

January 25, 2013

CITY COUNCIL AGENDA

Tuesday, January 29, 2013

4:30 p.m.

Council Chambers, 315 N. Broadway

1. Call to Order
2. Additions / Deletions to Agenda
3. Approval of Minutes – 1/8/13
4. Approval of Accounts Payable Listing
5. Liquor Store Report
6. Personnel – Liquor Store, WWTF
7. Fire Department – Fire Chief Trevor Steeves
 - 2012 Report
 - Annual Meeting 2/21/13, Fire Hall, 7:00 p.m.
 - MIR 3
8. Discuss City Hall Community Center
9. Approve Plumber Registration
10. Farm Land Leases
11. Board of Review – 4/2/13, City Hall, 2:00 – 3:00 p.m.
12. Pay Equity Report and Compliance

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 01-29-13

The City Council of Pelican Rapids met in regular session at 4:30 p.m., on Tuesday, 01-29-13, in Council Chambers, City Hall. Mayor Ben Woessner, Council Members James Strand, Kevin Ballard, Steve Foster and John E. Waller, III, were present. No one was absent. Administrator Don Solga, Clerk-Treasurer Glenys Ehlert, Liquor Store Manager Maggie Johnson, Fire Chief Trevor Steeves and Lou Hoglund of the Pelican Rapids Press were also present.

Mayor Woessner called meeting to order at 4:30 p.m.

Motion by Strand, seconded by Foster to approve the agenda as presented. Motion carried.

Motion by Foster, seconded by Strand to approve the minutes of 01-08-13 as presented. Motion carried.

Motion by Waller, seconded by Ballard to approve the Accounts Payable Listing of 01-31-13 as presented in the amount of \$60,773.82 for City bills, \$47,010.87 for Liquor Store bills with additional City bills for Minnesota Public Finance Authority, Water, WWTF improvement projects interest of \$34,837.99, and Pine to Prairie Birding Trail Contribution of \$1000. Motion carried.

Fire Chief Trevor Steeves presented the 2012 Fire Department Report. The department had 73 fire calls in 2012, which is more than in 2011. August 4th storm involved many hours responding to several calls in the townships. Heart O' Lakes Quality Meats was the biggest city fire. Department purchased new equipment to respond to wild land fires and rescues for a total of \$20,000. The Firemen contributed the majority of the funds for this equipment from prior years' charitable gambling funds. The new fire truck went into service in 2012. Fire Chief Steeves said, "The unit made a huge difference. We have six guys suited-up, ready to go, when we arrive at a fire call so we're able to respond much faster. Time is everything with a fire. The new 800 megahertz radio system is working very well. That was paid for by all of us in the county."

The Annual Meeting will be held at the Fire Hall on February 21, 2013, at 7:00 p.m.

Administrator Don Solga discussed the concept of allowing township residents to participate on the MIR3 Emergency Notification. The City could pass the township costs on to each township through the Fire Service billing. Mayor Woessner said he felt that it would be of value.

Administrator Don Solga explained the Pay Equity Report that the City of Pelican Rapids files every three years with the State of Minnesota. In 2009 the City barely passed the requirements. Through the years since then, the City has granted modest increases of 1% or less which caused the lowest paid employees to fall further behind. Administrator Don Solga recommends approval of pay increases to three wage scales which will assure compliance. He also requested approval of the Pay Equity Report and authorization to file the report. Motion by Waller, seconded by Strand to accept the adjustments, approve the report and authorize Administrator Don Solga to file the Pay Equity Report for 2012 – 2013. Motion carried.

Liquor Store Manager Maggie Johnson presented information on the Liquor Store. The Liquor Store decorated the Historic City Hall window for Super Bowl. This tied in nicely with the

Super Bowl specials offered at the store. Manager Johnson reported that the Liquor Store has instituted “cycle counts” on all beer, wine, liquor and other inventories. Administrator Don Solga recommended that the cycle count replace annual inventory as it keeps inventory counts more current. City Auditor Dan Rollie will continue to conduct a first of the year inventory test count at the Liquor Store.

Administrator Don Solga informed Council of Roger Baker’s resignation, effective 01-31-13, as a part-time liquor store sales clerk. Administrator Solga said Kevin Johnson also resigned, effective 01-23-13, as a water/wastewater operator. Motion by Ballard, seconded by Waller to accept the resignations. Motion carried. Motion by Strand, seconded by Waller to approve prior posting of the liquor store and water/wastewater positions. Motion carried. Administrator Don Solga recommended hiring Tyler Osman as liquor store employee at wage level 1 on the wage schedule. Motion by Strand, seconded by Foster to approve. Motion carried.

Administrator Don Solga discussed the City Hall Community Center Task Force and the plans that were developed for the upper level of City Hall. He is concerned that energy programs and especially rebates through Otter Tail Power Company expire at the end of 2013. This would be a real loss of funding for the project which would include energy conservation measures. Further savings could be achieved by transferring heating equipment from other facilities according to Administrator Solga. He said the three boilers that will be eliminated at the wastewater plant could replace the older oversize boiler presently at City Hall.

“Until we pick a floor plan for the community center, we can’t do much more,” advised Administrator Solga. In addition to selecting a floor plan, Administrator Solga also suggested the Council consider using a construction management process to do the project. “The benefit of doing that is that the firm picks an architect and then the project is designed as a team,” Solga explained. Initially the project would include insulation, windows, sprinklers, restroom remodeling and also renovations that would qualify the kitchen for “commercial kitchen certification”.

Mayor Woessner said he has already had questions on whether the facility would be available for graduation parties and other activities. Council considered Plan 1 - Open whole area and Plan 2 - Keep a partition wall. Motion by Foster, seconded by Strand to approve Plan 1- Open whole area for City Hall Community Center. Motion carried.

Motion by Waller, seconded by Foster to approve Plumber Registration for Rodney Hanson of Hanson’s Plumbing and Heating of Vergas MN Inc. Motion carried.

Administrator Don Solga discussed farm land leases which he described as “somewhat perpetual”. They are due to expire or renew on 12-31-13. City leases are on a fixed rate of so much an acre with a small escalator each year. Administrator Solga recently attended a program on a flexible lease rate which would benefit the landowner in a bumper year. Motion by Waller, seconded by Strand to authorize Administrator Solga to send 90 day notices to lease holders that these leases will terminate at the end of 2013, and advertise for quotes. Motion carried.

Council noted that the City will conduct the Local Board of Review on 04-13-13, 2:00 to 3:00 p.m., Council Chambers, City Hall.

Motion by Strand, seconded by Waller to adjourn the City Council meeting at 5:47 p.m. Motion carried.

Glenys Ehlert, CMC
Clerk-Treasurer