

November 25, 2016

CITY COUNCIL AGENDA

Tuesday, November 29, 2016

5:00 p.m.

Council Chambers, 315 N. Broadway

1. Call to Order
 - a) Roll Call of Members
 - b) Welcoming Remarks
 - c) Announcements
 - d) Pledge of Allegiance

2. **Citizen's Comments.** *Please limit comments to 3 minutes per person. Items brought before the Council will be referred for consideration. Council may ask questions for clarification or explanation, but no council action or discussion will be held on these items.*

3. Additions / Deletions to Agenda

4. **Approval of Consent Agenda.** *The following are non-controversial items intended to be approved with one motion, without discussion. If a council member, staff, or member of the public would like to discuss an item(s), please ask that it be removed and it will be placed elsewhere on the agenda.*
 - a) Approval of Minutes – 11/7/16
 - b) Approval of Accounts Payable Listing
 - c) Pelican River Pheasants Forever Raffle on 2/4/17 Valued at \$10,000
 - d) 2017 Cigarette License for Cynthia Stotesbery at Larry's Supermarket; Jeanne Hovland at Southtown C. Store; Greg Larson at Park Region Co-op; Luke Loerzel at Pelican Tesoro; Jamie Pope at Family Dollar.
 - e) 2017 Recreational Game Licenses for 2 games at Gilmore Weik Post 5252; 3 games at Pelican Rapids Pool Hall, L.L.C.
 - f) 2017 Business License for Z & Z Associates Mobile Home Park
 - g) 2017 Plumber Registration for Derek Maher of Grant's Mechanical; Blake Wrigley of Wrigley Mechanical; and Scott Nelson of Nelson Plumbing & Heating
 - h) 2017 Outdoor Sales Lots for Pete Hart and Alan Johnson

5. Liquor Store Report
 - Personnel

6. Skating Rink Personnel

7. City Hall Personnel

8. Tax Abatement Public Hearing – 5:30 p.m.

9. 2015 Audit – Dan Rollie
 - Letter of Services to Perform Dated May 23, 2016
 - Letter of Service Performed Dated August 26, 2016

10. Snow Plowing Concerns – Mary Jo Stage
11. Project #79 WWTF Update
12. Project #80 Bridge L5805
 - Change Order #2
 - Change Order #3
 - Final Pay Request of \$35,117.75
13. Project #83 Water Treatment Plant Update
14. Haugrud Farm Land Lease Termination Consideration
15. Level III Offender – Greg Larson
16. Utility Report – Administrator Solga
17. Little Free Library Update
18. Snow Parking Regulation Communication
19. Police Squad Car Lease Authorization
20. Pay Equity Submittal Result
21. Resolution No. 2016-21 Approve Wage Study Implementation Strategy
22. Health Insurance Update
23. Police Chief Overtime Payout
24. December 2016 City Council Meeting Schedule

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 11-29-2016

The City Council of Pelican Rapids met in regular session at 5:00 p.m., on Tuesday, 11-29-16 in Council Chambers, City Hall.

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

Roll call was taken by Clerk-Treasurer Danielle Heaton.

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

Council Member Steve Strand

Council Member CJ Holl

Council Member Kevin Ballard

Council Member Steve Foster

Other city staff present: Administrator Don Solga, Clerk-Treasurer Danielle Heaton, Street and Parks Superintendent Brian Olson, Police Chief Jeff Stadum, City Attorney Greg Larson, Financial Consultant Tammy Omdal, City Auditor Dan Rollie.

General Attendance: Gerry Henry, Curt Markgraf, Andrew Duchesneau of D.W. Jones, Inc., Mary Jo Stage, and Lou Hoglund of Pelican Rapids Press.

The Mayor welcomed everyone to the Council Meeting and made some upcoming community announcement.

All present stood and said the Pledge of Allegiance.

Gerry Henry of Attachments International and Henry Building Systems raised some concerns over the way the City handled the removal of his sign. When he and the City chose to have his signs removed from the Industrial Park Sign, he wanted to install his previous signage, but he claims the City damaged it when it was removed without his permission. The Mayor thanked Mr. Henry for his comments, and asked him to come to a future Council Meeting so the matter can be discussed more thoroughly.

Motion by Ballard, seconded by Foster to approve the agenda as presented. Motion passed unanimously.

Motion by Holl, seconded by Strand to approve the following consent agenda.

- a) Approval of Minutes – 11/7/16
- b) Approval of Accounts Payable Listing
- c) Pelican River Pheasants Forever Raffle on 2/4/17 valued at \$10,000
- d) **2017 Cigarette License** for Cynthia Stotesbery at Larry's Supermarket; Jeanne Hovland at Southtown C Store; Greg Larson at Park Region Co-op; Luke Loerzel at Pelican Tesoro; Jamie Pope at Family Dollar.
- e) **2017 Recreational Game Licenses** for two games at Gilmore Weik Post 5252; three games at Pelican Rapids Pool Hall, LLC.
- f) **2017 Business License** for Z & Z Associates Mobile Home Park
- g) **2017 Plumber Registration** for Derek Maher of Grant's Mechanical; Blake Wrigley of Wrigley Mechanical; and Scott Nelson of Nelson Plumbing & Heating
- h) **2017 Outdoor Sales Lots** for Pete Hart and Alan Johnson

Motion passed unanimously.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 11-29-2016

Administrator Solga provided the Liquor Store Report. Two employees quit or want to reduce their hours. Liquor Store Manager Maggie Johnson would like to post for one position now. She will fill the other position when business picks up in the spring. Motion by Ballard, seconded by Holl to allow the Liquor Store to post the part-time position. Motion passed unanimously.

Administrator Solga asked for Council approval to advertise for five part-time seasonal Skating Rink Attendants. Motion by Strand, seconded by Foster to allow City staff to advertise for five part-time seasonal positions at the Skating Rink. Motion passed unanimously.

Since the last Council Meeting, the person hired for the Accounting Clerk position decided not to accept the job. City Hall is in need of hiring an Accounting Clerk again. Motion by Strand, seconded by Foster to allow advertising for the Accounting Clerk position. Motion passed unanimously.

Administrator Solga asked Council for permission for the City Administrator to authorize the posting of open job positions without council approval as long as the city was not adding any additional positions. Motion by Holl, seconded by Strand to allow Administrator Solga to advertise for vacated job positions and notify Council at the next meeting. Motion passed unanimously.

Administrator Solga reviewed Project No. 80, Removal of Bridge L5805. There are two change orders to discuss. Change Order No. 2 reduces the price by \$1,400 because the City received ten trees but only had space for three. Change Order No. 3 reduces the price by \$1,480 for unused items. The Final Pay Request is for \$35,117.75. Even though the State of Minnesota is paying for the project, the City still needs to sign off on everything. Motion by Ballard, seconded by Foster to approve change order No. 2, change order No. 3 and the final pay request, and allow the City Administrator to sign all necessary paperwork. Motion passed unanimously.

Administrator Solga informed Council of Bonnie Haugrud decision to terminate the farm land lease of twenty acres with the City. The lease asks for a 90 day termination notice and the land must be tilled. She does not have the ability to till the land. Because her husband passed away, she is unable to till and would like the effective date as November 12, 2016.

Motion by Strand, seconded by Ballard to approve the termination of the land lease with Bonnie Haugrud effective November 12, 2016 and allow her to leave it untilled. Motion passed unanimously.

Someone has approached Administrator Solga about renting the land. The previous renter was given a special rate based on the fact that they were using the crops to feed their animals. The crops were not taken to market. In the past, the City put an ad in the paper and took bids. Motion by Holl, seconded by Strand to allow Administrator Solga to advertise to lease the twenty acres in the paper. Motion passed unanimously.

Mayor Frazier called the Public Hearing on Property Tax Abatements for Colony Housing LLC to order at 5:30 p.m.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 11-29-2016

Pursuant to due call and published notice thereof, a regular meeting of the City Council of the City of Pelican Rapids, Minnesota, was duly called and held at the City Hall in Pelican Rapids, Minnesota, on Tuesday, November 29, 2016, at 5:30 p.m., for the purpose of holding a public hearing to consider approving tax abatements to assist in the financing of improvements by Colony Housing, LLC, of approximately 32 units of residential housing within the City of Pelican Rapids.

Tammy Omdal of Northland Securities, Inc. reviewed the process of tax abatement. The Developer will pay their property taxes; and the City will then agree to pay the developer back. The Developer has asked the three taxing jurisdictions to provide tax abatement assistance up to \$520,000 with the City's share being \$386,000. The Developer has also applied for a grant for \$1 million from Minnesota Department of Employment and Economic Development (DEED). To obtain the grant, they need a 2:1 local match. This is to help build a 32 unit workforce unit apartment complex. The Council can choose to pay early or from other sources.

Andrew Duchesneau of DW Jones, Inc. updated Council on the project. The grant application was submitted November 10, 2016. About a week ago, they met with a DEED to explain the project and showed him the site. There were eight other projects vying for the DEED grant. They will hear about the grant the end of December.

Mayor Frazier thanked everyone for coming and closed the Public Hearing.

Motion by Foster, seconded by Strand to adopt the following written resolution entitled: **RESOLUTION NO. 2016-23 RESOLUTION APPROVING PROPERTY TAX ABATEMENTS FOR COLONY HOUSING LLC.** 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.)

Administrator Solga provided Council with an update on Project No. 83 - Water Treatment Plant. The work has been completed. He completed the paperwork and the final grant payment from DEED has been approved and mailed. The City still needs to receive the final paperwork before approving the final pay request for PFA.

Administrator Solga reported on two spills at the Wastewater Treatment Plant that had to be reported to the MPCA. One was on October 15, 2016. About three hundred gallons leaked from a manhole by the lagoons. It was an Operator error; they left a pump running while transferring from one Lagoon to another. The second spill was on October 16. A resident noticed overflowing and running down the sides of the biosolid tank. It is estimated that spill was 30,000 to 40,000 gallons. Because of power outages prior to October 16, the Operators shut off the alarm because it kept sounding off due to the outages. The Operators forgot to turn the alarm on again. Now they will not transfer without an operator present. There has been no word from the MPCA so far.

Auditor Dan Rollie reported on the 2015 Audit. He answered any questions that Council had for him and reported that the City is doing well. He would recommend the Council do an annual inventory instead of Liquor Store employees.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 11-29-2016

Auditor Rollie agreed to submit the letter of services to perform to the City before he begins the audit process in the future as Mayor Frazier requested.

Council looked over the Letter of Service Performed from the Auditor.

Motion by Holl, seconded by Foster to accept the 2015 Audit and to approve Mayor Frazier and Clerk-Treasurer Heaton signing the letters. Motion passed unanimously.

Mary Jo Stage lives on 9th Avenue SW and has some concerns about the snow plowing. Her road was not plowed after the first snowfall and she was told by the Mayor that City staff had not plowed any gravel roads due to the soft conditions. She presented pictures of gravel roads that she thought were plowed. Superintendent Olson stated that no gravel roads were plowed by the City. The gravel roads are not usually plowed until the ground has frozen.

Superintendent Olson, Administrator Solga and Council discussed how to educate residents on procedures to follow in case of a Snow Emergency. Procedures are on the Website and in the City Newsletter. The City is working on establishing a Facebook Page. The Police Department did put notices on windshields and a CodeRed notice was sent out. Council directed Superintendent Olson to draft a communication plan to discuss at the next meeting.

City Attorney Greg Larson provided Council with a memo regarding Level III Offenders. He connected with the League of Minnesota Cities and they provided him with some information on Level III Offenders and cities placing restrictions on Level III Offenders. Chief Stadum would like to continue to move forward with an ordinance. Council Member Holl voiced concerns about making an ordinance that is too restrictive. It is not legal to prohibit people from living in the City. Mayor Frazier feels that it is the job of Council to protect the residents. Council Member Strand would like to move forward with an ordinance. Motion by Strand, seconded by Ballard to have Attorney Larson draft an ordinance based on the sample one we had previously looked at for review at the next meeting. Motion passed unanimously.

Administrator Solga, Mayor Frazier and Council Member Foster met with SEH Engineering and the Contractor. They did a walk through the Waste Water Treatment Facility on November 28, 2016. Council will go through each punch list item and approve it.

Motion by Strand, seconded by Foster to accept items 1-33 on the Architectural Punch List. Motion passed unanimously.

Motion by Foster, seconded by Strand to accept items 1-32 except items marked warranty on the Civil Punch List. Motion passed unanimously.

Motion by Ballard, seconded by Strand to accept items 1-59 except the items marked warranty on the Coatings Punch List. Motion passed unanimously.

Motion by Strand, seconded by Foster to accept 1-27 on the Electrical Punch List. Motion passed unanimously.

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Motion by Ballard, seconded by Strand to accept 1-16 on the Mechanical Punch List. Motion passed unanimously.

Motion by Foster, seconded by Ballard to accept 2-62 and 64 on the Process Punch List. Council is not accepting 63 & 65. Motion passed unanimously.

Motion by Strand, seconded by Foster to accept 1-11 on the Structural Punch List. Motion passed unanimously.

Now the Punch Lists are complete. Minnesota Public Finance Authority (PFA) notified Administrator Solga that the contract with PFA ends June 2017. The City Attorney will meet with the City Administrator, Mayor Frazier and Council Member Foster to establish an agenda for a meeting with Gridor, regarding liquidated damages .

Mayor Frazier updated Council about the Little Free Library. It has been installed in Sherin Park and ready for use.

Administrator Solga requested Council approval for the Police Squad Car Lease. There will be three equal payments of \$9,302.00, with the first one due in 2017. There is also a \$400 documentation fee. Motion by Strand, seconded by Ballard to allow the City Administrator to sign and execute the lease and other necessary paperwork. Motion passed unanimously.

Administrator Solga updated Council on Pay Equity. It was submitted on November 9th and passed and the City is now in compliance.

Motion by Foster, seconded by Strand to adopt the following written resolution entitled: **RESOLUTION NO. 2016-21 RESOLUTION APPROVING THE WAGE STUDY IMPLEMENTATION STRATEGY.** 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.)

Administrator Solga reported to Council the Health Insurance premium is increasing 13.25%. City employees are covering 71% and city is covering 29% of the premium increase.

Administrator Solga asked for Council approval to payout Police Chief Overtime of 100 hours. The Police Department has been short staffed throughout the year. It will be 100 hours at a rate of \$26.76 per hour. Council Member Holl stated that he had City employees express some concern over the Chief of Police being allowed so much Comp time. Administrator Solga reviewed the Comp Time process with Council. Motion by Strand, seconded by Ballard to pay out 100 hours of comp time. Motion carried. Aye: Strand, Ballard, Foster. Opposed Frazier, Holl

Council discussed whether to hold a Council Meeting at the end of December. Motion by Strand, seconded by Foster to not have a meeting on December 27, 2016. There will only be one meeting in December on the 13th. Motion passed unanimously.

Motion by Strand, seconded by Ballard to adjourn the City Council meeting at 8:58 p.m. Motion carried. Opposed: Holl

A handwritten signature in black ink that reads "Danielle Heaton". The signature is written in a cursive, slightly slanted style.

Danielle Heaton
Clerk-Treasurer