

December 3, 2015

CITY COUNCIL AGENDA

Tuesday, December 8, 2015

5:00 p.m.

Council Chambers, 315 N. Broadway

1. Call to Order
 - Roll Call of Members
 - Welcoming Remarks
 - Pledge of Allegiance
2. Citizen's Comments
3. Agenda Additions or Deletions
4. Approval of Minutes – 11/24/15
5. Approval of Accounts Payable Listing
6. Police Chief Report
 - Overtime Payout
7. Library Report
8. Street/Park Superintendent Report
9. Letter of Support “No Muskie” Stocking
10. Jaycees Street Dance
11. Financial Report
12. Improvement Project No. 79 Request for Payment:
 - PFA Pay Request #28 - \$ 13,525.47
 - SEH Engineering - \$13,525.47
13. Improvement Project No. 83 Request for Payment
 - SEH Engineering - \$3,000
14. 2016 Wages
15. Request to Close City Hall at Noon on December 24, 2015
16. 2016 License Renewals
17. Approve Pheasants Forever Raffle at VFW on 1/16/16
18. Certify Unpaid Fire Call, Utility Bill and Tar Break Up Fee to Property Taxes
19. Market Area Profile/Business Retention and Expansion Project
20. City Hall Personnel
21. Soccer Field Lease Agreement
22. Truth in Taxation Hearing 6:00 p.m.

The City Council of Pelican Rapids met in regular session at 5:00 p.m., on Tuesday, 12-08-15, in Council Chambers, City Hall.

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

Roll call was taken by Clerk-Treasurer Heaton.

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

Council Member Steve Strand

Council Member Kevin Ballard

Council Member CJ Holl

Council Member Steve Foster

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

General Attendance: Nancy Trinkka and Jim Dew of the Lake Lizzie Lake Association, Don Perrin, Brady Ballard and Brian Stuvland of the Jaycees, Boy Scout 313 Members Levi Hanson and Noah Ballard and Lou Hogle of Pelican Rapids Press were also present.

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

There were no citizen's comments.

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

Motion by Holl, seconded by Foster to approve the 11-24-15 council meeting minutes as presented. Motion carried.

Motion by Foster, seconded by Ballard to approve the Accounts Payable Listing of 12-08-15 as presented for City bills in the amount of \$109,438.85, Liquor Store bills in the amount of \$34,300.71 and Library bills in the amount of \$34,258.39. Motion carried.

Nancy Trinkka and Jim Dew gave a presentation to Council on Muskie stocking in area lakes and why they feel more people should support the "No Muskie Stocking" effort.

Brady Ballard from the Pelican Rapids Jaycees asked for permission to shut down East Mill Ave for the street dance either on July 2 or July 16. Don Perrin from the Pelican Rapids Area Chamber said that Pelican Fest is set for July 16 but wants to work with the Jaycees. Council Member Kevin Ballard stated he feels strongly that having it on July 2nd would be a mistake. Brady Ballard amended his request to July 16. Motion by Foster, seconded by Holl to approve the request to close down E Mill Avenue on July 16, 2016 for the street dance during Pelican Fest. Motion carried. Abstain: Kevin Ballard.

Library Director Wrigg presented the Library Report. The Library will be closed on December 24, 25, 31 and January 1. The library staff will also be doing Inventory on January 14 & 18 and will be closed those days. Motion by Strand, seconded by Ballard to accept the Library Report as written. Motion carried.

The Street and Park Report was presented by Superintendent Olson. The seasonal lights and banners have been put up.

Motion by Ballard, seconded by Foster to approve **RESOLUTION NO. 2015-19 SEAL COAT PELICAN RAPIDS**. (A complete text of this resolution is part of permanent public record in the City Clerk's office.) Motion passed unanimously and resolution declared duly adopted.

The Skating Rink is being constructed and hopefully it will be open in January. The city received 2 applications for skating ring attendant and Olson requested approval to hire Jay Gorton and Hailey Peterson. Motion by Strand, seconded by Holl, to approve the hiring of Jay Gorton and Hailey Peterson as Skating Rink Attendants. Motion carried.

Motion by Strand, seconded by Holl to approve the Street and Parks report as presented. Motion carried.

Police Chief Stadum presented the Police Department report. The Police Department issued 38 parking warnings for the month of November. Motion by Strand, seconded by Foster to accept the Police Report as presented. Motion carried.

Police Chief Stadum asked for approval to hire Josh Putzke as a part-time Police Officer contingent on positive evaluations. Motion by Strand, seconded by Foster to approve hiring Josh Putzke at level one of the police wage scale. Motion carried.

Administrator Solga explained that Police Chief Stadum has been very short staffed in 2015. Because the department was short staffed, he has accumulated 361 comp hours. Administrator Solga asked City Council to approve paying out 200 hours and Police Chief Stadum will work on taking the rest of the comp time off throughout the 2016 year. This was a rare occurrence and will not happen every year. Administrator Solga stated that this will not set a precedence for the future. Motion by Strand, seconded by Ballard to payout 200 hours of comp time because the Police Department was short staffed in 2015. Motion carried.

Clerk-Treasurer Heaton reported that the November 2015 Financial Reports look good. Motion by Ballard, seconded by Holl to approve the Financial Report as presented. Motion carried.

Motion by Foster, seconded by Strand to approve payment for Improvement Project No. 79 PFA Pay Request No. 28 for \$13,525.47 for SEH Engineering. Motion carried.

Administrator Solga reported the City received a rebate check from Otter Tail Power of about \$12,000.00 for the Waste Water Treatment Facility upgrades (project 79). Also, Council Member Foster, Mayor Frazier and Administrator Solga had a meeting with Gridor Construction and the Engineers to discuss Gridor's issues related to the liquidated damages. Additional meeting between all parties is expected.

Motion by Ballard, seconded by Strand to approve payment for Improvement Project No. 83 Water Plant Project for SEH Engineering in the amount of \$3,000.00. Motion carried.

Administrator Solga asked Council to approve a 2% increase in wages for all employees. Motion by Foster, seconded by Strand to approve a 2% wage increase for City employees. Motion carried.

Motion by Strand, second by Ballard to close City Hall at noon on December 24, 2015. Motion carried.

Clerk-Treasurer Heaton reviewed the following license renewals. Motion by Foster, seconded by Holl to approve 2016 License Renewals **Cigarette Licenses** for Bradley N. Neal at Family Dollar and Rick Loerzel at Pelican Tesoro; **Outdoor Sales Lot License** for Pete Hart; **Recreational Game License** for three games at the Pool Hall; **Plumber Registration** Marty Hanson of Pelican Plumbing, Mark M. Green of Green's Plumbing & Heating, Derek Maher of Grant's Mechanical and Scott Nelson of Nelson Plumbing & Heating. Motion carried.

Clerk-Treasurer Heaton reviewed an application for Pelican River Pheasants Forever to conduct a raffle for various hunting items on January 16, 2016 at the VFW at 26 1st Avenue NW. Motion by Ballard, seconded by Strand to approve the raffle permit as presented. Motion carried.

Motion by Ballard, seconded by Foster to certify unpaid tar break-up and repair fee for parcel number 76000990343000 in the amount of \$444.07 and an unpaid fire call for parcel number 76000990488001 in the amount of \$411.40 to Otter Tail County Auditor Wayne Stein for collection with property taxes. Motion carried.

At a previous council meeting, Ryan Pesch gave a presentation on the Market Area Profile and Business Retention and Expansion Project (BR&E). Council Member Holl volunteered to help with the projects, if Council decides to move forward. Administrator Solga agreed that updating the Market Area Profile for \$750.00 was a good idea since the information was last gathered in 2008 and hopes that we can find enough people (20-30) to volunteer to do the BR&E. Motion by Strand, seconded by Foster to approve updating the Market Area Profile for \$750.00. Motion carried.

Pursuant to due call, Mayor Frazier called the Truth in Taxation Public Hearing to order at 6:30 p.m. Purpose of the hearing was to consider the 2016 General Fund Budget as proposed at the 08-26-15 Council meeting. Lou Hoglund of the Pelican Rapids Press was present.

Administrator Solga discussed the proposed General Fund budget and Levy Certification for 2016 Motion by Holl, seconded by Ballard to adopt the 2016 General Fund Budget in the amount of \$1,779,451.00 to certify the General Fund Levy at \$671,318.00 and the Special Levy at \$160,000. Motion carried.

Mayor Frazier and Derick Nelson from the Pelican Rapids Schools talked to West Central Turkey (WCT) about the improvements that are being done at the David Brown Soccer Field Complex. WCT agreed to donate \$45,000 towards the improvements. Because this is a joint effort with the schools, the City and School should have a lease agreement in place. Motion by Ballard, seconded by Strand to approve the lease agreement. Motion carried.

Clerk-Treasurer Heaton, Administrator Solga and Mayor Frazier have completed interviews for the Accounting Clerk position. Their recommendation is to hire Carrie Asher and based on her experience, start her at wage step 4 with a review at 6 months with a chance of moving to wage step 5. She would start on January 4, 2016. Motion by Ballard, seconded by Strand to approve

hiring Carrie Asher with a start date of January 4, 2016 at step 4 and at 6 months may move her up to step 5 with a good review. Motion carried.

Motion by Strand, seconded by Foster to adjourn the City Council meeting at 6:45 p.m. Motion carried. Opposed: Holl



Danielle Heaton
Clerk-Treasurer