

July 6, 2012

CITY COUNCIL AGENDA

**Tuesday, July 10, 2012**

**4:30 p.m.**

**Council Chambers, 315 N. Broadway**

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1. Call to Order
2. Agenda Additions or Deletions
3. Approval of Minutes – 6/26/12
4. Approval of Accounts Payable Listing
5. Police Chief Report
6. Library Report
7. Utility Superintendent Report
  - Authorization to Post Job Opening
8. Street/Park Superintendent Report
  - Water Line Easement for Kelly Funk
9. Financial Report
10. Chamber of Commerce Pelican Fest Food Vendors – Everett Ballard
11. Filing for City Offices Opens 7/31/12 and Closes 8/14/12
12. Resolution Authorizing Issuance and Execution of PFA Loan Agreement - Project 78
13. Improvement Project No. 78 Pay Requests No. 1 – Quam Construction \$199,156.10

## CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 07-10-12

The City Council of Pelican Rapids met in regular session at 4:30 p.m., on Tuesday, 07-10-12, 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, Utilities Superintendent Brent Frazier 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 Waller to approve the agenda with addition of On-Sale Intoxicating Liquor License Application. Motion carried.

Motion by Waller, seconded by Ballard to approve the minutes of 06-26-12 as presented. Motion carried.

Motion by Strand, seconded by Foster to approve the Accounts Payable Listing of 07-10-12 as presented for City bills in the amount of \$70,546.23, Liquor Store bills in the amount of \$81,194.93 and Library bills in the amount of \$4,384.33. Motion carried.

The Police Report was reviewed. Chief Stadum reported having difficulty in scheduling with present part-time officers. He is requesting approval to add one part-time officer to the pool. He has received an application from Lindsey Nettetstad, who has completed police training and has obtained the necessary qualifications and certificates. Chief Stadum recommends hiring Lindsey Nettetstad at step 1 of the part-time officer pay scale pending a favorable background check. Motion by Waller, seconded by Strand to approve the hiring of Lindsey Nettetstad pending a favorable background check. Motion carried.

Library Director Annie Wrigg was not able to be present.

The Utility Superintendent's Report was presented by Brent Frazier. Utility employee Erik Stephen has taken a job position in another city and was done effective 07-06-12. Frazier is requesting approval to post the job opening with plans to hire a new employee as soon as possible. Motion by Strand, seconded by Ballard to accept resignation of Erik Stephen. Motion carried. Motion by Foster, seconded by Strand to approve posting of the open job position for the Utility Department. Motion carried.

Mayor Woessner requested that Superintendent Frazier get a quote to spray weeds at the Wastewater Plant and lagoons from Mark Satter. Also a quote to aerate the soil at the Wastewater Plant. Superintendent Frazier said the weeds have been sprayed at the Wastewater Plant around the buildings.

The Street/Park Superintendent Report was presented by Brian Olson. He reported on various pool, street and crack sealing projects. The department completed 105 blocks of crack sealing. The street sweeper is expected to be delivered on 07-25-12. Superintendent Olson said the present street project is on schedule. Mayor Woessner said he has had a lot of positive comments on the park signs.

Clerk-Treasurer Glenys Ehlert presented the 6-30-12 financial reports.

Administrator Don Solga requested that council appoint a budget committee. Motion by Waller, seconded by Ballard to appoint Steve Foster and James Strand to the 2013 Budget Committee. Motion carried.

Administrator Solga presented council with a Transient Merchant application submitted by the Chamber of Commerce. The request is to have food vendors for mini donuts, snow cones and popcorn located on West Mill Ave, east of the Jaycee's Beer garden on 07-14-12. Chamber of Commerce President Everett Ballard was present to discuss request. Motion by Strand, seconded by Foster to approve the Chamber of Commerce request for a Transient Merchant license as presented. Motion carried.

Clerk-Treasurer Glenys Ehlert informed council that filing for city offices opens 7/31/2012 and closes 08/14/2012. Mayor and two council positions are up for election.

Administrator Don Solga presented council with the resolution regarding a loan from Minnesota Public Facilities Authority for \$695,737.00 in a General Obligation Water Revenue Note of 2012. Motion by Waller, seconded by Ballard to approve all necessary signatures for execution and to introduce the following written resolution, entitled, **RESOLUTION ACCEPTING THE OFFER OF MINNESOTA PUBLIC FACILITIES AUTHORITY TO PURCHASE A \$695,737.00 GENERAL OBLIGATION WATER REVENUE NOTE OF 2012, PROVIDING FOR ITS ISSUANCE, AND APPROVING EXECUTION OF A PROJECT LOAN AGREEMENT** (A complete text of this resolution is part of permanent public record in the City Clerks' Office.) Motion passed unanimously and resolution declared duly adopted.

Administrator Don Solga presented council with the resolution regarding a loan from Minnesota Public Facilities Authority for \$224,238.00 in a General Obligation Sewer Revenue Note of 2012. Motion by Ballard, seconded by Strand to approve all necessary signatures for execution and to introduce the following written resolution, entitled, **RESOLUTION ACCEPTING THE OFFER OF MINNESOTA PUBLIC FACILITIES AUTHORITY TO PURCHASE A \$224,238.00 GENERAL OBLIGATION SEWER REVENUE NOTE OF 2012, PROVIDING FOR ITS ISSUANCE, AND APPROVING EXECUTION OF A PROJECT LOAN AGREEMENT** (A complete text of this resolution is part of permanent public record in the City Clerks' Office.) Motion passed unanimously and resolution declared duly adopted.

Administrator Don Solga presented council with the Minnesota Public Facilities Authority Bond Purchase and Project Loan Agreement for the Drinking Water Revolving Fund Loan in the amount of \$695,737.00 at 1.009% for 20 years. Motion by Strand, seconded by Waller to approve execution of the Minnesota Public Facilities Authority Bond Purchase and Project Loan Agreement and all necessary signatures for execution. Motion carried.

Administrator Don Solga presented council with the Minnesota Public Facilities Authority Bond Purchase and Project Loan Agreement for the Clean Water Revolving Fund Loan in the amount of \$224,238.00 at 1.0% for 20 years. Motion by Waller, seconded by Foster to approve execution of the Minnesota Public Facilities Authority Bond Purchase and Project Loan Agreement and all necessary signatures for execution. Motion carried.

Administrator Don Solga presented council with Escrow Agreement and necessary certificates and forms for the approval of the \$780,000.00 General Obligation Crossover Refunding and Improvement Bonds, Series 2012A. Motion by Ballard, seconded by Waller to approve execution of the Escrow Agreement and necessary certificates and forms for the approval of the \$780,000.00 General Obligation Crossover Refunding and Improvement Bonds, Series 2012A and all necessary signatures for execution. Motion carried.

Administrator Don Solga presented council with the \$695,737.00 General Obligation Water Revenue Note of 2012 and necessary certificates and forms for approval. Motion by Strand, seconded by Ballard to approve the \$695,737.00 General Obligation Water Revenue Note of 2012 and necessary certificates and forms and all necessary signatures for execution. Motion carried.

Administrator Don Solga presented council with the \$224,238.00 General Obligation Sewer Revenue Note of 2012 and necessary certificates and forms for approval. Motion by Strand, seconded by Waller to approve the \$224,238.00 General Obligation Sewer Revenue Note of 2012 and necessary certificates and forms and all necessary signatures for execution. Motion carried.

Motion by Strand, seconded by Foster to approve Pay Request No. 1 in the amount of \$199,156.10 to Quam Construction for Improvement Project No. 78 as recommended by City Engineer Bob Sclieman of Ulteig Engineers and Administrator Don Solga. Motion carried.

Clerk-Treasurer Glenys Ehlert reported that the liquor license application approved subject to meeting all requirements which was submitted on 06-26-12 for Taqueria El Agave, LLC, with trade name of El Rodeo Mexican Restaurant. Applicant did not complete the application so action must be taken rescind approval. Motion by Strand, seconded by Ballard to rescind the 06-26-12 Council approval of the On Sale Intoxicating Liquor License and Sunday Liquor License application for Taqueria El Agave, LLC, with trade name of El Rodeo Mexican Restaurant. Motion carried.

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

Glenys Ehlert, CMC  
Clerk-Treasurer