

December 8, 2011

CITY COUNCIL AGENDA

**Monday, December 12, 2011**

**5:30 p.m.**

**Council Chambers, 315 N. Broadway**

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1. Call to Order
2. Agenda Additions or Deletions
3. Approval of Minutes – 11/29/11
4. Approval of Accounts Payable Listing
5. Police Chief Report
6. Street/Park Superintendent Report
  - Resolution for City Winter Maintenance Agreement with Otter Tail County
  - Road Grader
7. Library Report
8. Utility Superintendent Report
  - Close PFA Loan
9. Financial Report
10. Truth in Taxation Public Hearing - 6:00 p.m.
11. 2012 General Fund Budget and Levy Certification
12. Police Union Contract
13. 2012 Employee Wages
14. 2012 Water Fund Budget
15. 2012 Sewer Fund Budget
16. Close Liquor Store Construction Loan
17. Snow Mobile Club Bridge – Legacy Grant Application
18. 2012 Meeting Dates and Times
  - Consider 2<sup>nd</sup> and Last Tuesday at 4:30 p.m.
19. 2011 End of Year Meeting

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

The City Council of Pelican Rapids met in regular session at 5:30 p.m., on Monday, 12-12-11, in Council Chambers, City Hall. Mayor Ben Woessner, Council Members James Strand, Steve Foster, Kevin Ballard and John Waller, III, were present. No one was absent. Administrator Don Solga, Clerk-Treasurer Glenys Ehlert, Police Chief Jeff Stadum, Street and Park Superintendent Brian Olson, Utility Superintendent Brent Frazier, Jordan Plotz, Alan Johnson of Snowmobile Club and Lou Hoglund of Pelican Rapids Press were also present.

Mayor Ben Woessner called meeting to order.

Motion by Foster, seconded by Waller, to approve the agenda with the addition of Business Licenses. Motion carried.

Motion by Waller, seconded by Strand, to approve the minutes of 11-29-11 as presented. Motion carried.

Motion by Strand, seconded by Foster, to approve payment of the 12-12-2011 Accounts Payable Listing in the amount of \$69,043.79 for city bills, \$47,190.03 for liquor store bills and \$10,559.58 for library bills and Additional Listing in the amount of \$31,384.86 for city bills. Motion carried.

Police Chief Jeff Stadum presented his report. He reviewed total monthly miles driven in were 4,776; there were 156 initial complaint reports and three tickets issued. Fines collected totaled \$1,115.76. Chief Stadum also presented his annual 2011 activity report.

Street and Park Superintendent Brian Olson reported on his activities. He thanked Lake Region Electric Coop for putting up the holiday banners.

Superintendent Olson recommended approval of the City and Otter Tail County Winter Maintenance Agreement. Mayor Woessner called for vote on the following **RESOLUTION FOR CITY AND TOWNSHIP WINTER MAINTENANCE AGREEMENT**. (A complete text of this resolution is part of permanent public record in the city clerk's office.) Resolution was unanimously approved.

Superintendent Olson recommended selling the road grader to Crow Wing Recycling for approximately \$1700, depending on weight and cost of trucking. Motion by Strand, seconded by Foster to sell grader. Motion carried.

Utilities Superintendent Brent Frazier presented his report including costs to complete the punch list for Wastewater Treatment Facility Phosphorus Project. Administrator Don Solga recommended closing the project so the Public Facilities Authority Loan can be refigured to reduce the loan payment due from the Sewer Fund. Council discussed the matter. Motion by Waller, seconded by Foster to accept the Wastewater Treatment Facility Phosphorus Project and request loan closure from Minnesota Public Finance Authority. Motion carried.

Pursuant to due call and published notice thereof, at 6:15 p.m., Mayor Woessner asked if any members of the public wished to address Council regarding the 2012 General Fund Budget and

Tax Levy. No one present spoke. Motion by Strand, seconded by Waller to close the public hearing. Motion carried.

Mayor Woessner introduced Alan Johnson of the Snowmobile Club. Johnson said the Snowmobile Club is interested in applying for a grant to construct a multi-use bridge across the Pelican River southwest of the NW 2<sup>nd</sup> Ave. bridge.

Administrator Don Solga reviewed what he knew about the process and Legacy Grant Resolution and Application. He said some items to be determined are the city support, determining a fiscal agent and trail maintenance. The Council needs to consider if they are in favor of putting a bridge across the Pelican River. "If you guys don't want a bridge, then it's a waste of time to fill out the application." Administrator Solga said the organization will need to complete the grant application as part of the process. Johnson agreed that the Snowmobile Club is contacting many community organizations to determine the level of support. He said in addition to use by the Snowmobile Club, the bridge would be an addition to the walking path, enhance river activities and connect to Pelican Rapids Schools. The Club will contact other entities to gather support for the project. Mayor Woessner said it would also tie in with the Veterans' Memorial River Park. Council Members all agreed that it would be a good project that would add to the community. Administrator Solga concluded, "Completing the grant application will provide more project information before you return to Council for a resolution confirming their support."

Motion by Strand, seconded by Ballard to approve the 11-30-11 Financial Reports as presented by Clerk-Treasurer Glenys Ehlert. Motion carried.

Administrator Don Solga said as part of the server project he recommends two new computers for Danielle and Glenys. Then their computers would replace the Police Chief's, Street Superintendent's and Utilities Superintendent's computers. As part of the computer upgrade, the City needs to purchase several licenses for Microsoft Office Professional 2010. The cost for these licenses would be approximately \$234 through Lake Country Service Coop (LCSC) purchasing agreements with PCGov. There will be labor and the cost of the computers at \$619 each. "I've always had the mentality that you don't take a computer out of service if it's working. I've changed my mind due to the compatibility issues of all these older computers and older software," said Administrator Solga. Mayor and Council Members suggested two additional software licenses. Motion by Ballard, seconded by Foster to approve the request to purchase two computers and six Microsoft Office Professional 2010 licenses. Motion carried.

Motion by Strand, seconded by Ballard to adopt the 2012 General Fund Budget as proposed and to certify the 2012 Levy in the amount of \$551,128.00 for General Fund and \$143,277.00 for Special Levy. Motion carried.

Administrator Don Solga reviewed Police Union Contract negotiations. All items stay the same except wages will include a 3% increase effective, 01-01-12; a 1.5% increase in 2013 and contract will be reopened regarding wages only in 2014. Motion by Waller, seconded by Strand to approve the Police Union Contract as negotiated and presented. Motion carried.

Motion by Waller, seconded by Ballard to approve a 3% wage increase to all non-union City employees, effective 01-01-12. Motion carried.

Administrator Don Solga reviewed the proposed 2012 Water Fund Budget. He discussed various items that are included in the budget. Motion by Foster, seconded by Strand to approve the 2012 Water Fund Budget as presented. Motion carried.

Administrator Don Solga reviewed the proposed 2012 Sewer Fund Budget. He discussed various items. Motion by Foster, seconded by Strand to accept the 2012 Sewer Fund Budget as presented. Motion carried.

Administrator Don Solga reviewed the Liquor Store Construction Escrow Account. The original escrow account was for \$650,000. The City has a balance of \$140,983.99 in the account. Motion by Waller, seconded by Strand to close the Liquor Store Construction Loan, paying the \$140,983.99 balance on the loan and amortizing the loan amount of \$472,490.93. Motion carried.

Motion by Strand, seconded by Foster to authorize Mayor and Administrator to sign the Change in Payment forms on behalf of the City of Pelican Rapids. Motion carried.

Motion by Strand, seconded by Ballard to authorize the mayor to sign Completion Certificate for the Municipal Liquor Store Project. Motion carried.

Council considered changing the date and time of City Council meetings. Motion by Strand, seconded by Ballard to establish the second Tuesday at 4:30 p.m. and last Tuesday at 4:30 p.m. for City Council meetings beginning 01-10-12. Motion carried.

Next City Council meeting is 12-27-11, 4:30 p.m., Council Chambers, City Hall.

Motion by Strand, seconded by Foster to approve Cigarette Licenses for Cynthia Stotesbery at Larry's Supermarket, Jeanne Hovland at Southtown C Store, Calvin Knutson at Park Region Co-op, and Robert Leslie at the Municipal Liquor Store; Recreational Game Licenses for four 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 B. Benson as Grant's Mechanical and Allan Stadum for Stadum Plumbing. Motion carried.

Motion by Strand, seconded by Foster to adjourn the meeting at 7:15 p.m. Motion carried.

Glenys Ehlert, CMC  
Clerk-Treasurer