

Approved Minutes
City Council Regular Session
May 28, 2013
Tuesday 7:00 p.m.

The regular session of the City Council, City of Renville, Minnesota was called to order on May 28, 2013 at 7:00 p.m. by Mayor Wertish

City Council Members present were Raye McKim, Allen Rohlik, Dennis Ulrich, Shane Wohlman and Mayor Janette Wertish. City Council Member Randy Johnson was not present. City Administrator/Clerk Jordan McQuillen was also present.

1. Pledge of Allegiance
2. Adopt the Agenda

Councilor Rohlik moved approval of the agenda. Councilor Ulrich seconded the motion. Motion carried 4 to 0. Mayor Wertish declared the motion adopted.

3. Approval of Minutes

Councilor Ulrich moved approval of the May 13, 2013 Regular Council Meeting Minutes. Councilor Rohlik seconded the motion. Motion carried 4 to 0. Mayor Wertish declared the motion adopted.

4. Visitors to be Heard

A. Sara Beavers, Dennis E. Oberloh LTD.

Sara Beavers was present to show the 2012 Audited Financial Report prepared for the City of Renville. Councilor Rohlik moved approval of the 2012 Audited Financial Report. Councilor McKim seconded the motion. Motion carried 4 to 0. Mayor Wertish declare the motion adopted.

B. Jason Snook, 451 NW 5th Street

Jason Snook was present to request a hearing before the City Council regarding the designation of his dog as a potentially dangerous dog. Mr. Snook explained that he has been unable to enroll his dog in a dog obedience course.

5. Public Hearings - None
6. Committee/Staff Reports

A. EDA Committee

Administrator/Clerk Jordan McQuillen reported the following:

The EDA Committee met on May 15, 2013, in the Council Chambers of City Hall.

RENVILLE ESTATES COVENANTS

The committee discussed the lots that are for sale in Renville Estates. These properties are sold for \$0, but the buyer must pay the cost of street assessments.

Councilor Rohlik moved approval of the EDA Committee report. Councilor McKim seconded the motion. Motion carried 4 to 0. Mayor Wertish declared the motion adopted.

B. HR Committee Report

The HR Committee met on May 28, 2013, at City Hall.

CIVIL DEFENSE PLAN

Administrator/Clerk Jordan McQuillen presented a revised Civil Defense plan to the committee with updated contact information. The committee recommends approval the revisions.

COPS GRANT APPLICATION

Police Chief Ben Dehmlow provided an update on the status of the Community Oriented Policing Services grant application. The initial application deadline was postponed due to a system malfunction. The application will be submitted next week.

CITY HALL JUNE SUMMER HOURS

Jordan requested authorization to implement summer hours for City Hall during the month of June 2013. As proposed, the summer hours would be Monday-Thursday 8:00 AM to 4:00 PM and Friday 8:00 AM to 1:00 PM. Jordan would report back to the HR committee with his findings at the conclusion of the trial period.

Councilor McKim moved approval of implementing summer hours for the month of June 2013, changing City Hall office hours to Monday-Thursday 8:00 AM to 4:00 PM and Friday 8:00 AM to 1:00 PM. Councilor Ulrich Seconded the motion.

CREDIT CARD USE POLICY

Jordan presented a draft of a Credit Card Use Policy to be added to the City of Renville Employee Handbook. The Policy would restrict the use of the card to the City Administrator/Clerk, set a credit limit of \$1,500.00, and prohibit personal use.

CREDIT CARD USE POLICY

I. Purpose

The purpose of this policy is to provide user information to those employees who have been approved by the Renville City Council to do business for the City of Renville using a credit card issued in the City's name. The use of credit cards for City financial transactions is limited and carefully controlled. While the use of credit cards is an accepted practice and, in some cases, the only permitted practice, their use is allowed only for specific purposes and situations to transact City of Renville business.

II. Authority to Establish

As stated in Minn. Stat. §471.382, the Renville City Council may authorize the use of a credit card by any City employee otherwise authorized to make a purchase on behalf of the City. All purchases by credit card must otherwise comply with all statutes, rules and policies applicable to City purchases. A City employee who makes or directs a purchase by credit card that is not in compliance with statutes, rules and policies, is personally liable for the amount of the purchase.

Credit cards will not be used for carrying debt. The entire card balance shall be paid in full each month. (Minn. Stat. Ch. 475)

III. Scope

It is the policy of the City of Renville to allow the use of a credit card for certain expenses as outlined below. Personal use is prohibited and will be subject to discipline, up to and including termination.

IV. Authorization

- a. Council approval is necessary to obtain a credit card.
- b. A card issued to an employee is to be used by that employee only.
- c. A credit card may be cancelled at any time and without notice to the employee.
- d. The City Council may periodically review credit card use.
- e. If it is determined that the credit card used is not in the best interest of the City of Renville, the City Council may discontinue credit card privileges.
- f. When applying for a credit card, the Administrator/Clerk will complete and sign the application for credit, after request is approved.

V. Controls

- a. The City Council will approve or deny each credit card request.
- b. A credit limit of \$1,500 is the maximum allowed per billing cycle.
- c. All existing purchasing policies apply to purchases made on a credit card.
- d. All receipts and/or invoices must be maintained by the persons using the card for reconciliation of the billing.
- e. It will be the responsibility of the Administrator/Clerk to cancel a lost card as soon as possible.
- f. The original credit card user agreement will be kept in the employee's payroll file in City Hall.

VI. Eligible Uses of the Credit Card

The credit card may be used to:

- a. Reserve rooms for conferences and/or meeting.
- b. Purchase gasoline and/or diesel fuel when using a City vehicle.
- c. Purchases from vendors that do not invoice the City as a billing method.

VII. Ineligible Uses of the Credit Card

The credit card may not be used for:

- a. Personal expenses - personal use of City credit cards is prohibited
- b. Meal/Food/Beverage expenses
- c. Gratuities
- d. Gasoline and/or diesel fuel for any personal vehicle
- e. Back ordered items
- f. Cash advances

Any unallowable expenses charged on a card will be the responsibility of the employee making the purchase. It is the employee's responsibility to ensure that only reimbursable expenses are charged the card assigned to them. If transaction limits are inadequate for the types of purchases you need to make, a temporary increase in your single purchase limit may be allowed. Multiple transactions from the same vendor can be legitimate if purchases are separate items.

VIII. Monthly Reconciliation

The Administrator/Clerk will be sent a monthly billing statement identifying purchases listed for each department. It is the responsibility of the Administrator/Clerk to submit receipts weekly for the purpose of reconciling the billing statement.

IX. Approval of Policy

This policy shall be formally approved and adopted by the City Council.

Exhibit A

Credit Card User Agreement

I agree to the following regarding use of the Credit Card Program:

- a. I understand that I am making a financial commitment on behalf of the City of Renville and will strive to obtain the best value for the City.
- b. I understand that under no circumstances will I use the credit card to make personal purchases, whether for myself or for others.
- c. I have been given a copy of the Credit Card Policy, which I have read and understand the requirements for credit card use.
- d. I will follow the established procedures for use of the credit card. Failure to do so may result in either loss of privileges or other disciplinary actions, up to and including termination of employment.
- e. My receipt will show the date, name of establishment and an itemized detail of items bought.
- f. I agree that should I willfully violate the terms of this Agreement, I will reimburse the City of Renville for all incurred charges and any fees related to the collection of those charges.

Councilor McKim moved approval of the Credit Card Use Policy. Councilor Rohlik seconded the motion. Motion carried 4 to 0. Mayor Wertish declared the motion adopted.

C. Administrator/Clerk Report

Administrator/Clerk Jordan McQuillen reported the following:

- The Renville County Wide Permanent Recycling Drop Boxes located at the Renville County Shed at 4th ST and NW Emerson Ave has been relocate from the front of the property to the rear of the property.

Councilor Rohlik moved approval of the Administrator/Clerk Report. Councilor Ulrich seconded the motion. Motion carried 4 to 0. Mayor Wertish declared the motion adopted.

7. Action Items - None

8. Discussion Items - None

9. Invoices payable

Councilor McKim moved approval of the following invoices:

Check #	Name	Amount	Comments	Date
30019	ICMA	50.00	Sunvold, Nathan #302283	5/28/2013
30020	SUNVOLD, NATHAN	102.47	Plants for Welcome Signs	5/28/2013
30021	AMERIPRIDE SERVICES, INC	46.92	Community Center Contractual	5/28/2013
30022	ARVIG COMMUNICATION SYSTEMS	57.77	Police Dept. Internet	5/28/2013

30022	ARVIG COMMUNICATION SYSTEMS	57.77	Public Works Internet	5/28/2013
30022	ARVIG COMMUNICATION SYSTEMS	57.76	City Hall Internet	5/28/2013
30023	BSN SPORTS	747.76	2 Soccer Goals	5/28/2013
30024	ED DAVIS BUSINESS MACHINES INC	79.33	Office Supplies	5/28/2013
30025	H&L MOTORS	187.55	Repairs '08 Impala	5/28/2013
30026	HACH COMPANY	125.00	Wastewater Repair	5/28/2013
30027	HEIMAN BROTHERS INC.	60.00	Extrication Gloves	5/28/2013
30028	MAILFINANCE	54.98	Lease	5/28/2013
30029	MENARDS	1,154.91	Parts & Supplies Streets	5/28/2013
30030	MVTL LABORATORIES, INC.	536.00	Sewer Testing	5/28/2013
30031	NORTH STAR PUMP SERVICE	4,948.65	Replace Pipes & Lift Chains @ WWT Plant	5/28/2013
30032	NORTHLAND PCC, INC	9,620.00	Trip Hazard Repair	5/28/2013
30033	RENVILLE-SIBLEY COOPERATIVE	919.42	Water Electric	5/28/2013
30033	RENVILLE-SIBLEY COOPERATIVE	179.76	Hot Water Heat	5/28/2013
30034	SEHRM	2,310.00	Dupont Ave Project -Prep of Final Bid Docs	5/28/2013
30035	STEVEN J HINDERKS	1,541.26	CCenter Ductwork and Insulation	5/28/2013
30036	UNITED STATES POSTAL SERVICE	94.87	Postage - Utility Bills, Water	5/28/2013
30036	UNITED STATES POSTAL SERVICE	94.88	Postage - Utility Bills, Sewer	5/28/2013
30037	USABLE LIFE	15.49	Life Ins.	5/28/2013
30037	USABLE LIFE	15.49	Life Ins.	5/28/2013
30037	USABLE LIFE	18.82	Life Ins.	5/28/2013
30037	USABLE LIFE	8.65	Life Ins.	5/28/2013
30037	USABLE LIFE	15.49	Life Ins.	5/28/2013
30038	VERIZON WIRELESS	54.84	Police Dept. Telephone	5/28/2013
30038	VERIZON WIRELESS	55.43	Street Dept. Telephone	5/28/2013
30039	VOSS PLUMBING & HEATING	332.01	Certifications & Rebuilds-Water	5/28/2013
30039	VOSS PLUMBING & HEATING	996.01	Certifications & Rebuilds - WWT	5/28/2013
30040	WEST CENTRAL FIREFIGHTERS	55.00	Annual dues for WC Firefighters Assn	5/28/2013
30041	WEST CENTRAL SANITATION	17.55	Street Refuse	5/28/2013
30041	WEST CENTRAL SANITATION	34.16	WWT Refuse	5/28/2013
30042	WEST CENTRAL TROPHIES	14.96	Medallion for Sugar Beet Days Token Hunt	5/28/2013
	TOTAL:	24,660.96		

Councilor Wohlman seconded the motion. Motion carried 4 to 0. Mayor Wertish declared the motion adopted.

9. Mayors Notes

- Mayor Wertish noted that Sugar Beet Days will take place between June 5 and June 9 in Renville. A complete schedule of events is available on the City website.
- Pets must be licensed. Pet licenses are available at City Hall. Annual licenses are \$8.00 and lifetime licenses are \$30.00.
- A reminder to property owners: Please mow your lawn.

10. Adjourn

Councilor Rohlik moved to adjourn the Meeting at 7:51 p.m. Councilor WOHLMAN seconded the motion. Motion carried 4 to 0.

Dated at Renville, Minnesota this 28th day of May, 2013.

THE GOVERNING BODY OF THE CITY
OF RENVILLE, MINNESOTA

BY _____
Janette Wertish, Mayor

ATTEST:

BY _____
Jordan McQuillen, Administrator/Clerk