for city projects such as sidewalk improvements. I have not yet received a response.

C. Police Department: Enclosed is the Officer Activity List and Officer Activity Summary for November 2008. Addendums #12 & #13

D. Outdoor Furnaces: Chief Gavin submitted the following specification for outdoor furnaces. Addendum #14

E. Apprentice Program: Tim Evans recently completed book 1 of the Merchant Training Course for Journey Lineman and in accordance with the Agreement for Apprentice, the City shall be reimbursing him $300 on the cost of that book. He will now purchase and begin book 2.

F. Insurance Cost Projections: Enclosed is a letter from Danielson Insurance Agency summarizing the insurance cost projections for the League of MN Cities Insurance Trust Coverage for the year beginning July 1, 2009. Addendum #15

G. Employee Time Record: Enclosed is the Employee Time Record for pay period November 17 – 30, 2008. Addendum #16

H. New Council Member Terms: According to the prescriptions of Minnesota Statute 412.02, Subd. 2, terms of office begin on the first Monday in January. Since our first meeting in January is scheduled for the 12th, new members will be sworn in at the meeting, unless it is necessary for you to take some kind of official action before that date. You would then be sworn in before a Special Meeting and before made or voted on any motions. Addendum #17

I.

J.

IX. Miscellaneous Items

A. Second Meeting of December: Does the council wish to cancel the second meeting of December which would fall on the 22nd? If you cancel the second meeting and an urgency arises, a Special Meeting may be called on any given date with 3 days notice.

Council Action:

B.

C.

X. Adjournment