

COUNCIL PROCEEDINGS

CITY OF VIRGINIA, MINNESOTA, APRIL 5, 2005

Special meeting of the City Council of the City of Virginia, Minnesota, was called to order by Mayor Luoma Gentilini at 9:00 A.M. in the Mayor's Conference Room, City Hall.

Present: Councillors Raplinger, Lind, Baranzelli, Lindberg, Politano, Peterson, Mayor Luoma Gentilini – 7

Absent: None

Park/Recreation Director Bachman reviewed the proposed five year contract with Stephen Fingeroos for the Golf Pro position. This contract does not offer an incentive for the beverage carts or driving range, which was included in the previous Golf Pro contract. Park/Recreation Director and City Operations Director Tourville will address various issues with the Golf Pro, including monitoring pro shop employees, beverage cart and promoting the driving range.

Moved by Peterson and supported to approve offering the Golf Pro position to Steve Fingeroos for a five year period, with the addition of Item 16 – “Participate in annual performance review” to the contract. Motion carried.

Park/Recreation Director Bachman reviewed the proposed fee for golf scrambles. A lengthy discussion was held on fees for bar and charity golf scrambles.

Moved by Lindberg to authorize City Operations Director Tourville, Park/Recreation Director Bachman and Councillor Peterson to develop a policy for fees for bar and charity golf scrambles and bring a recommendation to the Finance Committee. Motion carried.

Public Safety Director Waldron requested permission to accept the low bid to replace the carpeting in the Fire Hall training room.

Moved by Lindberg and supported to accept the bid from Range Carpet, in the amount of \$1,403.60, for carpeting for the Fire Hall training room. Resolution adopted unanimously.

City Clerk/Finance Director Lackner requested that a purchasing policy be developed for clarification purposes. Mayor Luoma Gentilini stated department heads can submit purchase orders for items that are budgeted. Purchases involving a contract must be approved by the City Council and signed by the Mayor and whoever is designated by the City Council. City Clerk/Finance Director Lackner stated that contracts are usually issued for items over \$5,000. Mayor Luoma Gentilini stated, once a contract is approved by the City Council, department heads can complete purchase orders for the payments. Discussion was held on the purchase of non-budgeted items and it was recommended that certain people be authorized to sign purchase orders for items up to \$2,500, with the City Council approving all non-budgeted items over \$2,500.

Moved by Lindberg and supported to authorize City Operations Director Tourville, City Clerk/Finance Director Lackner and Mayor Luoma Gentilini to develop a purchasing policy for review by the City Council and to authorize the City Operations Director, Public Safety Director, City Attorney, Mayor or Finance Committee Chairperson to approve purchase orders up to \$2,500 for non-budgeted items. Motion carried.

Moved by Lindberg and supported to approve upgrading the Laserfiche software by Crabtree Companies, Inc., at a cost of \$565.00. Motion carried.

Moved by Politano and supported to approve the purchase of four City directories for 2006, at a total cost of \$510.00, plus shipping (one at full price; three at half-price), with only one directory ordered if the reduced price is not accepted. Motion carried.

Moved by Lindberg and supported to deny the request for a donation for the St. Louis County Fair. Motion carried.

Moved by Peterson and supported to approve the 2005 budgeted appropriation for the Calvary Cemetery, in the amount of \$4,950.00. Motion carried.

Moved by Politano and supported to waive the requirement for a written resolution. Motion carried.

Moved by Peterson and supported to adopt Resolution No. 05061, authorizing the City of Virginia to contribute \$12,500 from 2005 mining effects funds for the expansion of the Calvary Cemetery office building and to approve a no-interest loan, in the amount of \$12,500, to the Calvary Cemetery for the City of Mt. Iron's portion of the project, contingent upon a written approval from the City of Mt. Iron stating they will contribute this \$12,500 to the Calvary Cemetery Association from their 2006 mining effects tax. Resolution adopted unanimously.

City Clerk/Finance Director Lackner distributed a listing of the scheduled deadlines for the Finance Department and stated everything on the list has been completed through March, 2005.

Moved by Raplinger and supported to adopt the deadline schedule for the Finance Department, with an update to be made at every City Council meeting. Motion carried.

Moved by Lindberg and supported to adopt Resolution No. 05062, approving the hiring of Erik Jonassen as Firefighter/Paramedic, with a starting date of April 11, 2005. Resolution adopted unanimously.

Mayor Luoma Gentilini the Mesabi Humane Society has been asking people to call the City of Virginia for services and the City feels the contract with Mesabi Humane Society covers these services.

Moved by Raplinger and supported to instruct City Attorney Butorac to send a letter to the Mesabi Humane Society requesting them to comply with the contract with the City of Virginia for animal control services. Motion carried.

Moved by Raplinger and supported to adjourn at 10:35 A.M. Motion carried.

CAROLYN LUOMA GENTILINI
Mayor

(CORPORATE SEAL)

LOIS ROSKOSKI
Deputy City Clerk