

December 22, 2010

CITY COUNCIL AGENDA

Tuesday, December 28, 2010

4:30 p.m.

Council Chambers, 315 N. Broadway

1. Call to Order
2. Additions / Deletions to Agenda
3. Approval of Minutes – 12/13/10
4. Approval of Accounts Payable Listing
5. Liquor Store Report
6. League of Minnesota Cities – Dividend Payment - \$14,096
7. Approve Business License and Plumber Registration
8. Property Donation – 415 Ridgecrest Dr.
9. Personnel
 - Skating Rink
 - 2011 Wages
10. West Central Minnesota Narcotics Task Force Joint Powers Agreement
11. Council on Local Results and Innovation – Mayor Ben Woessner
12. Offer to Purchase Water Tower Cell Phone Lease – AP Wireless
13. Certify Unpaid Dog Impound Bill to Otter Tail County Auditor
14. City Vehicle Use Policy

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 12-28-10

The City Council of Pelican Rapids met in regular session at 4:30 p.m., on Tuesday, 12-28-10, in Council Chambers, City Hall. Mayor Ben Woessner, Council Members Kevin Ballard and John E. Waller, III were present. Council Members Richard Peterson and Steve Foster were absent. Administrator Don Solga, Clerk-Treasurer Glenys Ehlert, Utilities Superintendent Brent E. Frazier and Liquor Store Manager Bob Leslie were also present.

Mayor Woessner called meeting to order at 4:30 p.m. Motion by Waller, seconded by Ballard to approve agenda as written. Motion passed unanimously.

Motion by Ballard, seconded by Waller to approve minutes of 12-13-10 as presented. Motion passed unanimously.

Motion by Waller, seconded by Ballard to approve the 12-28-10 Accounts Payable Listing for City bills in the amount of \$52,356.59 with addition of Perrin Construction for SCDP Commercial Project in the amount of \$33,000. Motion passed unanimously.

Council reviewed the 2010 League of Minnesota Cities Insurance Trust Property/Casualty dividend in the amount of \$14,096.

Motion by Ballard, seconded by Waller to approve Business License renewal to Zierke & Zierke Partnership to operate a Mobile Home Park and to approve the addition of Howard Wrigley of Wrigley Mechanical and Marty Hanson of Pelican Plumbing to the Plumber's Registration List. Motion passed unanimously.

Administrator Don Solga reviewed an offer by Wesley Tweeton to donate Lot 8, Blk 1 of T&L Ridgecrest, Parcel Number 76000990837000. Administrator Solga said this lot may be useful to the City in handling storm water retention in the area. He reviewed that the City would need to remove the remaining \$1210.69 in special assessments and pay remainder of 2009 and 2010 special assessments and taxes in the amount of \$659.43. Motion by Waller, seconded by Ballard to accept the donation of Parcel Number 76000990837000 for City use relative to storm water in the area as recommended by Administrator Don Solga. Motion passed unanimously.

Liquor Store Manager Bob Leslie announced that the liquor store had \$1,000,684 in sales and sales tax through 12-24-10. Leslie obtained a quote for new computers, printer and cash drawers in the amount of \$3,238, including installation and hook-up. Motion by Ballard, seconded by Waller to approve the purchase of a computer, two cash register computers, two cash drawers and one receipt printer in the amount of \$3,238 from Total Register Systems Inc. Motion passed unanimously.

Council requested that Clerk-Treasurer Glenys Ehlert provide the Liquor Store checking and savings account balances on Clerk's Recap along with city information.

Mayor Woessner requested that the flyers in the liquor store vestibule be placed on a corkboard to prevent damage to the walls. Also the notices need to be kept up to date with old ones removed in a timely manner.

Motion by Ballard, seconded by Waller to approve hiring the following skating rink employees: Dalmer Lammers, Shirley Lammers and Al Sherman as returning skating rink employees at \$7.56 per hour and Dana Trygstad as a new employee at \$7.25 per hour. Motion passed unanimously.

Administrator Don Solga reviewed a proposal regarding employee 2011 wages. The police union employees settled for a twenty cent per hour raise on the employee's anniversary date in 2011. Administrator Solga said he checked budgets to see if the funds are available for an increase of twenty cents per hour effective 01-01-11 for all city employees. Motion by Waller, seconded by Ballard to approve a twenty cent per hour raise for all employees effective 01-01-11. Motion passed unanimously. Administrator Don Solga will check with police union so that police union employees would be able to receive raise on 01-01-11 rather than their individual anniversary dates.

Motion by Ballard, seconded by Waller to approve West Central Minnesota Narcotics Task Force Joint Powers Agreement and authorize the mayor and administrator to sign the agreement as recommended by Police Chief Jeff Stadum. Motion passed unanimously.

Mayor Woessner reviewed the Council on Local Results and Innovation. He was appointed as a member of this committee. The committee was created during 2010 to tie in a set of performance measures to local government aid. Mayor Woessner said he feels that additional reporting requirements would be expensive and difficult for small cities.

Administrator Don Solga reviewed the offer to purchase of Water Tower Cell Phone Lease from AP Wireless. No action was taken.

Motion by Ballard, seconded by Waller to certify unpaid dog impound fee in the amount of \$210.30 to parcel number 76000270078000 for collection with real estate taxes. Motion passed unanimously.

Administrator Don Solga reported that the Internal Revenue Service (IRS) recently conducted a compliance check for the City of Pelican Rapids. Administrator Solga said that the City of Pelican Rapids was in compliance concerning various reporting requirements for payroll and independent contractors. Information shared specified that under IRS rules a vehicle driven by an employee home is a taxable fringe benefit and that income must be shown as part of the salary with appropriate payment of deductions for social security and Medicare. The City of Pelican Rapids policy states that no personal use of City vehicles is permitted. Administrator Don Solga said he feels that everyone should abide by the policy as it stands as a point of fairness. Council may choose to revise the policy. One superintendent has concerns about ability to respond to emergency alarms without the four wheel drive afforded by the city pick-up. Council requested that a copy of City policy be sent to all Council Members so it can be reviewed and considered by the full Council at the next meeting. Ordinance does say the City Council may make changes from time to time. However, Administrator Don Solga does not recommend changing the policy to allow an employee to use a city vehicle for personal use. Motion by Ballard, seconded by Waller to table this issue to the next council meeting and to distribute the policy to council members. Motion passed unanimously.

Motion by Waller, seconded by Ballard to adjourn at 5:40 p.m. Motion passed unanimously.

Glenys Ehlert, CMC
Clerk-Treasurer