

November 21, 2012

CITY COUNCIL AGENDA

Tuesday, November 27, 2012

4:30 p.m.

Council Chambers, 315 N. Broadway

1. Call to Order
2. Additions / Deletions to Agenda
3. Approval of Minutes – 11/13/12
4. Approval of Accounts Payable Listing
5. Liquor Store Report
6. Street Light Request Near 101 SW 10th Avenue
7. Planning Commission Recommendations for Hazardous Properties
8. WWTF Capital Improvement Project 79 Interim Financing
9. Approve Utility Rate Increases
10. Heart O' Lakes Request for Additional Land
11. Proposed Credit Card System
12. Cable Franchise Ordinance
13. 2013 Budget Public Hearing Scheduled for 12/11/12 – 6:00 p.m.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 11-27-12

The City Council of Pelican Rapids met in regular session at 4:30 p.m., on Tuesday, 11-27-12, 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, Geoff Smith and Matt Hanson of The Redwoods Company, Charlotte Nelson, Sonja Kuhlmann, Kern Kuhlmann, Douglas Nelson 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 Foster to approve the agenda with the addition of Safe Routes to School Proposal and Household Hazardous Waste Collection Day and postponement of Cable Television Franchise Ordinance to 12-11-12 City Council meeting. Motion carried.

Motion by Waller, seconded by Foster to approve the minutes of 11-13-12 as presented. Motion carried.

Motion by Waller, seconded by Foster to approve the Accounts Payable Listing of 11-27-12 as presented for City bills in the amount of \$40,816.82 and addition of Code 4, fire truck repairs in the amount of \$842.40 and Evenson Trucking, SCDP in the amount of \$1848.82, as well as Liquor Store bills in the amount of \$37,404.31. Motion carried.

Planning Commission recommendations for hazardous properties were presented by Administrator Don Solga.

Motion by Waller, seconded by Foster to accept the Planning Commission's recommendation to repair or remove shed at 25 SE 12th Ave., and to introduce the following resolution entitled: **CITY OF PELICAN RAPIDS RESOLUTION ORDERING THE REPAIR OR REMOVAL OF HAZARDOUS CONDITIONS LOCATED AT 25 SE 12th Ave.** (A complete text of this resolution is part of permanent public record in the City Clerk's Office.) Motion carried and resolution declared duly adopted.

Motion by Strand, seconded by Foster to accept the Planning Commission's recommendation to remove shed or garage at 314 SE 1st Street and to introduce the following resolution entitled: **CITY OF PELICAN RAPIDS RESOLUTION ORDERING THE REPAIR OR REMOVAL OF HAZARDOUS CONDITIONS LOCATED AT 314 SE 1st Street.** (A complete text of this resolution is part of permanent public record in the City Clerk's Office.) Motion carried and resolution declared duly adopted.

Council Member Ballard arrived at 4:45 p.m.

Property owner Sonja Kuhlman and Kern Kuhlman discussed buildings. Sonja Kuhlman said the house shouldn't have been built there because the lot is too low. Plans were to sell the house to someone to remove it from the lot. Sonja Kuhlman agreed that the best solution for her would be to remove the house and raze the sheds. Motion by Waller, seconded by Ballard to allow property owner time to work with Administrator Don Solga about options to remove the house

and raze the sheds at 200 SW 5th Ave. and for City Council to revisit at the first meeting of June, 2013. Motion carried.

Motion by Strand, seconded by Waller to accept the Planning Commission's recommendation to raze or restore structure at 414 N Broadway and to introduce the following resolution entitled: **CITY OF PELICAN RAPIDS RESOLUTION ORDERING THE REPAIR OR REMOVAL OF HAZARDOUS CONDITIONS LOCATED AT 414 N Broadway.** (A complete text of this resolution is part of permanent public record in the City Clerk's Office.) Motion carried and resolution declared duly adopted.

Motion by Waller, seconded by Ballard to accept the Planning Commission's recommendation to raze shed and raze or repair house at 116 NW 2nd Ave. and to introduce the following resolution entitled: **CITY OF PELICAN RAPIDS RESOLUTION ORDERING THE REPAIR OR REMOVAL OF HAZARDOUS CONDITIONS LOCATED AT 116 NW 2nd Ave.** (A complete text of this resolution is part of permanent public record in the City Clerk's Office.) Motion carried and resolution declared duly adopted.

Motion by Foster, seconded by Ballard to accept the Planning Commission's recommendation to raze structure at 353 SW 5th Street and to introduce the following resolution entitled: **CITY OF PELICAN RAPIDS RESOLUTION ORDERING THE REPAIR OR REMOVAL OF HAZARDOUS CONDITIONS LOCATED AT 353 SW 5th Street.** (A complete text of this resolution is part of permanent public record in the City Clerk's Office.) Motion carried and resolution declared duly adopted.

Motion by Waller, seconded by Strand to accept the Planning Commission's recommendation to raze the shed at 114 SW 10th Ave. and to introduce the following resolution entitled: **CITY OF PELICAN RAPIDS RESOLUTION ORDERING THE REPAIR OR REMOVAL OF HAZARDOUS CONDITIONS LOCATED AT 114 SW 10th Ave.** (A complete text of this resolution is part of permanent public record in the City Clerk's Office.) Motion carried and resolution declared duly adopted.

The property owner of 736 Old Fergus Road has requested additional time to accomplish the repairs to the shed. Motion by Waller, seconded by Strand to allow property owner time to accomplish repairs to the shed and for City Council to revisit June, 2013. Motion carried.

The property owner at 111 SE 1st Street submitted a letter stating that he wants to tear down the shed and requesting additional time to accomplish removal. Motion by Strand, seconded by Foster to allow property owner time to raze the shed and for City Council to revisit property in June, 2013. Motion carried.

Building Official recommends repair to code compliant condition at 310 SE 1st Street. The property owners wanted to repair by residing, but have not been able to afford project. They'd like to work with Building Official to find a similar material to repair siding. Motion by Waller, seconded by Strand to have property owner work with Building Official and to revisit property in June, 2013. Motion carried.

Building Official and Planning Commission recommendation is to repair the lean to shed and barn at 1212 S Broadway. Property owner wants to change the footprint of the building to make it longer, wider and to remove the lean to. He is requesting an extension to 2014. Motion by

Waller, seconded by Ballard to allow property owner to work with Administrator Solga and to require completion by 12-31-14. Motion carried.

Clerk Treasurer Glenys Ehlert discussed a proposed credit card system from The Redwoods Company which would enable the City to accept credit card payments for utility billing, fuel at the airport, and reservations for the campground. She introduced Geoff Smith of The Redwoods Company, a Minnesota based firm, who spoke to Council about the proposal. In addition to the new service for the City, Geoff Smith of the Redwoods Company also proposed switching the Liquor Store's credit card system to his company and reviewed the substantial savings that would be available to the Liquor Store. Liquor Store Manager Maggie Smith has reviewed the proposal and is in favor of implementing it based on the savings to the Liquor Store. Installation would include three services for the City at \$30 each and one at the Liquor Store. Smith told Council that the company will cover the costs of cancelling the current contract and switching the Liquor Store service. Motion by Ballard, seconded by Strand to switch credit card processing from current provider to The Redwoods Company for the Liquor Store and adding credit card processing at City Hall. Motion carried.

Liquor Store Manager Maggie Johnson was unable to attend the meeting. Liquor Store financial reports were reviewed by Administrator Don Solga.

Council Member James Strand discussed a request for street light near 101 SE 10th Avenue by intersection with Ridgecrest. Administrator Solga pointed out that it is 750 feet from the light at Southtown to the Ridgecrest intersection. This area is included in two of City's walking paths. Otter Tail Power (OTP) recommended installation of two streetlights. Motion by Waller to have Administrator Don Solga and Council Member James Strand work with OTP to determine placement and number of streetlights. Motion rescinded by Waller after preliminary discussion. Motion by Ballard, seconded by Foster to approve the addition of one light pole at point to be determined by Otter Tail Power in the area of 101 SE 10th Avenue. Motion carried.

Administrator Don Solga reviewed proposals to provide WWTF Capital Improvement Project 79 Interim Financing. He presented proposals from Minnesota Rural Water, State Bank, Minnesota National Bank and Wells Fargo. The lowest cost for the financing came from Minnesota Rural Water. The City will need to provide Minnesota Public Finance Authority (PFA) with an interim financing request and approval letter. Motion by Waller, seconded by Ballard to authorize Administrator Solga to work with Minnesota Rural Water for WWTF Capital Improvement Project 79 Interim Financing. Motion carried.

Administrator Don Solga reviewed utility rate increases necessary for water and wastewater improvements for Improvement Project No.78. Motion by Strand, seconded by Foster to approve an increase in all water service charges to \$15.00 per month and the per 1,000 gallon usage rate to \$2.50 and the wastewater commercial and residential service charges to \$15.00 and the wastewater commercial, residential and industrial per 1,000 gallon usage rate to \$3.10. Rate increase are effective 01-01-13 Motion carried.

Administrator Don Solga referenced the Heart O'Lakes Meats' letter about growth of the business in less than a year, until the total loss due to fire in September. Heart O'Lakes Meats is rebuilding and expanding and has requested for additional land. The Planning Commission has approved land transfer. Motion by Waller, seconded by Strand to accept the Planning

Commission's recommendation to transfer additional land to Heart O'Lakes Meats. Motion carried.

Mayor Woessner reviewed the Otter Tail County proposal to conduct a Household Hazardous Waste Collection Day in August. Motion by Strand, seconded by Waller to approve 08-14-13 as date for a Household Hazardous Waste Collection Day. Motion carried.

Motion by Waller, seconded by Ballard to confirm that the 2013 Budget Public Hearing is scheduled for 12-11-12 at 6:00 p.m. Motion carried.

Mayor Woessner introduced discussion of grant application for Safe Routes to School (SRTS) Infrastructure Grant Application. Administrator Don Solga explained the Safe Routes to School Study completed by Engineer Bob Schlieman. Administrator Solga recommended authorizing Engineer Bob Schlieman of Apex Engineering Group to complete the SRTS Infrastructure Grant Application for an hourly not to exceed fee of \$3,500. Motion by Waller, seconded by Strand to approve and authorize SRTS Infrastructure Grant Application as recommended above and to pay for work with 2013 Economic Development funds. Motion carried.

Motion by Strand, seconded by Ballard to adjourn the City Council meeting at 6:25 p.m. Motion carried.

Glenys Ehlert, CMC
Clerk-Treasurer