

December 9, 2016

CITY COUNCIL AGENDA

Tuesday, December 13, 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. Agenda Additions or Deletions

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 – 11/29/16
 - b) Approval of Accounts Payable Listing
 - c) Improvement Project No. 79 Request for Payment:
 - 1) SEH Engineering - \$1,003.66
 - d) 2017 Plumber Registration for Mark Green of Green's Plumbing & Heating, Inc.
 - e) Staff Reports
 - 1) Police Chief Report
 - 2) Financial Report

5. Street and Park Report
 - Skating Rink Personnel
 - Tables and Chairs
 - Snow Ice Maintenance Policy

6. Library Report
 - Personnel

7. 2017 FY Inner Otter Marketing Campaign – Nick Leonard

8. Environmental Action Fund Update

9. Personnel Policy Corrections Regarding

10. 2017 Sewer Budget

11. 2017 Water Budget

12. 2017 Liquor Store Budget

13. Truth in Taxation Hearing 6:00 p.m.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 12-13-16

The City Council of Pelican Rapids met in regular session at 5:00 p.m., on Tuesday, 12-13-16 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 Park Superintendent Brian Olson, City Attorney Greg Larson and Library Director Annie M. Wrigg.

General Attendance: Boy Scout Member Gage Stromberg and Lou Hoglund from the Pelican Press were also present.

The Mayor welcomed everyone to the Council Meeting and announced upcoming events in the community. The next meeting will be January 10, 2017.

All present stood and said the Pledge of Allegiance led by Boy Scout Member Gage Stromberg.

Motion by Ballard, seconded by Holl to approve the agenda with the addition of No. 14 Community Kitchen and No. 15 Approval of 11/17/2016 Special Meeting Minutes. Motion passed unanimously.

Motion by Strand, seconded by Holl to approve the consent agenda and all remaining items were approved as presented:

Motion passed unanimously.

- a) Approval of Minutes – 11/29/16
- b) Approval of Accounts Payable Listing
- c) Improvement Project No. 79 Request for Payment:
 - 1) SEH Engineering - \$1,003.66
- d) **2017 Plumber Registration** for Mark Green of Green's Plumbing & Heating, Inc.
- e) Staff Reports
 - 1) Police Chief Report
 - 2) Financial Report

Motion by Holl seconded by Strand to approve the 11/17/16 Special Meeting Minutes. Motion passed unanimously.

Superintendent Brian Olson reported on the Street and Park Report. The downtown has been cleaned of snow. A CodeRed message was sent to let the downtown area residents know about the snow clearing. It worked very well. The Skating Rink is ready to be flooded. Superintendent Olson asked for Council approval to hire Erin Stadum and Katie Stadum Skating Rink Attendants. He would also like permission to hire four to five more attendants at a rate of \$10.00 an hour for experience and \$9.50 an hour for new. Motion by Foster, seconded by Ballard to hire Erin Stadum and Katie Stadum and four more attendants. Motion passed unanimously.

A few years ago, the School gave the City their used tables and chairs which consisted of nineteen round tables, eight rectangular tables, fifty-three maroon chairs and fifty-six black chairs to use in the

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Community Center. If Council is not interested in using these donated items, Superintendent Olson needs the storage. Neither the tables nor the chairs are collapsible. Council Member Strand would like to look at them before making a decision. Council Member Ballard would like to use them to save on cost of the Community Center. Council Member Holl stated that if everything else is going to be new in the Community Center, should the City be using some used equipment in it.

At the last Council Meeting, Council had directed Superintendent Olson to establish a communication policy. Superintendent Olson added a communication portion to the Snow/Ice Maintenance Policy. Motion by Strand, seconded by Foster to approve the updated Snow/Ice Maintenance Policy. Motion passed unanimously.

Library Director Annie M. Wrigg asked Council to accept Sandra Seeger's resignation as cleaning person in October 2016. Motion by Holl, seconded by Ballard to accept Sandra Seeger's resignation as Cleaning Person at the Library. Motion passed unanimously.

Library Director Annie M. Wrigg asked Council to hire RaeNell Buss-Erickson as Cleaning Person at \$12.02 as hour. Motion by Holl, seconded by Strand to hire RaeNell Buss-Erickson as Cleaning Person at the Library. She started November 29, 2016 and will average ten to fifteen hours a week. Motion passed unanimously.

Library Director Annie M. Wrigg asked Council to hire Paulette Haddock as Substitute Librarian. She will fill in when needed. Her rate will be \$12.72 an hour. Motion by Holl, seconded by Ballard to hire Paulette Haddock as Substitute Librarian at a wage of \$12.72 per hour. Motion passed unanimously.

The Library will be closed December 23-December 26.

The Library will also be closed December 30-January 2.

Nick Leonard discussed with Council the 2017 Inner Otter Marketing Campaign. He also updated Council on a Broadband Grant the Otter Tail County will be applying for and the Otter Tail County Economic Development Authority.

Council Member Holl has received final plans from TriMark for the Community Kitchen. TriMark is going to put a list together of the equipment, small wares and furnishings for the Kitchen. The plans will be added to the architectural plans for Council to review.

Administrator Solga provided an Environmental Action Fund Update from the Coalition of Greater Minnesota Cities to review in the packet.

Pursuant to due call and published notice thereof, Mayor Frazier called the Truth in Taxation Public Hearing to order at 6:00 p.m. The purpose of the hearing was to consider the 2017 General Fund Budget as proposed at the 09-27-16 Council meeting. Greg Larson, Annie M. Wrigg and Lou Hogle of the Pelican Rapids Press were present. No comments were made by the public. Mayor Frazier closed the Public Hearing.

Council reviewed the proposed General Fund Budget and Levy Certification for 2017. Motion by Ballard, seconded by Foster to adopt the 2017 General Fund Budget in the amount of \$1,858,076, to certify the General Fund Levy at \$704,282 and the Special Levy at \$163,000. Motion passed unanimously.

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Administrator Solga asked Council to consider making a few revisions in the Personnel Policy. The changes suggested are to change to policy to reflect City practices. Motion by Holl, seconded by Foster to accept the revisions suggested by Administrator Solga. Motion passed unanimously.

Administrator Solga reviewed the Proposed 2017 Liquor Store Budget with Council. Motion by Foster, seconded by Holl to adopt the 2017 Liquor Store Budget. Motion passed unanimously.

Administrator Solga reviewed the Proposed 2017 Water Budget. There will be no rate increase in Water rates in 2017. Motion by Ballard, seconded by Foster to adopt the 2017 Water Budget. Motion passed unanimously.

Administrator Solga reviewed the Proposed 2017 Sewer Budget. There will be no rate increase in Sewer rates in 2017. Motion by Foster, seconded by Strand to adopt the 2017 Sewer Budget. Motion passed unanimously.

Motion by Strand, seconded by Foster to adjourn the City Council meeting at 7:13 p.m. Motion carried. Opposed: Holl



Danielle Heaton
Clerk-Treasurer