

January 6, 2011

## **CITY COUNCIL AGENDA**

**Monday January 10, 2011**

**5:30 p.m.**

**Council Chambers, City Hall**

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1. Call to Order
2. Mayor and Council Members Oaths of Office
3. Agenda Additions or Deletions
4. Approval of Minutes – 12/28/10
5. Approval of Accounts Payable Listing
  - Lakes Country Service Cooperative Membership Renewal - \$141
6. Improvement Project No. 77
  - Pay Request No. 2 – Mark & Brenda Construction - \$9,044.91
  - Engineering – Ulteig Engineering - \$1,231.50
7. Police Chief Report
8. Street/Park Superintendent Report
9. Utility Superintendent Report
10. Library Report- Board Appointment
11. Election of Acting Mayor
12. Appoint Clerk-Treasurer Glenys Ehlert
13. Set Time, Place, & Date of Regular Meeting
  - Second Monday, 5:30 p.m., Council Chambers, City Hall
  - Last Tuesday, 4:30 p.m., Council Chambers, City Hall
14. Appoint City Attorneys: Krekelberg & Skonseng PLLP and Svingen, Karkela, Cline, Haugrud, Hunt, Larson & Jensen PLLP
15. Resolution Designating Official Newspaper: Pelican Rapids Press

16. Resolution Designating Official Depositories: Wells Fargo, Minnesota National Bank, Wells Fargo Investments and State Bank and Trust
17. Resolution Approving Expenses to State Fire School
18. Resolution Approving Expenses for Water, Wastewater and Bio Solids Schools, Police Training, Liquor Store, Police Chiefs', Clerks' and Mayors' Conferences, LMC Conference and Regional Meetings.
19. Approve Payment of Administrator and Clerk-Treasurer Bonds
20. Approve Payment of Liquor Store Bond
21. Fire Chief Trevor Steeves – Annual Fire Report and Officers Stipend
22. Financial Report
23. Planning Commission Report
24. Liquor Store Project
  - Electro Watchman, Inc. Pay Request \$4,716.36
  - Awning Bid
  - Cooler Offer
25. City Vehicle Use Policy
26. Public Transportation Update
27. Schedule of Fees
28. Consider Public Nuisance – 116 NW 2<sup>nd</sup> Ave.
29. Local Board of Review - April 5, 2011 – 2 p.m. - 3 p.m. @ Council Chambers
30. Approve Plumber Registration
31. Adjourn to EDA Meeting
32. Review EDA Actions
33. Appointments to Boards & Authorities
  - Facility Committee
  - Budget Committee

## **CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES -01-10-11**

The City Council of Pelican Rapids met in regular session at 5:30 p.m., on Monday, 01-10-11, in Council Chambers, City Hall. Mayor Ben Woessner, Council Members Steve Foster, Kevin Ballard, James Strand and John E. Waller, III were present. No Council Members were absent. Administrator Don Solga, Clerk-Treasurer Glenys Ehlert, Police Chief Scott Jeff Stadum, Street and Park Superintendent Brian Olson, Utilities Superintendent Brent E. Frazier, Library Director Annie Wrigg, Fire Chief Trevor Steeves, Cecil Femling, and Lou Hoglund of the Pelican Rapids Press were also present.

Mayor Woessner called meeting to order. All present stood, addressed the flag and said the Pledge of Allegiance.

Mayor Ben Woessner, Council Members James Strand and John E. Waller, III took their oaths of office.

Indigo Sign Works, Inc. request for payment for Liquor Store Project in the amount of \$11,146.26 for the Liquor Store Project sign was added to the Agenda and Accounts Payable. Motion by Foster, seconded by Strand to accept the Agenda with addition to Accounts Payable as presented. Motion passed unanimously.

Motion by Waller, seconded by Ballard to approve the minutes of 12-28-10 as presented. Motion passed unanimously.

Council considered the Accounts Payable Listing of 01-10-11. Clerk-Treasurer Glenys Ehlert presented information on the additional Accounts Payable of Indigo Sign Works, Inc. Liquor Store sign, \$11,146.26, League of Minnesota Cities Insurance Trust (LMCIT), property and casualty semi-annual insurance payment, \$30,360, and LMCIT, workers compensation annual insurance payment, \$31,051. Motion by Ballard, seconded by Waller to approve payment of the Accounts Payable Listing of 01-10-11 as presented in the amount of \$338,492.43 for City bills with additions in the amount of \$61,411; \$97,631.26 for Liquor Store December bills with the addition of \$11,146.26 and Library bills in the amount of \$7,376.22. Motion passed unanimously.

Motion by Waller, seconded by Strand to approve membership renewal in Lakes Country Service Cooperative for 2011. Motion passed unanimously.

Motion by Ballard, seconded by Foster to approve Improvement Project No.77 Pay Request No. 2 to contractor Mark & Brenda Construction in the amount of \$9,044.91 as recommended by City Engineer Bob Schlieman of Ulteig Engineering, Inc., and payment to Ulteig Engineering, Inc., for project engineering in the amount of \$1,231.50 as reviewed by Administrator Don Solga. Motion passed unanimously.

Police Chief Jeff Stadum presented his report for the period and year ending 12-31-10.

Administrator Don Solga said he will be meeting with Police Chief Stadum and Fire Chief Trevor Steeves regarding the city's radio needs for the 800 megahertz radio system.

Street and Park Superintendent reported that they have been plowing snow a total of six times in December and three times so far in January. The Skating Rink is open.

Utility Superintendent Brent Frazier reported that the Department of Health water test samples came back okay. Ulteig Engineering has conducted testing of wells in lagoon area and will be completing the monitoring report.

Library Director Annie Wrigg reported that Teresa Thornton has accepted a three year term on the Library Board and Ruth Holmgren has agreed to serve a second three year term on the Board. Motion by Waller, seconded by Ballard to approve the Library Board appointments. Motion passed unanimously. Director Wrigg reported that there were 808 meetings for non-library groups at the Library in 2010. Due to weather the Library closed at 6:00 p.m. on 12-30-10. The Library will be closed for inventory on Saturday, 01-15-11, and on Monday, 01-17-11, for Martin Luther King, Jr. Day.

Motion by Ballard, seconded by Foster to appoint John E. Waller, III as acting mayor. Motion passed unanimously.

Motion by Waller, seconded by Strand to appoint Glenys Ehlert as Clerk-Treasurer and to establish 5:30 p.m. as the regular meeting time for the first Council meeting held on the second Monday of the month and 4:30 p.m. as the regular meeting time for the second Council meeting held on the last Tuesday of the month. The City Council regularly meets at the Council Chambers, City Hall, 315 North Broadway. Motion also appoints the firms of Krekelberg & Skonseng, PLLP, and Svingen, Karkela, Cline, Haugrud, Hunt, Larson & Jenson, PLLP as City Attorneys and to designate The Pelican Rapids Press as the official newspaper, to designate Minnesota National Bank, State Bank and Trust, Wells Fargo and Wells Fargo Investments as official depositories. Motion also approves expenses to send delegates to State Fire School and for Water, Wastewater, Bio Solids Schools, Police Training, Liquor Store, Police Chiefs', Clerks' and Mayors' Conferences, League of Minnesota Cities Conference and Regional Meetings. Motion also approves payment of the Administrator, Clerk-Treasurer and Liquor Store Bonds. Motion passed unanimously.

Clerk-Treasurer Glenys Ehlert presented the 12-31-10 financial reports, including the Clerk's Recap and Investment Schedule. She reported on the City's investment policy which includes the state and federal requirements for investment of public funds. Policy and law requires that banks provide pledged securities for anything over the FDIC insurance. The cost of pledging securities frequently reduces the amount of interest that can be paid on public funds in comparison to an individual's funds. Motion by Strand, seconded by Foster to approve the Clerk-Treasurer's Financial Report. Motion passed unanimously.

Fire Chief Trevor Steeves reviewed the 2010 Fire Report. There were 59 fire calls in 2010. These included 45 rural calls, 10 calls in the City of Pelican Rapids and 4 mutual aid calls. The man hours for the calls have been reduced from years past. This is a credit to the training the firemen have and the equipment used by the department. Fireman Allan Ripley will be retiring at the end of January. The department is working on the next truck and they hope to go out for bids in March and award for delivery in late 2012.

The amount the department is looking at is \$240,000. Chief Steeves said he has served nine years as Chief, Alan Martinson has served as Assistant Chief for six years and Steve Haiby has served as Secretary for eight years. The Fire Department recently approved and recommended that the City Council grant increases in the annual stipends for these positions based on the officers' experience in the amount of \$200. This would increase the Fire Chief's annual stipend from \$1500 to \$1700, the Assistant Chief's from \$500 to \$700 and the Secretary's from \$600 to \$800. Motion by Waller, seconded by Strand to table the Fire Department's recommendation until additional information is available. Council and Administrator Solga discussed establishing a step schedule which would include increases over a period of years. Council also inquired about what other departments in the area pay these positions. Motion passed unanimously.

Administrator Don Solga reported on the Planning Commission's meeting of 01-07-11. The Commission is looking at structures and dilapidated buildings. The Planning Commission reviewed two applicants for the Planning Commission's open term. They recommended Richard Peterson to a three year term to the Planning Commission based on his previous experience on the Commission. Motion by Ballard, seconded by Foster to accept the recommendation of the Planning Commission and appoint Richard Peterson to the Planning Commission for 2011, 2012 and 2013. Motion passed unanimously.

Administrator Solga reported that the Planning Commission also approved the sale of the former liquor store.

Mayor Woessner requested that the Street and Park Superintendent provide an update on Veterans Memorial River Park at the 02-08-11 Council meeting.

Administrator Don Solga presented information on the Liquor Store Project and recommended payment of the Electro Watchman invoice. Motion by Waller, seconded by Strand to approve payment of \$4,716.36 to Electro Watchman for security for the liquor store project. Motion passed unanimously.

Administrator Solga reported on the bid received for the liquor store awning. Motion by Strand, seconded by Foster to accept the \$300 bid on the awning from Pelican Rapids Pool Hall. Motion passed unanimously.

Administrator Solga reported that he received no bids at the bid opening on the liquor store cooler. He has an offer of \$1,000 for the old liquor store cooler. Other options are to advertise on Craig's List or with the League of Minnesota Cities (LMC). Motion by Waller, seconded by Strand to accept the offer of \$1,000 for the cooler. Council Member Foster said it wouldn't cost anything to list the cooler on EBay, LMC site and Craig's List. No one voted in favor of the motion and it did not carry.

Mayor Ben Woessner opened discussion of City Vehicle Use Policy. Administrator Don Solga said this matter came up at the 12-28-10 Council meeting as a result of the 12-03-10 IRS compliance check. Under IRS rules a vehicle driven by an employee home or for other personal use during the work day is a taxable fringe benefit and that income must be shown as part of the salary. The City policy states that no personal use of City vehicles is permitted. The IRS compliance check provided the notification that the City

must enforce this policy or amend it and tax the employee's use of the city vehicle as a fringe benefit at the rate of \$3.00 per day. Otherwise the City is permitting the personal use of city vehicles and is liable for the penalties and full portion of social security and Medicare deductions.

Council Members discussed allowing Administrator Solga to make exceptions in the Utilities Department if the vehicle will be needed due to weather. Administrator Solga said the vehicle could be parked at the Fire Hall when there is a storm forecast. Then the vehicle would be available to any member of the department to use to respond to an alarm.

The IRS defines personal use of a vehicle. The letter of the law would require people to return to the shop to get their own vehicle for coffee or lunch breaks.

Street and Park Superintendent said, "Council needs to understand that we do not feel that we are breaking the rules when we are working in the community and drive the vehicle home rather than driving the vehicle back to shop and personal vehicle home."

Administrator Solga said that if the employee chooses to drive a city vehicle for coffee, that's not the best interests of the community. It's all in the planning of the day's activities.

Utility Superintendent said his department doesn't work out and about so they will have to drive their own vehicles. He said it would cause problems between departments if one department has additional privileges.

Mayor Woessner said we have a policy and it's been in force for quite awhile. My recommendation that we leave the policy as is and we will enforce it as it is.

Motion by Foster, seconded by Ballard to keep the policy and enforce it. Motion passed unanimously.

Council Member Foster said the public perception is part of this decision. Administrator Solga said he understands the inefficiencies in running back to the shop for a personal vehicle, but how would we keep track of it?

Administrator Don Solga said that the bus service has been discontinued. Solga says he doesn't see Transit Alternatives doing anything to return service to the City. They don't care how much money we pay, they want people on the seats of the bus.

Cecil Femling was present for discussion on the service and brought up the amount of money the City of Perham contributes to bus service in Perham. Administrator Don Solga pointed out that the City of Perham does have other funds to contribute from liquor store and natural gas funds. He said, "Based on Pelican's general fund relative to Perham's, our \$3,000 is comparable to the \$10,000 from Perham. Cecil Femling spoke on the importance of bus transportation to him. He has tried to pay Transit Alternatives \$100 to buy tickets for 50 trips to the Senior Center, but no one will take his money and provide the rides. Femling said that today, 24 meals were served at the Senior Center and

40 were taken to the High Rise. "I want to ride the bus to the Senior Center," he concluded.

Mayor Woessner said, "Until we have people to ride the bus, we can't get the bus back." Mayor Woessner thanked Cecil Femling for coming to the meeting and said the City will continue working on the bus.

Administrator Don Solga reviewed the 2011 City Information and Fee Schedule. Motion by Waller, seconded by Strand to approve the fees as scheduled. Council Member Foster and Administrator Solga discussed building permit fees. Solga continues to work on finding ways to reduce these costs. Administrator Solga said when he does the 2010 budget wrap-up he will provide additional information. Motion passed unanimously.

Administrator Don Solga reviewed the process regarding a public nuisance in the form of skunks at 116 NW 2<sup>nd</sup> Ave. The property has been inspected, the property owner was given notice to abate the problem and notified of this Council meeting, and now the next step will be for City Council to require that the nuisance will be abated and costs charged to the property owner. Motion by Waller, seconded by Foster to direct Police Chief Stadum to abate the nuisance at 116 NW 2<sup>nd</sup> Ave. and charge the property owner for the expenses. Motion passed unanimously.

Local Board of Review will be conducted on 04-05-11 from 2:00 to 3:00 p.m. in Council Chambers, City Hall.

Motion by Waller, seconded by Strand to add Thomas Hills of Ellingson Plumbing, Heating and A/C to the Plumbers' Registration List. Motion passed unanimously.

Motion by Ballard, seconded by Strand to adjourn to the Economic Development Authority meeting at 7:30 p.m. Motion passed unanimously.

Mayor Woessner reconvened City Council meeting at 7:37 p.m.

Administrator Don Solga reviewed the appointments to boards and authorities and the council's representative to Planning Commission. Motion by Foster, seconded by Strand to appoint John Waller to the Planning Commission as council representative. Motion passed unanimously.

Council discussed adding Historic City Hall representative Wayne Runningen to the boards and authorities. Motion by Foster, seconded by Strand to approve Boards and Authorities as presented with the addition of Historic City Hall Representative Wayne Runningen. Motion passed unanimously.

Administrator Don Solga reviewed the Facility Committee. Council Member Foster and Mayor Woessner agreed to continue serving.

Administrator Don Solga reviewed the Budget Committee. Council Member Foster agreed to continue serving and Council Member Waller volunteered to serve. Mayor Woessner appointed the above committees.

Motion by Waller, seconded by Strand to approve the Economic Development Authority's actions including election of officers and approval of the 01-11-10 minutes. Motion passed unanimously.

Motion by Strand, seconded by Ballard to adjourn meeting at 7:48 p.m. Motion passed unanimously.

Glenys Ehlert, CMC  
Clerk-Treasurer

January 6, 2011

**EDA AGENDA**

**Monday, January 10, 2011**

**Immediately Following Council**

**City Hall**

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1. Call to Order
2. Agenda Additions or Deletions
3. Election of Officers
4. Approval of Minutes 1/11/10