

December 9, 2010

CITY COUNCIL AGENDA

**Monday, December 13, 2010**

**5:30 p.m.**

**Council Chambers, 315 N. Broadway**

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1. Call to Order
2. Agenda Additions or Deletions
3. Approval of Minutes – 11/30/10
4. Approval of Accounts Payable Listing
5. Liquor Store Project Pay Requests
  - Construction Change Directive No. 3 - \$1,467.40 to Sundance Companies Inc.
  - Change Order No. 1 - \$5,358.90
  - Certificate of Substantial Completion
  - Ron Dick – Architects Service - \$3,367.67
  - Norton’s Heating – Cooler - \$59,855.50
  - Cooper’s Technology – Shelving - \$6,147.98
6. Police Chief Report
  - ATV Ordinance
7. Street/Park Superintendent Report
8. Utility Superintendent Report
9. Library Report
10. Financial Report
  - Liquor Store Cigarette License – Address Change
11. Public Hearing on Final 2011 General Fund Budget – 6:00 p.m.
  - Resolution Adopting Budget and Setting 2011 Levy
  - Police Car Lease 2011-2013
12. Water Fund Budget 2011
13. Sewer Fund Budget 2011

Set Date for Next Council Meeting

## CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 12-13-10

The City Council of Pelican Rapids met in regular session at 5:30 p.m., on Monday, 12-13-10, in Council Chambers, City Hall. Mayor Ben Woessner, Council Members Richard Peterson, Kevin Ballard, Steve Foster and John E. Waller, III were present. No one was absent. Administrator Don Solga, Clerk-Treasurer Glenys Ehlert, Police Chief Jeff Stadum, Utilities Superintendent Brent Frazier, Street and Park Superintendent Brian Olson, Library Director Annie Wrigg, Liquor Store Manager Bob Leslie and Council Member Elect James Strand and Lou Hogland of the Pelican Rapids Press were also present.

Mayor Woessner called meeting to order at 5:30 p.m.

Agenda additions included Volunteer Fire Assistance Grant, New Firemen and Cigarette and Other License Approvals. Motion by Waller, seconded by Peterson to approve the agenda with the additions. Motion passed unanimously.

Council reviewed the minutes of 11-30-10. Motion by Peterson, seconded by Foster to approve the minutes of 11-30-10 as presented. Motion passed unanimously.

Council reviewed the 12-13-10 Accounts Payable Listing with the addition of Ron Dick for Building Inspector Services in the amount of \$904.80. Motion by Ballard, seconded by Foster to approve the 12-13-10 Accounts Payable Listing in the amount of \$65,017.31 for City bills with the addition of Ron Dick for Building Inspector Services for \$904.80, \$6,895.21 for library bills and \$97,503.78 for liquor store November bills. Motion passed unanimously.

Administrator Don Solga reviewed the Liquor Store Project Change Orders and Pay Requests.

Motion by Peterson, seconded by Foster to approve Construction Change Directive No. 3 in the amount of \$1467.40 to Sundance Companies, Inc.; Change Order No. 1 in the amount of \$5,358.90 and authorize Mayor Woessner to sign the Certificate of Substantial Completion as of 11-24-10, subject to receipt of signed originals from contractor Sundance Companies, Inc. and architect Ron Dick. Motion also authorizes payment of \$3,367.67 to Design 7 P.C. for architect's services for Municipal Liquor Store. Motion passed unanimously.

Police Chief Jeff Stadum presented his report including mileage, hours worked, fines and initial complaint reports. Chief Stadum reported that the Minnesota Police Officers' Standards and Training board has issued new model policies which affect sixteen items in city police department policies. Chief Stadum has updated the City's policies to be in compliance with the state mandates. Motion by Waller, seconded by Ballard to approve the changes in the Police Policies as drafted by Police Chief Jeff Stadum. Motion passed unanimously.

Council considered an amendment to the All Terrain Vehicle (ATV) ordinance to include regulation of Class 2 side by side ATV's. Police Chief Stadum said the bigger, class 2 - 4 x 4's will be permitted to use the roads in the City after owners demonstrate knowledge of safety rules and fill out a permit form providing various information. There will be no permit fee charged. Motion by Waller, seconded by Foster to introduce the following written resolution entitled: **RESOLUTION AMENDING CITY CODE SECTION 701.12, SNOWMOBILES AND**

**ALL-TERRAIN VEHICLES (ATV'S) AND CLASS 2.** Motion passed unanimously. Resolution declared duly adopted and will go into full force and effect upon publication.

Council Member Peterson questioned whether the City wanted to check out if the 2011 Impala would be the best selection for the next police car. He said he has heard of a complaint in the Sheriff's department. Council and staff discussed alternatives and difficulty of following up on concerns with so little time left to order 2011 police car.

Street and Park Superintendent Brian Olson reported on plowing and skating rink. He expects to have the Skating Rink open during the Christmas break. Motion by Peterson, seconded by Foster to approve hiring skating rink attendants as requested by Superintendent Olson. Motion passed unanimously.

Utility Superintendent Brent Frazier reported on various matters in the water and wastewater departments. Council member Foster asked about the aerators at the lagoon. Superintendent Frazier reported that three of the aerators are frozen at this time.

Liquor Store Manager Bob Leslie reported that the new liquor store is open. "All products have been moved from the old store to the new store and customers have been asking for shopping carts which is a good thing," Leslie said. Council Member Ballard asked if sign from old liquor store would be removed. The awning will be left in case the building is sold and new owners want to use it.

Library Director Annie Wrigg said circulation is up over 77,000 items. Winter reading program is planned. She said she is weeding the inventory. The library will be closed 12-24-10, 12-25-10, 12-31-10 and 01-01-11.

Pursuant to due call and published notice thereof, a public hearing was held at 6:00 p.m. on the 2011 General Fund Proposed Budget. No members of the public were present. Administrator Don Solga reviewed the budget. Council discussed property values on homes in the City which many reported had decreased. Council discussed the budget. Motion by Peterson, seconded by Foster to accept the 2011 General Fund Budget in the amount of \$1,847,108, to certify the General Fund Levy at \$608,382 and the Special Levy at \$135,354. Motion passed unanimously.

Administrator Don Solga reviewed the proposed 2011-2013 police car lease. Council continued brief discussion of police car options. Motion by Peterson, seconded by Waller to authorize lease purchase of a 2011 Impala police car. Council Members Peterson, Ballard, Waller voted yes. Council Member Foster voted no. Motion carried.

Administrator Don Solga reviewed the 2011 Water Fund Budget. He said there will be a decline in revenue in the water fund. He plans to address this by reducing expenses. Major projects include cleaning the water tower inside and outside. The well that would have been rehabbed in 2011 was taken out of service so he's taking advantage of that to schedule the water tower cleaning. Administrator Solga said the state required conservation rates are still hanging over our heads. He expects water rates to increase in 2012. Motion by Foster, seconded by Peterson to approve the 2011 Water Fund Budget as presented. Motion passed unanimously.

Administrator Don Solga reviewed the 2011 Sewer Fund Budget. Again there will a reduction in revenue due to lower usage. He anticipates purchasing 80 remote water meters in 2011 to

accomplish one third of the remaining meters needed. Another capital item would be a video camera so the sewer lines may be televised as needed. Administrator Solga said there is \$12,000 to \$16,000 in the budget for a small garage to replace the Renner Garage which is falling down. He also mentioned continuing to put money away for a mower. The conservation rate structure only affects the water rates. Motion by Ballard, seconded by Foster to approve the 2011 Sewer Fund Budget as presented. Motion passed unanimously.

Council discussed whether to hold regularly scheduled meeting on 12-28-10. Mayor Woessner asked if anyone other than Steve Foster will be absent for the end of the month meeting. Council Member Peterson said he may not be here. Mayor Woessner said the Council meeting will be held as scheduled on 12-28-10 at 4:30 p.m.

Council considered new firemen recommended by the Fire Department. Motion by Waller, seconded by Foster to approve the hiring of Brady Ballard, Jason Nelson and Joshua Steeves for the Fire Department. Motion passed unanimously.

Clerk-Treasurer Glenys Ehlert presented the 11-30-10 Financial Reports including the Cash Recap and investment sheets. Motion by Waller, seconded by Ballard to accept the financial report as presented. Motion passed unanimously.

Motion by Waller, seconded by Peterson to approve the transfer of the Liquor Store Cigarette License from the former location at 29 North Broadway to the new location of 120 North Broadway. Motion passed unanimously.

Council considered various license renewals. Motion by Waller, seconded by Foster to approve Cigarette Licenses for Cynthia Stotesbery at Larry's Supermarket, Jeanne Hovland at Southtown C Store, Galen Teichert at Park Region Co-op, Robert Leslie at the Municipal Liquor Store, and Rick Loerzel at Pelican Rapids Tesoro. Motion passed unanimously.

Motion by Ballard, seconded by Waller to approve Recreational Game Licenses for five games at the VFW Gilmore Weik Post 5252 and for two games at the Pelican Rapids Pool Hall, L.L.C. Motion passed unanimously.

Motion by Peterson, seconded by Ballard to approve the Plumbers Registration List for Rodney Hanson as Hanson's Plumbing & Heating, Sandra J. McDonald as Kotte's Plumbing & Heating, Glen Smith as Smith Appliance Repair, Jim King as Jim's Plumbing, and Corley B. Benson as Grant's Mechanical. Motion passed unanimously.

Administrator Don Solga provided information to the City Council regarding a visit at the Fergus Falls City Hall on 12-23-10 with Minnesota House Speaker Zeller. He will speak about Minnesota's economy and the 2011 legislative session.

Motion by Waller, seconded by Ballard to approve the Fire Department 2011 Grant Application for a Fire Assistance Grant for 50% of up to \$2600 with \$1500 for Wild Land Personal Protective Equipment and \$1100 for hose and nozzles and to authorize Mayor Woessner to sign the application. Motion passed unanimously.

Mayor Woessner thanked Council Member Peterson for his years of service to the City as Council Member.

Motion by Ballard, seconded by Foster to adjourn the meeting at 6:45 p.m. Motion passed unanimously.

Glenys Ehlert, CMC  
Clerk-Treasurer