

**CITY OF RANIER  
SPECIAL CITY COUNCIL MEETING MINUTES  
RANIER COMMUNITY BUILDING  
TUESDAY, APRIL 26, 2016 @ 6:30 pm**

Mayor Dennis Wagner called the meeting to order at 6:30 p.m. A quorum was present.

**Council Present:** Mayor Dennis Wagner, Councilmembers Todd Coulombe, Ron Wilcox, Tony Cole and JoAnn Kellner

**Absent:**

**Others present:** Gretchen Coulombe

**CALL MEETING TO ORDER**

**TO REVIEW BID RECEIVED FOR MUNICIPAL LIQUOR STORE AND COMMUNITY HALL CLEANING SERVICES.**

Because of the ongoing difficulties in retaining competent cleaning staff, the council voted to request for bids from contractors to provide cleaning services for the Municipal Liquor Store and the Community Hall. The contractors will be required to maintain general liability and workers compensation insurance and use their own cleaning supplies and tools.

On April 9, 13 and 16, 2016 a request for bids for daily cleaning services for the Municipal Liquor Store and periodic cleaning services for the Community Hall was published in The International Falls Journal. Bids were required to be submitted to the Clerk's officer by 4:00 pm on 4/18/16. One bid was received from ServiceMaster of International Falls.

ServiceMaster of International Falls proposed to clean the Municipal Liquor Store daily at \$21 per hour x 2 hours; extra time for special events @ \$21 per hour, Community Hall @ \$21 per hour. ServiceMaster will furnish all cleaning tools and supplies. Proposed floor cleaning 2x per year, strip coats of wax and performed as agreed with management @ \$525. Rugs and mats cleaned as needed @ \$30 per cleaning.

Because Councilmember Todd Coulombe is the President and CEO of ServiceMaster, an affidavit declaring his ownership interests in ServiceMaster will be signed. Rules regarding "official conflicts of interest" were reviewed. There are exceptions to the conflicts of interest rules; specifically, a city may contract with a city officer when competitive bidding laws are not required. Competitive bidding is not required for contracts for professional services. There are certain procedures that are required as follows:

**PROCEDURES REQUIRED**

- The interested officer abstains from voting on the matter.
- The council approves the contract by unanimous vote.

- The council passes a resolution setting out the essential facts, such as the nature of the officer’s interest and the item or service to be provided, and stating that the contract price is as low as (or lower than) could be found elsewhere.
- Before a claim is paid, the interested officer must file an affidavit with the clerk that contains: the name and office of the interested officer; an itemization of the commodity or services furnished, the contract price, the reasonable value, the interest of the officer in the contract and a declaration that the contract price is as low as or lower than could be obtained from other sources.

Resolution 2016-06 Authorizing the Contract with ServiceMaster of International Falls was reviewed by the Council. The resolution sets out the essential facts, such as the nature of the officer’s interest and the item or service to be provided, and stating that the contract price is as low as (or lower than) could be found elsewhere.

**A motion was made by Councilmember Wilcox; seconded by Councilmember Cole, Kellner and Wagner and carried unanimously to approve Resolution 2016-06 Authorizing the Contract with ServiceMaster of International Falls.**

**A motion to adjourn the meeting was made by Councilmember Wilcox; seconded by Councilmember Kellner and carried unanimously.**

**THE MEETING WAS ADJOURNED @ 7:17 p.m.**

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**Mayor Dennis Wagner**

\_\_\_\_\_  
**Date**

**ATTEST:**

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**City Administrator Sherril Gautreaux**

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**Date**