

December 4, 2013

CITY COUNCIL AGENDA

**Tuesday, December 10, 2013**

**4:30 p.m.**

**Council Chambers, 315 N. Broadway**

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1. Call to Order
2. Agenda Additions or Deletions
3. Modification to TIF District No. 1 Public Hearing – 4:30 p.m. – TIF Consultant Tammy Omdal
  - Resolution No. 2013-16
4. Decertification of TIF District No. 1 – Resolution No. 2013-17
5. Approval of Minutes – 10/29/13
6. Approval of Accounts Payable Listing
7. Police Chief Report
8. Street/Park Superintendent Report
9. Financial Report
  - Request to Close City Hall at 1:00 p.m. – 12/24/13
  - Reschedule or Cancel 12/31/13 Council Meeting
10. Library Report
11. Liquor Store Report
12. Birding Trail – 5:00 p.m. – Wayne Runningen
13. Snow Plowing Concerns – Chet Nettetstad
14. Public Hearing on 2014 Proposed Budget – 6:00 p.m.
15. Improvement Project 79 – WWTF – Pay Request No. 4 - \$129,258.89
  - Grider Construction - \$94,390.00
  - SEH - 29,986.59
  - Faegre Baker Daniels - 4,882.30 \* Previously Approved for Payment

16. Improvement Project 82 Revised Apex Engineering Agreement
17. Improvement Project 83 – Water Treatment Plant Rehabilitation SEH Engineering Agreement
18. Personnel
19. Baseball Association Lighting Project – Eric Guler, Andrew Johnson
20. Chamber of Commerce Downtown Project – Andrew Johnson
21. St. Leonard Church Raffle – 12/22/13, 36 NE 1<sup>st</sup> Ave.
22. Licenses for 2014
23. Pelican Rapids to Perham Multi-use Trail Master Plan Meeting – 12/16/13, 7:00 p.m. at LREC, 1401 S. Broadway

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

The City Council of Pelican Rapids met in regular session at 4:30 p.m., on Tuesday, 12-10-13, in Council Chambers, City Hall. Mayor Ben Woessner, Council Members James Strand, Kevin Ballard, John E. Waller, III, and Steve Foster were present. No one was absent. Administrator Don Solga, Clerk-Treasurer Glenys Ehlert, Police Chief Jeff Stadum, Street and Park Superintendent Brian Olson, Liquor Store Manager Maggie Johnson, Library Director Annie Wrigg, TIF Consultant Tammy Omdal of Northland Securities, Wayne Runningen, Chet Nettetstad, Andrew Johnson from the Baseball Association, Brian Evenson, Greg Sjostrom, Paul Restad and Lou Hoglund of the Pelican Rapids Press were also present.

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

Motion by Ballard, seconded by Waller to approve the agenda with correction to date of last minutes to 11-26-13. Motion carried.

Tax Increment Consultant Tammy Omdal was introduced.

Mayor Woessner called the Tax Increment Financing District public hearing on Modification to TIF District No. 1, subject to due call and published notice thereof, to order.

Consultant Tammy Omdal presented background information about the proposed modification. The modification to the Development Program for the Development District includes budget revisions to coincide with the TIF Plan for the District. Nothing in this modification is intended to supersede or alter the activities described in the original Development Program. The TIF Plan remains in full force and effect and is not modified except as described in this modification document.

There were no questions from the public or from Councilmembers. Mayor Woessner closed the public hearing. Motion by Waller, seconded by Strand to introduce the following written resolution, entitled RESOLUTION NO. 2013-16, RESOLUTION ADOPTING A MODIFICATION OF THE DEVELOPMENT PROGRAM FOR MUNICIPAL DEVELOPMENT DISTRICT NO. 2 AND ADOPTING A MODIFICATION OF THE TAX INCREMENT FINANCING PLAN FOR TAX INCREMENT FINANCING DISTRICT NO. 1. 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.)

Consultant Omdal explained the resolution for decertification of TIF District No. 1. Motion by Foster, seconded by Ballard to introduce the following written resolution, entitled, RESOLUTION NO. 2013-17, RESOLUTION DECERTIFYING TAX INCREMENT FINANCING DISTRICT NO. 1. 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 Bakken, seconded by Strand to approve the minutes of 11-26-13 as presented. Motion carried.

Motion by Waller, seconded by Strand to approve the Accounts Payable Listing of 12-10-13 as presented for City bills in the amount of \$94,770.56, Liquor Store bills in the amount of \$57,016.53 and Library bills in the amount of \$9,418.55. Motion carried.

The Police Department Report was presented by Police Chief Jeff Stadum. The department drove 4,932 miles, responded to 137 calls, assisted the Sheriff's Department six times, other agencies two times and assisted the Minnesota State Patrol one time. The department made two arrests, issued 20 tickets and received \$300.58 in fines.

The Street/Park Superintendent Report was presented by Superintendent Brian Olson. Finished up leaf removal and other fall chores the middle of November. He thanked Otter Tail Power for installing holiday banners.

The department has plowed twice. The plow drivers have commented that the new parking ordinance provided better conditions for plowing with cars not parked on both sides of the road.

Motion by Strand, seconded by Foster to appoint Brooke Lammers, Eric Diaz and Arturo Saavedra as Skating Rink employees and approve the hiring of two additional employees. Motion carried.

Financial Report was presented by Clerk-Treasurer Glenys Ehlert. Ehlert requested permission to close City Hall at 1:00 p.m. on 12-24-13. Motion by Strand, seconded by Foster to approve early closure on Christmas Eve. Motion carried.

Council discussed whether to reschedule or cancel the next regularly scheduled council meeting of 12-31-13. Motion by Foster, seconded by Strand to cancel the 12-31-13 Council meeting. Motion carried.

The Library Report was presented by Library Director Annie Wrigg. Wrigg reviewed plans for closing the library from 01-06-14 through 01-20-14, for installation of new flooring and shelving in the children's area and inventory at the Library.

The Liquor Store report was given by Manager Maggie Johnson. She said the store had great Thanksgiving sales in November with outstanding wine sales. Customer count was up 232 to 4279 for year. Mayor Woessner said, "Thanks for a good year. You do a good job, Maggie."

Birding Trail report was presented by Representative Wayne Runnigen. He thanked Council for the opportunity to serve on the Birding Trail Committee because he enjoys it. He provided a copy of the Pine to Prairie Birding Trail booklet and a written report. The group will spend about \$6,000 for print advertising with an additional \$2,000 coming from other groups. He also provided information about the Manitoba Birding Association. Cities of Pelican Rapids and Detroit Lakes provide storage for the Birding Trail booklets. Department of Natural Resources, US Fish and Wildlife and Explore Minnesota all support the production of the booklets. City of Crookston joined as an associate member. Mayor Woessner thanked Wayne for his work and said these efforts have promoted the City and the region.

Snow plowing concerns were expressed by Chet Nettetstad, who said, "My concern is that I opened up the pool hall at 6:00 a.m. on a recent snow day and I didn't see city snowplows running. I had to deliver Meals on Wheels with a four wheel drive vehicle because of snow build up on some streets. My concern is a public safety issue. We don't plow until it stops snowing. It seems to me that snow should be removed even when it is snowing."

Superintendent Brian Olson said crews were out by 4:00 a.m. on the most severe snow day and continued until 6 p.m.

Nettetstad also brought up concerns about the new parking law, which means people without off street parking can't park in front of their home so they can plug in their car.

Mayor Woessner said the parking restrictions are intended to allow plow operators to be more proficient, more efficient and to improve safety by having parking on only one side of the street. People who don't have a place to park off the street will need to talk to their landlord for off street parking.

Administrator Don Solga said, "Snow removal complaints were part of the motivation for the new parking ordinance." He continued, "The majority of the City seems to get it. Overall we received many compliments on the work of the plowing crew."

Council considered Wastewater Treatment Facility Improvement Project No. 79 Pay Request. Motion by Foster, seconded by Waller to approve Improvement Project No.79 Pay Request No. 4 for a total of \$129,258.89, including payment to contractor Grider Construction for \$94,390.00, engineer SEH for \$29986.59, and legal fees to Faegre Baker Daniels for \$4,882.30. Motion carried.

Administrator Don Solga reviewed prior actions on Improvement Project No. 82. He explained that the additional engineering for design and rebidding the project will be \$15,000, engineering construction will be \$9,000 and part time construction oversight during construction does vary for \$12,000 estimate. Intent would be to have bid opening before public hearing and deciding on

assessments. Previously the City Council considered reconstructing Golf Course Road, but the proposed assessments were higher than property owners were willing to consider. Property owner Brian Evenson said he knows he has an obligation to pay a portion of the expenses, but the assessment will be especially high given the expanse of the golf course along the road.

Pelican Town Board member Paul Restad joined discussion as Golf Course Road's east-west roadway is partly in Pelican Township. Restad said the Township has been putting money aside for improvements to road.

Administrator Solga said, "This may be the one section where a rural section would work. The estimate to do this road is estimated to be \$90,000. If the City doesn't take a part in this, then three property owners would bear the burden. Property owners would pay more for this project than they would have paid previously which would have included curb and gutter."

Administrator Solga continued, "Council needs to take action on a revised engineering agreement. Also Council needs to consider how to share the costs." Motion by Waller, seconded by Strand to approve the revised agreement with Apex Engineering for additional engineering design and to re-bid the project in February for a March bid opening. Motion carried.

Administrator Don Solga discussed Improvement Project No. 83 for Water Treatment Plant Rehabilitation and the SEH Engineering Agreement. Administrator Don Solga said the next step is a preliminary engineering report with a cost of \$7,000 for engineering with additional costs for applications. Motion by Foster, seconded by Strand to approve the engineering agreement with SEH in the amount of \$7,000. Motion carried.

Council considered several 2014 License renewals. Motion by Waller, seconded by Ballard to approve a **Cigarette License** for Jamie Pope at Family Dollar and add Derek Maher for Grant's Mechanical, Mike Erickson for RJ Mechanical, and Thomas Hills as Ellingson Plumbing, Heating & A/C to the **Plumbers' Registration List**. Motion carried.

Motion by Ballard, seconded by Foster to approve St. Leonard Church's request to conduct a raffle on 12-22-13 at 36 NE 1<sup>st</sup> Ave. Motion carried.

At 6:00 p.m., Mayor Woessner opened the Public Hearing on the 2014 Proposed Budget. Administrator Don Solga and Clerk-Treasurer Glenys Ehlert discussed the proposed General Fund budget and Levy Certification for 2014. The estimated amount of city paid sales and use tax in 2012 is estimated at \$16,050. Motion by Strand, seconded by Foster to adopt the 2014 Proposed Budget and authorize the certification of the 2014 General Levy in the amount of \$630,489.00 and the Special Levy in the amount of \$157,000.00. Motion carried.

The Baseball Association Lighting Project was presented by Greg Sjostrom and Andrew Johnson. Administrator Don Solga said he thinks the City needs to show the community how the liquor store profits are being used. He suggested using \$10,000 per year of liquor store funds over the next five years, beginning January, 2015. Andrew Johnson said, "Our lights are going to be used and we see a lot of benefits to the community." Motion by Ballard, seconded by Strand to pledge to the Baseball Association for the Lighting Project, five annual payments of \$10,000 from liquor store funds, beginning in January, 2015 and the remaining payments each January thereafter. Motion carried

Mayor Woessner spoke on the work the City has been doing to develop the project for a multi-use trail from Pelican Rapids to Maplewood State Park and on to Perham. Administrator Don Solga explained that the Pelican Rapids to Perham Multi-use Trail Master Plan Meeting will be held on 12-16-13 at 7:00 p.m., at Lake Region Electrical Cooperative, 1401 S. Broadway. The meeting will take a look at possible routes. It is important to have a good show from the community. Solga continued, "We need numbers. State representatives will be there and community support is essential to project. The turn-out will go a long way towards helping secure the state bonding money to make this \$10 million project happen.

Administrator Don Solga discussed that the Economic Development Commission has discussed ways to make downtown more attractive. This is one of the City's goals in the Comprehensive Plan. Andrew Johnson said he talked to 18 of the 21 businesses between the stoplights about the project to soften the downtown with boulevard trees. Of these businesses, 16 were very favorable and 2 were lukewarm. The next step is to discuss with Minnesota Department of Transportation.

Administrator Don Solga explained that the final year of the police contract is 2014. Only item to discuss is wages. Motion by Waller, seconded by Strand to approve a 1.5% increase to police union employees. Motion carried.

Administrator Don Solga said in recommending wage increases, he tries to look at where the City is in relation to cost of living. He said, "We're right at it and I'd like to stay at or be slightly above it for employee wages. Motion by Strand, seconded by Ballard to approve a 1.5% increase to all non-union city employees. Motion carried.

Motion by Strand, seconded by Ballard to adjourn the City Council meeting at 6:30 p.m. Motion carried.

*Glenys Ehlert*

Glenys Ehlert, CMC  
Clerk-Treasurer