

**CITY OF BEAVER BAY
BEAVER BAY, MN 55601
February 28, 2013, MEETING OF THE COUNCIL**

Present: Tom Harris, Al Larson, Linda Malzac, Steve Nazian, Kent Shamblin

Public: Barb Sterett, Dave Johnson, Kathy Swendsen

Agenda:

1. Call to Order
2. Approval or Changes to Agenda
3. Approval of Minutes: February 14, 2013
4. Council member reports
 - a. Shamblin
 - b. Harris
 - c. Malzac
5. Communications
6. Old Business
 - a. Green Door operational plan
 - b. Establish interview committee for city clerk applicants
 - c. Insurance eligibility threshold
 - d. Issue letter of intent to union
7. New Business
 - a. Renewal of beer/wine license – Lemon Wolf
 - b. Proposed resolution setting common expiration date for on-sale liquor licenses
 - c. Proposed resolution establishing record retention policy
 - d. Water and sewer accounts
 - e. Need to change date of last November council meeting
8. Public comment
9. Approval of claims
10. Adjournment

Meeting Minutes:

1. Call to Order

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

2. Approval or Changes to Agenda

Motion: Approve the agenda as presented.

Passed: Malzac moved. Larson second. All in favor. None opposed.

3. Approval of Minutes: February 14, 2013

Approval of February 14, 2013, meeting minutes was deferred to the next meeting.

4. Council Member Reports

a. Kent Shamblin

- Shamblin met with the MnDOT traffic specialist who will evaluate appropriate speed limits and other safety measures for Beaver Bay streets.
- Shamblin was in contact with the Beaver Bay Club to determine the long-term lease situation with the city maintenance building site. The City and the Club signed a 10-year lease in May 2008 that requires approval from the Club before the City can make any improvements to the property in excess of \$5,000. Shamblin suggested the Public Works Commission secure bids for improvement to the city shop. If the Council decides to proceed, the City can approach the Club regarding the lease.
- Millsop, the firm hired to deal with the oil leak on the Green Door property, got an extension from the MPCA. Millsop indicated it might be possible to get a Petrofund grant to pay for the excavation and clean-up.

b. Tom Harris

- Harris reported on pump and lift station maintenance activity.
- Pumping of a hydrant by Camp 61 appears to have eliminated the water tint problem at least temporarily. The situation will continue to be monitored.
- Zach identified training seminars he wishes to attend.

c. Linda Malzac

- Malzac reported that electrical work has begun at the Green Door. The Liquor Control Commission (LCC) is looking for volunteers to clean and paint the interior. At its next meeting, the LCC will be evaluating exterior improvements. The LCC is looking at different signage. Margy Porter will be decorating the interior with memorabilia she has.

5. Communications

There were no communications items.

6. Old Business

a. **Green Door Operational Plan**

Malzac reported after reviewing recent financial analyses and projections for the Green Door, the Liquor Control Commission (LCC) was recommending elimination of the Green Door manager position to reduce employment costs and position the Green Door to achieve acceptable levels of profitability. The LCC recommended naming a lead bartender to oversee the operation in lieu of a manager position and contracting with an event planner as needed.

Motion: Eliminate the Green Door manager position in order to achieve profitability.
Passed: Malzac moved. Nazian second. Harris, Malzac, Nazian and Shamblin in favor.
None opposed. Larson abstained.

Malzac reported that Dave Johnson, Green Door manager had been informed February 28 was his last day of work. The Council discussed paying severance to the manager considering the job had been eliminated for financial reasons and not for performance.

Motion: In lieu of notice, pay Dave Johnson two weeks severance and the four days of earned salary owed to him.

Passed: Nazian moved. Shamblin second. Harris, Larson, Nazian and Shamblin in favor. None opposed. Malzac abstained.

Motion: Authorize Malzac to hire a third part-time clerk/bartender for the Green Door.

Passed: Harris moved. Nazian second. All in favor. None opposed.

b. Establish interview committee for city clerk applicants

Shamblin reported the City had 10 applicants for the city clerk position. Shamblin recommended creating an interview committee to screen and interview candidates and make recommendations to the Council. Shamblin also made recommendations on who should be on the interview committee and explained his rationale for the selections.

Motion: Tom Harris to chair the interview committee. Other committee members to be Steve Nazian, Kathy Swendsen, and a Human Resources person from Northshore Mining.

Passed: Shamblin moved. Malzac second. All in favor. None opposed.

c. Insurance eligibility threshold

Motion: Take necessary steps to redefine the threshold for insurance eligibility for city employees from 30 to 37 hours per week.

Passed. Nazian moved. Harris second. Harris, Larson, Nazian and Shamblin in favor. Malzac opposed.

d. Issue letter of intent to union

Motion: Direct the city attorney to send a letter of intent to AFSME indicating the city plans to implement the last proposal.

Passed. Harris moved. Malzac second. All in favor. None opposed.

7. New Business

a. Renewal of beer/wine license – Lemon Wolf

Shamblin confirmed with the Lake County Sheriff that there were no violations and also confirmed the Lemon Wolf's liability insurance was in order.

Motion: Move to approve renewal of beer/wine license for Lemon Wolf.

Passed: Shamblin moved. Nazian second. All in favor. None opposed.

b. Proposed resolution setting common expiration date for on-sale liquor license

Shamblin reported that Minnesota Law requires a common expiration date of December 31 for on-sale liquor licenses unless by resolution a city establishes another date. Shamblin recommended to the Council that Beaver Bay establish March 31 as the common expiration date because many of the Beaver Bay licenses expire around that date. Renewals would be pro-rated to align with the March 31 expiration date.

Motion: Approve resolution RES-2013-1006, establishing March 31 as the common expiration date for liquor licenses in the City of Beaver Bay.

Passed: Harris moved. Nazian second. Roll Call Vote: Harris, Larson, Malzac, Nazian, Shamblin in favor. None opposed.

c. Proposed resolution establishing record retention policy

Motion: Approve resolution RES-2013-1005 adopting the City General Records Schedule established by the Minnesota State Department of Administration and the Minnesota Historical Society.

Passed: Harris moved. Malzac second. Roll Call Vote: Harris, Larson, Malzac, Nazian, Shamblin in favor. None opposed.

d. Water and Sewer Accounts

Harris asked that the list used by maintenance staff to read the meters exclude inactive accounts and be sequenced to match the order of their route. Nazian and Harris will meet with city staff to outline the changes needed, and Nazian will work on changes.

Harris also raised the need to address accounts greater than 90 days past due. Council discussed a willingness to work out payment schedules with past due accounts but concurred that if accounts fail to meet payment obligations, the City then needs to be firm in taking action.

e. Need to change date of last November council meeting

Motion: Move the last meeting in November to Monday, November 25, 2013.

Passed. Shamblin moved. Harris second. All in favor. None opposed.

8. Public Comments

None

9. Approval of Claims

Motion: Approve the claims list as presented.

Passed: Harris moved. Larson second. All in favor. None opposed.

10. Adjournment

Motion: Adjourn

Passed: Malzac moved. Larson second. All in favor. None opposed.

City Council Meeting adjourned at 8:25 p.m.