

June 10, 2010

CITY COUNCIL AGENDA

Monday, June 14, 2010
Broadway

5:30 p.m.

Council Chambers, 315 N.

1. Call to Order
2. Agenda Additions or Deletions
3. Approval of Minutes – 05-13-10 and 05-25-10
4. Approval of Accounts Payable Listing
5. Project Pay Request
 - WWTF Improvement PFA Request No. 16 – Interstate Engineering - \$34,110.87
6. Utility Superintendent Report
 - Gridor Construction-WWTF Liquidated Damages
7. Police Chief Report
8. Library Report
9. Street/Park Superintendent Report
10. Financial Report
11. Tax Increment Financing
 - TIF District 8 Development Agreement – Dick Asleson
 - TIF Project Application Fee - \$7500 Recommended
12. Liquor Store
 - Personnel
 - Internal Controls Policy
13. Soberg Development Project
 - Reconsider Prior Assessments
 - Deferred Assessment Start Date
14. Joint City Resolution – OTC Purchase of 800 MHERZ Radio System

15. Resolution Regarding Municipal Tort Liability Monetary Limits
16. Wine and Beer License Renewal – Riverside Coffee
17. Certify Unpaid Utility Bill to Otter Tail County
18. Chamber of Commerce Raffle – 25 N. Broadway – 08-01 - 08-31-10
19. Otter Tail Power Company – Notice of Minnesota Public Utilities Commission Hearing
20. Fire Department Vehicle
21. City Hall Facility

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES - 06-14-10

The City Council of Pelican Rapids met in regular session at 5:30 p.m., on Monday, 06-14-10, in Council Chambers, City Hall. Mayor Ben Woessner, Council Members Steve Foster, Kevin Ballard, John E. Waller, III and Richard E. Peterson were present. No one was absent. Administrator Don Solga, Clerk-Treasurer Glenys Ehlert, Police Chief Jeff Stadum, Street and Park Superintendent Brian Olson, Utilities Superintendent Brent E. Frazier, Library Director Annie Wrigg, Fire Chief Trevor Steeves, Kevin Soberg, Matt Soberg, Dan Bonitatibus and Louis Hoglund from The Press were also present.

Mayor Woessner called meeting to order. All present stood, addressed the flag and said The Pledge of Allegiance.

Motion by Waller, seconded by Foster to accept the agenda as written. Motion passed unanimously.

Council reviewed minutes. Motion by Ballard, seconded by Peterson to approve the minutes of 05-13-10 and 05-25-10 as written. Motion passed unanimously.

Motion by Waller, seconded by Foster to approve the 06-14-10 Accounts Payable Listing for city bills in the amount of \$56,355.60, library bills in the amount of \$4,360.16 and liquor store bills in the amount of \$82,891.29 with the addition to city bills of Speltz Studio for a Chamber of Commerce community print in the amount of \$125.04. Motion passed unanimously.

Liquor Store Manager Bob Leslie discussed hiring Kari Heaton at \$8.00. Motion by Foster, seconded by Waller to hire Kari Heaton at \$8.00 as a Liquor Store sales clerk. Motion passed unanimously.

Clerk-Treasurer Glenys Ehlert requested approval of the Liquor Store Internal Controls Policy. Motion by Waller, seconded by Foster to approve the Liquor Store Internal Controls Policy as presented. A complete text of this policy is part of permanent public record in the City Clerk's Office. Motion passed unanimously.

Administrator Don Solga reviewed wastewater treatment project pay request. Motion by Ballard, seconded by Waller to approve Pay Request No. 16 to Interstate Engineering in the amount of \$34,110.87 for Wastewater Treatment Facility (WWTF) Improvement Project No. 75 as recommended by Administrator Don Solga. Motion passed unanimously.

Utilities Superintendent Brent Frazier reported on his departments. The City will be able to seal Well No. 2 and Well No. 12, with the assistance of a grant from the Minnesota Department of Health in the amount of \$8,940. Minnesota Rural Water Association worked with City to secure the grant.

Administrator Don Solga reviewed the WWTF Liquidated Damages held back from Gridor Construction. He explained that the City keeps \$25,000 of the liquidated damages to cover city costs and City would release \$34,500 to Gridor Construction with their next pay request. Engineer Alex Schwarzhoff expected the punch list work should be completed by July 1st, but paper work may not be completed. Administrator Solga said that Gridor Construction should request more time. Motion by Foster, seconded by Peterson to approve the agreement with Gridor Construction regarding release of \$34,500 of liquidated damages to Gridor on their next pay request. Motion passed unanimously.

Police Chief Jeff Stadum presented his report. Safe and Sober and Seatbelt campaigns are in full swing. Memorial Day Parade went well. Chief Stadum explained that City policy is that off duty officers may carry their weapons concealed. Officers carry their identification and badges when they are off duty.

Library Director Annie Wrigg said they are seeing an increase in circulation. Summer reading has started with Family Reading, Independent Reading and Adult Reading groups. She reviewed the global positioning system (GPS) that are available through a Toso Family Grant. The purpose of the grant was to purchase things that could be lent out to help people enjoy the outdoors. In addition to the GPS units, the library also purchased snowshoes which were widely used this past winter.

Superintendent Brian Olson reported on his departments. The swimming pool was scheduled to open last Monday. However due to a leak, it was losing inches of water each day. Piping in area 10 ft. by 20 ft. was replaced and the pool opened today.

Clerk-Treasurer Glenys Ehlert presented the 05-31-10 financial reports. Administrator Don Solga requested the Council appoint a budget committee. Motion by Waller, seconded by Ballard to appoint Richard Peterson and Steve Foster to the 2011 Budget Committee. Motion passed unanimously.

Council Member Richard Peterson discussed the previous assessments attached to Rhoda Johnson's property in the amount of \$34,243.20. These assessments were going to become due when the property was platted. Since Sobergs are planning a larger development project that will require assessments for water and sewer as well as street improvements, Peterson recommended forgiving prior assessments contingent on new development project going forward. Motion by Ballard, seconded by Foster to forgive the Maplewood Project assessments to Rhoda Johnson's property in the amount of \$34,243.20, contingent on new development project going forward. Motion passed unanimously.

Matt Soberg questioned what would constitute the project going forward. Administrator Don Solga said filing the final plat would be the first step for the new development project to go forward towards completion and new assessments. As long as new assessments are assessed to project properties, the old ones will be forgiven.

Council agreed that individual assessments for Soberg's new development will begin when a platted lot is sold, a house is built or seven (7) years after assessments are certified, whichever occurs first.

Motion by Peterson, seconded by Waller to approve the Development Agreement with David Gottenborg for Tax Increment Financing Development District No. 8 and authorizing the mayor and administrator to sign and execute the Development Agreement on behalf of the City by introducing the following written resolution, entitled **RESOLUTION AUTHORIZING EXECUTION OF A DEVELOPMENT 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.

Motion by Waller, seconded by Ballard to update the City's **POLICY AND PROCEDURE FOR REVIEW AND CONSIDERATION OF TAX INCREMENT FINANCING PROJECTS** and approve an increase in the application fee to \$7500 to create a new district. Motion passed unanimously.

Administrator Don Solga reviewed a resolution drafted by regional city administrators and clerks. The resolution sets forth the federal mandate that public safety radio systems switch to narrowband systems by 2013, provides information about the Minnesota ARMER radio system, the cost of the system and the value to all full- and part-time residents of Otter Tail County who will benefit from the system. The resolution concludes that Otter Tail County is best suited to fund, purchase, levy, distribute, train, maintain and administer the ARMER radio system within Otter Tail County. Motion by Peterson, seconded by Ballard to introduce the following written resolution, entitled **CITY OF PELICAN RAPIDS RESOLUTION ON FUNDING POSITION FOR ARMER NARROWBAND PUBLIC SAFETY RADIOS**. (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.

Motion by Ballard, seconded by Peterson to introduce the following written resolution, entitled **RESOLUTION ACCEPTING MONETARY LIMITS ON MUNICIPAL TORT LIABILITY**. (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.

Motion by Peterson, seconded by Waller to approve renewal of a Malt Liquor License and Wine License with Strong Beer to Terri Jean Gray on behalf of TLTA Restaurant, Inc., dba Riverside Coffee for the license period of 07-01-10 to 06-30-11. Motion passed unanimously.

Motion by Waller, seconded by Peterson to certify the unpaid utility bill in the amount of \$158.14 to County Auditor Wayne Stein to parcel no. 76000270041000 for collection with real estate taxes. Motion passed unanimously.

Motion by Waller, seconded by Ballard to acknowledge the request of the Pelican Rapids Area Chamber of Commerce to conduct a money calendar at Information Center/Chamber offices, 25 N. Broadway from 08-01-10 through 08-31-10. Motion passed unanimously.

Administrator Don Solga reviewed information received from the Minnesota Public Utilities Commission that they have issued a Notice and Order for Hearing in the matter of Otter Tail Power Company's application for authority to increase rates for electric service in Minnesota

Administrator Don Solga reviewed Fire Chief Trevor Steeves' request to purchase a van for use by the Fire Department when a number of firemen go out of town for training. Motion by Ballard, seconded by Foster to table item to next council meeting to permit time to gather information on cost expended for training mileage, present policy on number of vehicles the department would send for training, number of times firemen go out of town for training. Motion passed unanimously.

Administrator Don Solga reviewed the possibilities for a new city hall: purchase existing building, build new on land owned by City on North Broadway or building new on other land. Council members discussed cost to purchase and renovate existing building.

Motion by Ballard, seconded by Peterson to put costs together for building a new city hall on North Broadway. Council questioned cost to purchase present building from State Bank and renovate it. Council Member Peterson said he thinks we could build new city hall only with current budget. Council agreed it was time to start putting some costs together. Motion passed unanimously.

Fire Chief Trevor Steeves returned to Council meeting at 6:50 p.m. and Council indicated that the Fire Department Vehicle would be considered on 06-29-10 meeting.

Motion by Ballard, seconded by Peterson to adjourn meeting at 6:55 p.m. Motion passed unanimously.

Glenys Ehlert, CMC
Clerk-Treasurer