

November 9, 2012

CITY COUNCIL AGENDA

Tuesday, November 13, 2012

4:30 p.m.

Council Chambers, 315 N. Broadway

1. Call to Order
2. Agenda Additions or Deletions
3. Approval of Minutes – 10/30/12
4. Approval of Accounts Payable Listing
5. Police Chief Report
 - Safe and Sober – Jane Patrick
6. Library Report
7. Utility Superintendent Report
8. Street/Park Superintendent Report
 - Recommendation to Replace Yield Signs with Stop Signs City Wide
9. Financial Report
 - Consider Adding Morgan Stanley as Investment Vendor
10. Cable Television Franchise – Joel Smith
11. Improvement Project 79 (WWTF) Update – SEH Agreement for Professional Services
12. MIR3 Self-Registration Update
13. Liquor Store Personnel
14. Ostendorf Dilapidated House Update
15. Telephone System Proposal
16. Canvas General Election Results of 11/6/12

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 11-13-12

The City Council of Pelican Rapids met in regular session at 4:30 p.m., on Tuesday, 11-13-12, 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, Utilities Superintendent Brent Frazier, Street and Park Superintendent Brian Olson, Police Chief Jeff Stadum, City Attorney Greg Larson, Liquor Store Manager Maggie Johnson, Jane Patrick, Joel Smith and David Pratt of Arvig, Mary Jo Stage and Lou Hoglund of the Pelican Rapids Press were also present.

Mayor Woessner called meeting to order at 4:30 p.m. All present stood, addressed the flag and said the Pledge of Allegiance.

Motion by Strand, seconded by Waller to approve the agenda with no additions. Motion carried.

Motion by Waller, seconded by Ballard to approve the minutes of 10-30-12 as presented. Motion carried.

Motion by Waller, seconded by Strand to approve the Accounts Payable Listing of 11-13-12 as presented for City bills in the amount of \$699,989.10 with additional bill of \$267.65 to Lake Region Electric Coop, airport and welcome sign electricity, Liquor Store bills in the amount of \$57,849.53, and Library bills in the amount of \$3,666.40. Motion carried.

Superintendent Brent Frazier reported on activities in the water and sewer departments. Their Well performed annual inspection of city wells and there were no problems.

Street/Park Superintendent Brian Olson reported on activities in his departments. Motion by Waller, seconded by Strand to introduce the following resolution, entitled: **CITY & TOWNSHIP WINTER MAINTENANCE AGREEMENT**. (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.

Superintendent Olson recommended changing 30 yield signs to stop signs so people would understand that stops are expected. Motion by Strand, seconded by Foster to change yield signs to stop signs throughout the city. Motion carried.

Police Chief Jeff Stadum presented his monthly report. Jane Patrick of Otter Tail County was present to discuss the Social Host Ordinance and request that the City adopt. Motion by Waller, seconded by Ballard to authorize Administrator Don Solga to review information and work with City Attorney Greg Larson on the proposed ordinance. Motion carried.

Clerk-Treasurer Glenys Ehlert presented 10-31-12 financial reports. She reviewed a proposed Managed Money Program for investing.

Motion by Waller, seconded by Strand to have Ehlert check with local brokers on ability to develop a money management program for longer term investments. Motion carried.

Administrator Don Solga invited Joel Smith of Arvig to address Council. Joel Smith and David Pratt of Arvig Communications discussed Arvig's request to renew Cable Television Franchise ordinance for 15 years with an automatic renewal for an additional term of 15 years. David Pratt explained that the company has invested in adding band width and digitizing their cable service. The industry is evolving and they are continually upgrading their service with the necessary network.

Mayor Woessner said that he pays for three channels and two have the same programs on it and one says "To be announced," but it has not been announced for several years.

Pratt explained that Arvig is a managing partner and part owner of Hector Communication which owns Loretel. Loretel Cable System includes Pelican Lake, Ada, Glyndon, Felton and Pelican Rapids. Pratt said, "We set out to correct things that we saw as broken, but we haven't accomplished all of it." He continued, "Previous owners concentrated on telephone rather than video, however we've rebuilt the (cable) system in Pelican Rapids, finishing it in 2008." Pratt said, "We replaced antiquated cable to provide more band width and fiber optic. We invested over \$600,000 in this system, which takes a long time to recover from this size system." Pratt also said that programming costs are increasing and that these are costs that cable companies never had to pay previously.

Administrator Don Solga asked about competition from internet television and asked if the cable service is growing. Pratt replied that Netflix is 30% of the traffic over the whole core network and that is going around the cable provider. However, they are working on IP programming. Solga asked if Pelican Rapids has necessary bandwidth and infrastructure for high definition television. Joel Smith said Pelican Rapids has as many program choices as any in the service network. From a technology standpoint Pelican Rapids is in excellent shape. Pelican Rapids cable rate is a little bit less than Detroit Lakes. Smith concluded, "We're very much in line with dish pricing on things that are in our control."

Resident Mary Jo Stage said that her internet is 1.5 mg as part of a package and Comcast is running 30 mg system for \$30. Pratt said they are investing in more DSL.

Regarding internet service, Mayor Woessner said, "Economic Development is very important to our community. We have lost businesses and jobs because the higher speed broadband wasn't available in Pelican Rapids." Pratt said that Pelican Rapids is an extremely important part of their business and that's why they upgraded the video (cable) system. Council Member Foster asked when broadband would be updated. Pratt said they know the Loretel network is in need of update of the broadband.

Administrator Solga discussed franchise fees. Pratt said franchise fees are passed through directly to the customers in the corporate limits.

Administrator Solga asked about increasing liability insurance to \$2 million.

City Attorney Greg Larson said that in his review of the Cable Franchise Ordinance, the focal points are term, liability insurance issue and easements to be make clear that easements are non-exclusive.

Administrator Solga recommended that he work with Joel Smith of Arvig and City Attorney Greg Larson to revise proposed Cable Franchise Ordinance. Motion by Waller, seconded by Ballard to authorize Administrator Solga to work with City Attorney Greg Larson and Joel Smith of Arvig to revise the draft ordinance and present to Council at one of next meetings prior to end of year. Motion carried.

Administrator Solga reviewed SEH documents for Wastewater Treatment Facility Capital Improvement Project No. 79. Motion by Waller, seconded by Strand to authorize Administrator Don Solga to sign the Letter of Agreement with SEH for professional services for Improvement Project No. 79 for Wastewater Treatment Facility Capital Improvements. Motion carried.

Motion by Strand, seconded Waller to authorize surveying expenses for above project at an estimated cost of \$18,000 to Ulteig. Motion carried.

Administrator Solga reviewed meeting with West Central Turkey, LLC, (WCT) and agreement to have SEH do a cost allocation for WCT and the community for this project.

Administrator Solga reviewed a variety of ways to kick off the MIR3 Self-Registration program.

Administrator Don Solga said he and Liquor Store Manager Maggie Johnson have a recommendation for the part time liquor store clerk. Manager Johnson said their recommendation is Gail Vallone. Motion by Waller, seconded by Strand to approve hiring Gail Vallone as part time liquor store employee for 10 to 15 hours per week, effective 11-14-12, at the first step of wage scale. Motion carried.

Administrator Don Solga read the letter from property owner Chad Ostendorf requesting the opportunity to make improvements to his house at 125 NW 1st Ave. Motion by Waller, seconded by Foster to request more detailed inspection of interior by Building Official and property owner. Building Official and property owner to discuss property owner's intended use, extent and feasibility of necessary repairs and a timeline to accomplish at 125 NW 1st Ave. Motion carried.

Administrator Don Solga explained the City Hall telephone proposal to upgrade to a new system to provide better service to the community by offering voice mail, expanding the phone system to provide additional phones and enable City Hall to take voice mail messages for Supt. Brian Olson in addition to employees with offices in City Hall. The cost is \$7300 plus a five year material and labor warranty. Administrator Solga recommended adding a conference phone for the conference room. He estimated \$9,000 for entire package and proposed using 2011 capital equipment funds for the purchase. Motion by Strand, seconded by Ballard to purchase phone system as recommended above. Motion carried.

Clerk-Treasurer Glenys Ehlert presented the results of the General Election of 11-06-12. Motion by Strand, seconded by Waller to introduce the following resolution:

WHEREAS, a record kept by the Judges of Election held 11-06-12, shows a total of 818 votes cast in the City Election, and

WHEREAS, the tabulation of votes for the various officials voted upon show a majority of the votes being cast for the following: Ben L. Woessner for the office of mayor with 627

votes; Kevin R. Ballard for the office of council member with 591 votes and Steve J. Foster for the office of council member with 481 votes.

Mayor Woessner, Council Members Ballard, Strand, Waller and Foster voted yes. No one voted no. Motion passed unanimously and resolution declared duly adopted.

Motion by Strand, seconded by Ballard to adjourn the City Council meeting at 6:34 p.m. Motion carried.

Glenys Ehlert, CMC
Clerk-Treasurer