

January 8, 2016

CITY COUNCIL AGENDA

Tuesday January 12, 2016

5:00 p.m.

Council Chambers, City Hall

1. Call to Order
2. Agenda Additions or Deletions
3. Approval of Minutes – 12/8/15
4. Approval of Accounts Payable Listing
5. Police Chief Report
6. Street/Park Superintendent Report
7. Financial Report
 - Property/Casualty LMCIT 2015 Dividend - \$25,455
8. Library Report
9. Coalition of Greater MN Cities (CGMC) – Elizabeth Wefel
10. Election of Acting Mayor
11. 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
12. Appoint Clerk-Treasurer Danielle Heaton
13. Appoint City Attorneys: Krekelberg, Skonseng & Miller PLLP and Svingen, Cline & Larson PA
14. Designate Official Newspaper: Pelican Rapids Press
15. Designate Official Depositories: Wells Fargo, Minnesota National Bank, Wells Fargo Investments and Bell State Bank and Trust
16. Approve Expenses to Fire and 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. Approve 2016 Appointments to Boards and Authorities
20. Approve City Fee Schedule
21. Board of Review Council Designation and Training
22. 2016 License Renewals
23. Lake Country Service Cooperative Membership Renewal
24. Greater Minnesota Partnership Membership Renewal
25. Minnesota Council of Airports Membership Renewal
26. Improvement Project No. 79 Request for Payment:
 - PFA Pay Request #29 - \$3,718.77
 - Gridor Construction Pay Request # - \$0
 - SEH Engineering - \$3,718.77
27. Improvement Project No. 83 – Water Treatment Plant Upgrade
 - PFA Pay Request #1 - \$172,248.75
 - Magney Construction Pay Request #1 - \$171,498.75
 - SEH Engineering - \$750
28. Resolution Supporting LGA Increase
29. Household Hazardous Waste Day 8/3/16, 10:00 to 2:00 p.m. Public Works Facility
30. Local Board of Review 4/4/16, 2:00 to 3:00 p.m. Council Chambers, City Hall
31. Bridge L5805 – Project No. 80 Update and Plan Approval
32. Otter Tail County Request for Liquor License Opposition Letter Consideration
33. Parking Regulations
34. Approval to Advertise to Hire Part-time Liquor Store Clerk
35. Adjourn to EDA Meeting
36. Review EDA Actions

January 8, 2016

EDA AGENDA

Tuesday, January 12, 2016

Immediately Following Council

City Hall

1. Call to Order
2. Agenda Additions or Deletions
3. Election of Officers
4. Approval of Minutes – 6/30/15
5. Membership Renewal for Greater Minnesota Partnership

The City Council of Pelican Rapids met in regular session at 5:00 p.m., on Tuesday, 01-12-16 in Council Chambers, City Hall.

Mayor Frazier called the meeting to order at 5:00 p.m.

Roll call was taken by Clerk-Treasurer Danielle Heaton.

Mayor Brent E. Frazier and three members of the Council were present at roll call:

Council Member Steve Strand

Council Member CJ Holl

Council Member Kevin Ballard

Council Member Steve Foster - absent

Other city staff present: Administrator Don Solga, Clerk-Treasurer Danielle Heaton, Police Chief Jeff Stadum, Library Director Annie M. Wrigg, Liquor Store Manager Maggie Johnson and Street and Parks Superintendent Brian Olson.

General Attendance: Boy Scout 313 Member Levi Hanson, Elizabeth Wefel from CGMC, and Lou Hoglund of Pelican Rapids Press were also present.

The Mayor announced that City Hall will be closed on January 18, 2016.

All present stood and said the Pledge of Allegiance led by Boy Scout member Levi Hanson.

Motion by Holl, seconded by Ballard to approve the agenda with the following changes:

add No. 37 Citizen's Comments

delete No. 33 Parking Regulations

change No. 11 from 4:30 p.m. to 5:00 p.m. Motion carried.

There were no citizen's comments.

Council Member Strand asked if the following items could be added to a consent agenda:

3. approve the 12-08-15 council meeting minutes
4. approve the Accounts Payable Listing of 01-12-16 as presented for City bills in the amount of \$106,104.88, Liquor Store bills in the amount of \$48,478.73 and Library bills in the amount of \$5,911.05
12. appoint Clerk-Treasurer Danielle Heaton
13. appoint City Attorneys Krekelberg, Skonseng & Miller, PLLP, and Svingen, Cline & Larson, PA
14. approve designation of the Official Newspaper as the Pelican Rapids

Press

15. approve the official depositories of Bell State Bank and Trust, Minnesota National Bank, Wells Fargo Bank and Wells Fargo Investments
16. approve expenses to attend Fire and Police Training, Liquor Store, Police Chiefs', Clerks' and Mayors' Conferences, League of Minnesota Cities Conference and Regional Meetings
17. approve payment of the Clerk-Treasurer and Administrator Bonds
18. approve payment of the Liquor Store Bond
23. approve membership renewal in Lakes Country Service Cooperative for 2016
24. approve membership renewal for Coalition of Greater Minnesota
25. approve the Minnesota Council of Airports Membership renewal
29. Hazardous Waste Day is August 3, 2016 from 10 a.m. to 2 p.m.
30. The City will conduct the Local Board of Review on 04-04-16, 2:00 to 3:00 p.m., Council Chambers, City Hall

Motion by Strand, seconded by Holl to approve adding the above items to the consent agenda and approving all the consent agenda items. Motion carried.

Police Chief Jeff Stadum presented the Police report. The Police Department issued 12 parking warnings for the month of December. Council Member Ballard has noticed that there seems to be more graffiti around town, mostly on dumpsters. Council Member Holl congratulated Chief Stadum on the Shop with a Cop program. Motion by Ballard, seconded by Strand to accept the Police Report as presented. Motion carried.

The Library Report was given by Library Director Annie M. Wrigg. The Library will be closed January 16, 2016 for inventory and January 18, 2016 for Martin Luther King Jr. day. Motion by Strand, seconded by Holl to accept the report as presented. Motion carried.

Liquor Store Manager Maggie Johnson needs to hire a part time liquor store clerk now; she can't wait until spring like she had hoped. Motion by Holl seconded by Ballard, to approve advertising immediately for a Part-time Liquor Store Clerk. Motion carried.

Street and Park Superintendent Brian Olson gave his report. The Street Department has been out plowing and sanding the streets. The MN DNR has a

grant available for trees. If the City receives the grant, he would like to put a tree inventory together for the City of Pelican Rapids. He is asking for council approval to proceed with applying for the grant. Motion by Strand, seconded by Holl to approve applying for the MN DNR Tree Grant. Motion carried.

The Skating Rink has been flooded and will be ready for the weekend. He would like to ask for approval to hire 2 more skating rink attendants. Motion by Ballard, seconded by Strand to approve hiring Katie Stadum and Erin Stadum as skating rink attendants. Motion carried.

Motion by Holl, seconded by Strand to accept the Streets and Parks report. Motion carried.

Administrator Solga gave an update on the Bridge L8505 Project 80 plan. He presented the bridge removal plans the engineers have completed. The engineers want Council to approve the plan before it gets sent to the State for approval. It appears that the project could be done in 2016. Motion by Strand, seconded by Holl to approve bridge plan as presented. Motion carried.

Financial report for 12-31-15 was presented by Clerk-Treasurer Danielle Heaton. The Liquor Store transferred \$14,000.00 into Savings in December. She also reported that the City of Pelican Rapids had received a property/casualty insurance dividend in the amount of \$25,455 from the League of Minnesota Cities Insurance Trust for the 2015 year. Motion by Strand, seconded by Ballard to approve the report as presented. Motion carried.

Attorney/Lobbyist Elizabeth Wefel from the Coalition of Greater Minnesota Cities (CGMC) gave a 2015 legislative session update to Council and talked about the items they will be lobbying for during the 2016 legislative session.

Motion by Ballard, seconded by Holl to introduce the following written resolution entitled **RESOLUTION NO. 2016-01, RESOLUTION IN SUPPORT OF INCREASING LOCAL GOVERNMENT AID IN THE 2016 LEGISLATIVE SESSION**. Motion carried and resolution declared duly adopted. (A complete text of this resolution is part of permanent public record in the City Clerk's office.)

Motion by Ballard, seconded by Strand to nominate Steve Foster, as acting mayor. Motion carried.

Council discussed changing the time of Council Meetings back to 4:30 p.m. Council Member Holl stated that he feels the later time is better for the public wishing to attend the meetings. Council Member Ballard agreed with the 5:00 p.m. time it is currently at because that is an easier time for him personally. Motion by Ballard, seconded by Holl to set meeting time, place and date of regular meeting, as follows:

Second Tuesday, 5:00 p.m., Council Chambers, City Hall

Last Tuesday, 5:00 p.m., Council Chambers, City Hall

Motion carried. Opposed Strand

Motion by Strand, seconded by Holl to approve 2016 Appointments to Boards and Authorities. Motion carried.

Motion by Strand, seconded by Holl to approve the 2016 City Fee Schedule.
Motion carried.

Just a reminder, the online training for Boards of Appeal and Equalization is still available until January 31, 2016. Council Member Holl volunteered to take the training online.

Motion by Holl, seconded by Strand to add Blake Wrigley of Wrigley Mechanical Inc. and Thomas Hills of Ellingson Plumbing, Heating & A/C, to the Plumbers Registration List. Motion carried.

Motion by Strand, seconded by Holl to approve payment for Improvement Project No. 79 PFA Pay Request No. 29 for \$3,718.77 for SEH Engineering. Motion carried.

Motion by Strand, seconded by Ballard to approve payment for Improvement Project No. 83 PFA Pay Request No. 1 for \$172,248.75 which includes Magney Construction Pay Request No.1 for \$171,498.75 and SEH Engineering for \$750. Motion carried.

Council Approval is needed for the City Administrator and the Mayor to sign the BDPI agreement for Project No. 83. Motion Holl, seconded by Strand to approve Administrator and Mayor to sign the grant agreement. Motion carried.

Otter Tail County Request for Liquor License opposition Consideration. Council decided to table matter as the County will not be discussing until February.
Motion by Holl, seconded by Strand to table until next meeting. Motion carried.

Recess to EDA Meeting

Motion by Holl, seconded by Strand to approve Economic Development Authority's actions including election of officers, approval of the 06-30-15 EDA minutes, and approved of 2016 membership to the Greater MN Partnership.
Motion carried.

Motion by Ballard, seconded by Strand to adjourn the City Council meeting at 7:15 p.m. Motion carried. Opposed: Holl



Danielle Heaton
Clerk-Treasurer