

December 7, 2012

CITY COUNCIL AGENDA

Tuesday, December 11, 2012

4:30 p.m.

Council Chambers, 315 N. Broadway

1. Call to Order
2. Agenda Additions or Deletions
3. Approval of Minutes – 11/27/12
4. Approval of Accounts Payable Listing
5. Police Chief Report
6. Utility Superintendent Report
7. Street/Park Superintendent Report
8. Liquor Store Report
9. Financial Report
 - Decertify TIF District 3 by Resolution
10. Library Report – 5:30 P.M.
11. Truth in Taxation Public Hearing – 6:00 P.M.
12. 2013 General Fund Budget and Levy Certification
13. 2013 Employee Wages
14. 2013 Water Fund Budget
15. 2013 Sewer Fund Budget
16. 2013 License Renewals
17. WWTF Capital Improvement Project 79 Interim Financing
18. Cable Television Franchise Ordinance
19. Certify to Property Taxes Unpaid Utility Bills
20. Household Hazardous Waste Collection Date Changed to 8/7/13

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

The City Council of Pelican Rapids met in regular session at 4:30 p.m., on Tuesday, 12-11-12, 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, Police Chief Jeff Stadum, Utility Superintendent Brent Frazier, Street and Park Superintendent Brian Olson, Liquor Store Manager Maggie Johnson, Library Director Annie Wrigg, Jordan Plotz and Lou Hogle 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 Foster, seconded by Waller to approve the minutes of 11-27-12 as presented. Motion carried.

Motion by Strand, seconded by Foster to approve the Accounts Payable Listing of 12-11-12 as presented for City bills in the amount of \$77,062.21, additional City bills in the amount of \$55,673.04, Liquor Store bills in the amount of \$45,119.20 and Library bills in the amount of \$10,300.31. Motion carried.

The Utility Superintendent's Report was presented by Brent Frazier. As part of Improvement Project No. 79, Administrator Don Solga said he has two proposals for soil borings: Braun Intertec in the amount of \$7,080 and American Engineering Testing for \$25,000. Motion by Strand, seconded by Ballard to accept the proposal from Braun Intertec in the amount of \$7,080. Motion carried.

The Street/Park Superintendent Report was presented by Administrator Don Solga. Superintendent Olson extended a thank you to Otter Tail Power for putting up the Holiday Banners.

The Liquor Store report was given by Manager Maggie Johnson. She reported on dollar amount of check transactions for the Liquor Store and discussed the number of local and non-local checks processed at Liquor Store with Council.

The Police Department Report was presented by Police Chief Jeff Stadum.

Clerk-Treasurer Glenys Ehlert presented the 11-30-12 financial reports. She also updated City Council on Tax Increment District 3 (Farmers Home Apartments). The recommendation of tax increment consultant Tammy Omdal of Northland Securities is to decertify this district effective 12-31-12. The excess tax increment received is \$6,129.67 to be returned to Otter Tail County for redistribution. Motion by Waller, seconded by Strand to introduce the following resolution, entitled **A RESOLUTION DECERTIFYING TAX INCREMENT FINANCING REDEVELOPMENT DISTRICT NO. 3 OF THE CITY OF PELICAN RAPIDS**. Mayor Woessner, Council Members Strand, Ballard, Waller and Foster voted yes. No one voted no. Motion passed unanimously and resolution declared duly adopted. (A complete text of this resolution is part of permanent public record in the City Clerk's office.)

Otter Tail County requested that the Household Hazardous Waste Collection date be changed to 8-7-13. Motion by Waller, seconded by Strand to approve the date change. Motion carried.

Clerk-Treasurer Glenys Ehlert recommended certifying two unpaid utility bills for collection with property taxes. Motion by Strand, seconded by Waller to certify the following utility bills to County Auditor Wayne Stein for collection with property taxes: \$65.02 to parcel number 76000990535000 and \$10.88 to parcel number 76000990208000. Motion carried.

Administrator Don Solga reviewed Cable Television Franchise Ordinance. He said the City wouldn't continue to require a performance bond on work already completed. Administrator Solga and City Attorney Greg Larson recommend liability insurance in the amount of \$1 million on auto policy and \$2 million on general liability. Motion by Strand, seconded by Foster to introduce the following written resolution to approve **ORDINANCE NO. 12-02, ENTITLED, AN ORDINANCE GRANTING A FRANCHISE TO LORETEL SYSTEMS, INC., DBA LORETEL CABLEVISION, ITS SUCCESSORS AND ASSIGNS, TO CONSTRUCT, OWN, OPERATE AND MAINTAIN A CABLE SYSTEM IN THE CITY OF PELICAN RAPIDS, MINNESOTA; SETTING FORTH CONDITIONS ACCOMPANYING THE GRANT OF A FRANCHISE.** Mayor Woessner, Council Members Strand, Ballard, Waller and Foster voted yes. No one voted no. Motion passed unanimously and resolution declared duly adopted. (A complete text of this ordinance is part of permanent public record in the City Clerk's office and will be in effect and full force upon publication.)

Administrator Don Solga reviewed the proposed resolution regarding Wastewater Treatment Facility (WWTF) Capital Improvement Project 79 Interim Financing. Motion by Ballard, seconded by Waller to introduce the following written resolution, entitled **RESOLUTION 2012 APPROVING THE ISSUANCE OF A \$503,800 G.O. TEMPORARY SEWER REVENUE NOTE, SERIES 2013A.** Mayor Woessner, Council Members Strand, Ballard, Waller and Foster voted yes. No one voted no. Motion passed unanimously and resolution declared duly adopted. (A complete text of this resolution is part of permanent public record in the City Clerk's office.)

2013 License Renewals. Motion by Foster, seconded by Ballard to approve **Cigarette Licenses** for Cynthia Stotesbery at Larry's Supermarket, Jeanne Hovland at Southtown C Store, Calvin Knutson at Park Region Co-op, Maggie Johnson at the Municipal Liquor Store, Rick Loerzel at Pelican Tesoro, and David Styka at Family Dollar; **Recreational Game Licenses** for three games at the VFW Gilmore Weik Post 5252 and for three games at the Pelican Rapids Pool Hall, L.L.C.; **Business License** for Z & Z Associates to operate a Mobile Home Park and the **Plumbers Registration List** for Corley Reiland as Grant's Mechanical, Marty Hanson as Pelican Plumbing, Jim King as Jim's Plumbing, and Wrigley Mechanical; **Outdoor Sales Lot Licenses** for Pete Hart, Alan Johnson, and James Kostreba. Motion carried.

Administrator Don Solga presented a report on past wage increases which were 2% in 2009, no increase in 2010, 20 cents per hour raise in 2011, 3% in 2012 which averaged about 1% a year. Administrator Solga suggested a 1.5% raise to employees in line with police contract for 2013 employee wages. Motion by Waller, seconded by Strand to approve a 1.5% increase for city employees for 2013. Motion carried.

Administrator Don Solga suggested that the City Council give him an additional week's vacation instead of a 1.5% increase. This would save the City the expense of a wage increase. Motion by

Foster, seconded by Waller to approve an increase of 40 hours vacation to Administrator Don Solga in lieu the 1.5% pay increase approved for 2013. Motion carried.

The Library Report was presented by Library Director Annie Wrigg. She explained that the library will be relying on their phone system to take renewal information due to staff reductions. She said a great group of volunteers will be shelving the books and the Library Board will also be filling in at various times to help. Upcoming library events include a presentation by Carrie Ehlert Newman on her book, War on the Prairie, at 10:30 a.m. on Saturday, 12-29-12. Library Director Wrigg also reported new library software will allow patrons to load magazines on various electronic media devices. Responding to Mayor Woessner's questions about whether townships are aware of budget situation at the library, Director Wrigg replied, "Township patrons are keeping their townships aware of the cuts in services."

Administrator Don Solga reviewed the 2013 Water Fund Budget. The primary increase in the budget is for Improvement Project No. 78 principal and interest payments. Capital expense includes filter bed media and other capital items budgeted at \$85,100. Motion by Strand, seconded by Waller to approve the 2013 Water Fund Budget as presented. Motion carried.

Administrator Don Solga reviewed the 2013 Sewer Fund Budget. He explained that this budget has actually come down a little bit because debt service on phosphorous project was reduced when the project was completed. Another reduction is in professional services because the 2012 Budget included \$70,000 for the Improvement Project No. 79 WWTF Capital Improvement Plan which has been completed. He discussed break down of West Central Turkeys, LLC (WCT) debt service for the industrial base rate. Capital for the sewer department is a \$20,000 reduction from 2012. Motion by Strand, seconded by Ballard to approve the 2012 Sewer Fund Budget as presented. Motion carried.

Administrator Don Solga discussed the League of Minnesota Cities (LMC) webinar regarding the state budget forecast.

Pursuant to due call and published notice thereof, Mayor Woessner called the Truth in Taxation Public Hearing to order at 6:00 p.m. Purpose of the hearing was to consider the 2013 General Fund Budget as proposed at the 09-11-12 Council meeting. Lou Hogle of the Pelican Rapids Press was present. Motion by Waller, seconded by Strand to adjourn the public hearing. Motion carried.

Administrator Don Solga and Clerk-Treasurer Glenys Ehlert discussed the proposed General Fund budget and Levy Certification for 2013. Motion by Waller, seconded by Strand to adopt the 2013 General Fund Budget in the amount of \$1,616,440, to certify the General Fund Levy at \$564,586 and the Special Levy at \$155,200. Motion passed unanimously.

Motion by Strand, seconded by Ballard to adjourn the City Council meeting at 6:04 p.m. Motion carried.

Glenys Ehlert, CMC
Clerk-Treasurer