

May 4, 2012

CITY COUNCIL AGENDA

**Tuesday, May 8, 2012**

**4:30 p.m.**

**Council Chambers, 315 N. Broadway**

---

1. Call to Order
2. Agenda Additions or Deletions
3. Approval of Minutes – 4/24/12
4. Approval of Accounts Payable Listing
5. Police Chief Report
6. Library Report
7. Utility Superintendent Report
  - Water/Sewer Rate Structure Projections
8. Street/Park Superintendent Report
  - Park and Pool Employees
9. Financial Report
  - LMCIT Work Comp Dividend - \$9,383.00
10. Travel Policy
11. Pelican Valley Health Center Public Comment Period
12. Liquor Licenses

## **CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 05-8-12**

The City Council of Pelican Rapids met in regular session at 4:30 p.m., on Tuesday, 05-8-12, 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 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 Foster to approve the agenda with no additions. Motion carried.

Motion by Waller, seconded by Strand to approve the minutes of 04-24-12 as presented. Motion carried.

Motion by Ballard, seconded by Strand to approve the Accounts Payable Listing of 05-08-12 as presented for City bills in the amount of \$137,838.28, Liquor Store bills in the amount of \$65,084.20 and Library bills in the amount of \$2,937.50. Motion carried.

The Police Chief Report was reviewed.

The Library Report was presented by Library Director Annie Wrigg. The new hours have taken some adjustment on behalf of the patrons. Other township donations have been received so only Scambler, Erhard's Grove and Dunn were not received. Summer Reading will begin the end of May.

The Utility Superintendent's Report was presented by Brent Frazier. Kelly Funk Construction is building a storage structure at the Wastewater Treatment Facility. Superintendent Frazier reviewed various schools attended and annual maintenance performed at the treatment plants.

Mayor Woessner noted that the grass still needs to be seeded at the Wastewater Facility. Mayor Woessner said this would have been an ideal time to have the grass seeded. Administrator Solga recalled the \$5,000 estimated cost presented by Brent Frazier to reseed the grass. Superintendent Frazier said more black dirt is necessary before additional grass is seeded. Administrator Solga recommended obtaining quotes locally to establish grass and Superintendent Frazier agreed to obtain quotes.

Administrator Don Solga presented water/sewer rate structure projections. In order to apply for Public Finance Authority loan funds Administrator Solga completed a rate analysis and said for 2013 the water base rate will increase \$1.00, from \$14.00 to \$15.00 and the user rate will increase from \$1.85 to \$2.50. Sewer base rate will also increase by \$1.00 and the user rate will increase from \$2.90 to \$3.10. The utility rate projections are based on the current operating expenses, existing debt structure and new debt incurred from Improvement Project No.78. The rates will have to be re-evaluated should another Wastewater Facility project be planned.

The Street and Park Superintendent Report was presented by Brian Olson. He reviewed various street projects. He also reviewed additional expense for replacing park signs. Motion by Strand, seconded by Waller to authorize the increase of \$1100 in expenditure for redoing the park signs. Motion carried.

Superintendent Olson recommended hiring the following park and pool employees: Jessi Wilson as Pool Manager; new lifeguards Alysa Thorson and Brooke Lammers; returning lifeguards Austin Lammers, Emily Hexum, Anna Skow-Anderson, Rachel Appert, Kelsey Appert, Vanessa Cusey, and Hope Livdahl; and park employees Daniel Ditch and Arturo Saavedra. Motion by Waller, seconded by Foster to approve hiring the listed pool and park employees at pay rates on the pay schedule for new and experienced employees. Motion carried.

Clerk-Treasurer Glenys Ehlert presented the 4-30-12 financial report. She reported that the League of Minnesota Cities Insurance Trust (LMCIT) paid the City a Workers Compensation Dividend of \$9,383.00 for 2011.

Administrator Don Solga recommended some additions to the City's travel policy. The City will reimburse for breakfast when travel begins by 6:00 a.m. and the employee is more than an hour from home. City will reimburse for dinner when travel extends to 7:00 p.m. and the employee is more than an hour from home. Cash advances will be limited to \$100 and reimbursement for tips is capped at 15%. Motion by Waller, seconded by Ballard to accept Administrator Solga's recommendations to travel policy. Motion carried.

Pelican Valley Health Center Public Comment Period was discussed. Does the Council want to enter a written comment during this period in support of the Hospital District? "Has anyone made a study as to what the impact of the loss of the Hospital District would be to the community or region?" asked Mayor Woessner. "Possible result could be lost jobs and services to seniors," he said.

Administrator Solga and Council discussed that as long there is a need for a hospital district, all entities should continue to be part of the district and pay the same tax rate, which is presently 0.667%. Motion by Waller, seconded by Foster to issue a statement as part of the Pelican Valley Health Center Public Comment Period to the effect that the City of Pelican Rapids does not support permitting Scambler and Dunn Townships to detach from the Hospital District. Motion carried.

Clerk-Treasurer Glenys Ehlert reviewed applications for Off-Sale 3.2% Malt Liquor License and an On-Sale 3.2 Malt Liquor License. Motion by Ballard, seconded by Waller to approve renewal of an Off-Sale 3.2% Malt Liquor License for Paul Evenson of Southown C Store, 901 S. Broadway, and an On-Sale 3.2 Malt Liquor License for Janet Widman of Jimmy's Pizza, 41 N. Broadway. Motion carried.

Motion by Ballard, seconded by Strand to adjourn the City Council meeting at 5:20 p.m. Motion carried.

Glenys Ehlert, CMC  
Clerk-Treasurer