

April 4, 2014

CITY COUNCIL AGENDA

Tuesday, April 8, 2014

4:30 p.m.

Council Chambers, 315 N. Broadway

1. Call to Order
2. Agenda Additions or Deletions
3. Approval of Minutes – 3/25/14
4. Approval of Accounts Payable Listing
5. Police Chief Report
6. Street/Park Superintendent Report
7. Financial Report
8. Library Report
9. Improvement Project No. 79 Request for Payment:
 - Gridor Construction Pay Request #6 - \$205,063.81
 - SEH Engineering - \$36,631.11
 - PFA Pay Request #8 – 241,694.92
10. Traffic Signal Improvement Project No. 81 Update/Allocate Balance to Improvement Project No. 80
11. Resolution No. 2014-3 – A Resolution Decertifying Tax Increment Financing Housing District No. 4 of the City of Pelican Rapids
12. Review Draft of Pelican Rapids Tobacco – Free Policy
13. Utility Bills
14. Personnel

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 04-8-14

The City Council of Pelican Rapids met in regular session at 4:30 p.m., on Tuesday, 04-8-14, 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, Street and Park Superintendent Brian Olson, Library Director Annie Wrigg, Library Board Chairman Theresa Thornton, Pete Hart 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 Ballard to approve the agenda with no additions. Motion carried.

Motion by Foster, seconded by Waller to approve the minutes of 03-25-14 as presented. Motion carried.

Motion by Ballard, seconded by Foster to approve the Accounts Payable Listing of 04-08-14 as presented for City bills in the amount of \$55,682.00, Liquor Store bills in the amount of \$32,645.90 and Library bills in the amount of \$5,357.22. Motion carried.

Police Chief Jeff Stadum presented the Police Department report. There were 4,229 miles driven while patrolling and responding to 114 calls for service. The department assisted the OTCSO 3 times, other agencies 2 times, made 2 arrests and issued 4 tickets. Fines collected were \$854.93.

The Street and Park Superintendent Report was presented by Brian Olson. He reviewed the replacement street sign project and suggested that the street signs would be more visible if they were green with white than current sign colors of black and white. Motion by Waller, seconded by Strand to approve the change of color of street signs to green with white letters for order of replacement signs. Motion carried.

Street and Parks Superintendent Olson said that Maplewood State Park Ranger Don Del Greco said the State Park is replacing all the fire rings and offering the ones that are still in good shape to the surrounding communities. Olson said the City will add these fire rings to parks.

Clerk-Treasurer Glenys Ehlert presented the 03-31-14 Financial Reports. Motion by Strand, seconded by Foster to approve the 03-31-14 Financial Reports as presented. Motion carried.

Library Director Annie Wrigg said the Library regained water service on March 10th. She thanked everyone who helped get the water service going, especially the Streets and Parks Department and Wayne Johnson of Super Septic. She also invited people to stop by and see the elementary and high school student art display exhibited at the Library through the end of April. An Artists' Reception will be held Thursday, April 10th from 4:00 to 6:00 p.m.

Director Wrigg introduced Library Board Chairman Theresa Thornton. Chairman Thornton notified the City Council that the Library Board has accepted the resignation of Board Member Ruth Holmgren and also has appointed Wayne Runnigen to fill Holmgren's remaining term. Motion by Strand, seconded by Foster to accept the Library Board's recommendation to accept

the resignation of Library Board Member Ruth Holmgren and appoint Wayne Runningen to fill Holmgren's remaining term of 2014, 2015 and 2016. Motion carried.

Motion by Foster, seconded by Waller to approve the Improvement Project No. 79 request for payment of Gridor Construction Pay Request No. 6 for \$205,063.81, SEH Engineering for \$36,631.11 and to approve the City's Pay Request No. 8 from the Minnesota Public Finance Authority for \$241,694.92. Motion carried.

Administrator Don Solga reported on the Traffic Signal Improvement Project No. 81. The City has set aside \$107,000, but project will cost \$85,486.86. Motion by Waller, seconded by Strand to approve payment of \$85,486.86 to Minnesota Department of Transportation for Traffic Signal Improvement Project No. 81, and to allocate balance of Improvement Project No. 81 funds in the amount of \$21,513.14, to Improvement Project No. 80, Bridge No. L5805. Motion carried. Street/Park Superintendent Brian Olson said Traffic Signal Light Project is expected to begin 05-19-14 and be completed 06-27-14.

Administrator Don Solga introduced discussion of utility bills regarding water running to prevent freeze-up. Eight to ten accounts were over the anticipated 10,000 gallons. Pete Hart said his water was running more than a pencil width because the water temperature was 34 degrees. His usage resulted in a very high bill. Hart checked with other area cities who are crediting all or portions of the utility bill. Administrator Solga said a case could be made for a credit because in some cases the running water prevented city main freeze up. Also the clean water being added to the sewer plant did not increase costs for treating wastewater. There shouldn't be any additional costs to the city for sewer operations. If city establishes two criteria, city could credit some of the water and sewer expense. If residents were voluntarily running their water and ran more than 10,000 gallons, using the previous month's usage as a basis, city could split the water cost with the resident for the amount of gallons over 10,000. The utility staff will look into a potential rebate on the sewer portion of the billings. Administrator Solga also discussed that residents who had these increased bills could establish a payment plan. Motion by Waller, seconded by Ballard to approve the above utility billing process for water running to prevent freeze-up. Motion carried.

Resolution No. 2014-3—A Resolution Decertifying Tax Increment Financing Housing District No. 4 of the City of Pelican Rapids. (A complete text of this resolution is part of permanent public record in the City Clerk's Office.) Motion by Strand, seconded by Foster to approve Resolution. Motion carried.

Administrator Don Solga reviewed a draft of Pelican Rapids Tobacco-Free policy for Council's consideration.

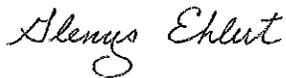
Administrator Don Solga reviewed the following personnel matters:

- 1) Administrator Solga reviewed the importance of the accounting focus and education to the accounting clerk position. The rating of the position is too low and needs to be increased to 166. He recommended a pay scale of \$12.80 per hour for first step and \$16.00 per hour for step 5 for the accounting position with a pay equity rating of 166. Motion by Ballard, seconded by Foster to approve pay schedule for accounting clerk position at a rating of 166 and five year schedule ranging from \$12.80 to \$16.00 per hour. Motion carried.

2) Administrator Solga reviewed the prior decision to delay filling the full time police officer position when Officer Keith Rogal resigned. At the time two part time police officers were willing to work all hours available. One of those officers has accepted a full time police position with another city. Administrator Solga and Police Chief Jeff Stadum recommended hiring a full time police officer and a part time police officer. Motion by Foster, seconded by Strand to authorize Police Chief Stadum to advertise for a full time police officer. Motion carried.

Motion by Strand, seconded by Waller to accept the resignation of Part Time Police Officer Bjorn Conroy. Motion carried.

Motion by Strand, seconded by Ballard to adjourn the City Council meeting at 5:45 p.m. Motion carried.



Glenys Ehlert, CMC
Clerk-Treasurer