

January 6, 2012

CITY COUNCIL AGENDA

Tuesday January 10, 2012

4:30 p.m.

Council Chambers, City Hall

1. Call to Order
2. Agenda Additions or Deletions
3. Approval of Minutes – 12/27/11
4. Approval of Accounts Payable Listing
 - Lakes Country Service Cooperative Membership Renewal - \$141
5. Police Chief Report
6. Street/Park Superintendent Report
7. Utility Superintendent Report
8. Library Report- Board Appointment
9. Financial Report
 - TIF 3 Accounting Entry
10. Election of Acting Mayor
11. Appoint Clerk-Treasurer Glenys Ehlert
12. Set Time, Place, & Date of Regular Meeting
 - Second Tuesday, 4:30 p.m., Council Chambers, City Hall
 - Last Tuesday, 4:30 p.m., Council Chambers, City Hall

13. Appoint City Attorneys: Krekelberg, Skonseng & Miller PLLP and Svingen, Cline & Larson PA
14. Resolution Designating Official Newspaper: Pelican Rapids Press
15. Resolution Designating Official Depositories: Wells Fargo, Minnesota National Bank, Wells Fargo Investments and State Bank and Trust
16. Resolution Approving Expenses to Fire, Water, Wastewater and Bio Solids Schools, Police Training, Liquor Store, Police Chiefs', Clerks' and Mayors' Conferences, LMC Conference and Regional Meetings.
17. Approve Payment of Administrator and Clerk-Treasurer Bonds
18. Approve Payment of Liquor Store Bond
19. Business Licenses
20. Chamber Request to Sell Popcorn at Tourist Information Center
21. Adjourn to EDA Meeting
22. Review EDA Actions

January 6, 2012

EDA AGENDA

Tuesday, January 10, 2012

Immediately Following Council

City Hall

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

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 01-10-12

The City Council of the City of Pelican Rapids met in regular session at 4:30 p.m., on Tuesday, 01-10-12, in Council Chambers, City Hall. Mayor Ben Woessner, Council Members James Strand, Steve Foster, Kevin Ballard and John Waller, III, were present. No one was absent. Administrator Don Solga, Clerk-Treasurer Glenys Ehlert, Police Chief Jeff Stadum, Street and Park Superintendent Brian Olson, Library Director Annie Wrigg, Utility Superintendent Brent Frazier and Lou Høglund of Pelican Rapids Press were also present.

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

Motion by Strand, seconded by Foster to approve the agenda with the following additions: Certify Unpaid Utility Bill to County Auditor, LS. Evaporative Efficiency Controls and Verizon 4G Project. Motion carried.

Motion by Foster, seconded by Waller to approve 12-27-11 minutes as presented. Motion carried.

Waller, Strand Motion to approve the Accounts Payable Listing of 01-10-12 in the amount of \$160,154.17 for City bills, \$37,710.74 for Liquor Store bills, \$6662.28 for library bills with the additional City bills in the amount of 27,068.46. Motion carried.

Police Chief Jeff Stadum presented his report for December, 2011 and 2011 Year to Date Activities.

Street and Park Superintendent Brian Olson reported that due to the lack of snow to plow his department has been able to accomplish different projects including cleaning brush out of storm water retention areas.

Utility Superintendent Brent Frazier reported that the lack of snow has provided their department with more time for maintenance. There was a force main sewer break from lagoon to wastewater plant. Line has been repaired. Dennis Heruth's last day of work was 12-30-11 and he will retire effective 01-13-12.

Library Director Annie Wrigg reported that the next project at the Library will be inventory scheduled for Saturday, 01-14-12. The Library will be closed on 01-14-12 for the inventory and on Monday, 01-16-12 for Martin Luther King, Junior Day. Wrigg said library staff will spend about 12 hours on inventory as they remove all but one collection of books and reenter them.

Clerk-Treasurer Glenys Ehlert presented the 12-31-11 Financial Reports. Motion by Strand, seconded by Ballard to approve Financial Reports as presented. Motion carried.

Clerk-Treasurer Glenys Ehlert reviewed work the City has been doing on the Tax Increment Financing (TIF) districts with consultant Tammie Omdal of Northland Securities. As part of TIF District 3, the City's General Fund loaned the TIF District \$1645. Omdal and Ehlert recommend that Council authorize TIF District 3 to repay the loan. Motion by Strand, seconded by Ballard to authorize the elimination of the outstanding interfund loan to TIF 3 from the General Fund. Motion carried.

Motion by Strand, seconded by Ballard to elect John Waller, III, as acting mayor. Motion carried.

Motion by Waller, seconded by Foster to appoint Glenys Ehlert as Clerk-Treasurer. Motion carried.

Motion by Waller, seconded by Ballard to set meeting time, place and date of regular meeting, as follows: Second Tuesday, 4:30 p.m., Council Chambers, City Hall
Last Tuesday, 4:30 p.m., Council Chambers, City Hall

Motion carried.

Motion by Foster, seconded by Waller to approve the appointment of City Attorneys Krekelberg, Skonseng & Miller, PLLP, and Swingen, Cline & Larson, PA; to approve designation of the Official Newspaper as the Pelican Rapids Press and to approve the official depositories of Wells Fargo, Minnesota National Bank, Wells Fargo Investments and State Bank and Trust. Motion carried.

Motion by Strand, seconded by Ballard to approve expenses to Fire, Water, Wastewater and Bio Solids Schools, Police Training, Liquor Store, Police Chiefs', Clerks' and Mayors' Conferences, LMC Conference and Regional Meetings. Motion carried.

Motion by Waller, seconded by Foster to approve payment of the Clerk-Treasurer and Administrator Bonds. Motion carried.

Motion by Ballard, seconded by Waller to approve payment of the Liquor Store Bond. Motion carried.

Motion by Strand, Ballard to approve a Cigarette License for Rick Loerzel at Pelican Tesoro and to add Thomas Hills for Ellingson Plumbing, Heating and A/C to the Plumbers Registration List. Motion carried.

Council considered the Chamber of Commerce's request to sell popcorn at the Tourist Information Center. Council requested additional information about when Chamber planned to sell popcorn and where the equipment would be located. They requested that the Chamber fill out a Transient Merchant license application for Council's review.

Motion by Waller, seconded by Strand to table Chamber of Commerce's request to sell popcorn at Tourist Information Center, Historic City Hall, to next meeting. Motion carried.

Mayor Woessner adjourned City Council Meeting at 4:55 p.m. to Economic Development Authority meeting.

Council meeting resumed at 5:01 p.m., and approved Economic Development Authority actions.

Motion by Waller, seconded by Strand to approve certifying an unpaid utility bill in the amount of \$277.61 to parcel no. 76000990609000 to County Auditor Wayne Stein for collection with real estate taxes. Motion carried.

Administrator Don Solga reviewed a control system for the Liquor Store cooler evaporators. Sarazen Energy Management conducted a project analysis and the cost to install is \$2600. Energy savings will pay back costs in 2.5 years. Otter Tail Power (OTP) has not established an energy rebate on this program yet. OTP will monitor three sites, one of which is the Liquor Store, prior to installation and will monitor after installation to determine if there is energy cost savings and what, if any, rebate might be offered. The agreement with Sarazen Energy Management states that if there is no energy savings, they will take back the equipment at their expense and reimburse the City for the equipment and expenses to install.

Motion by Ballard, seconded by Foster to approve the installation of the cooler evaporators subject to above conditions. Motion carried.

Administrator Don Solga discussed that Verizon is renting a tower and space in a back room of City Hall. It is a 3G system and they would like to upgrade to a 4G system. Some older antennas will be removed and new ones installed. As part of the project, four eight inch

conduits will be brought into the foundation of City Hall. These will then be reduced from four to one eight inch conduit from the foundation to the maintenance room.

Motion by Strand, seconded by Waller to adjourn the meeting at 5:10 p.m. Motion carried.

Glenys Ehlert, CMC
Clerk-Treasurer