

September 23, 2016

CITY COUNCIL AGENDA

Tuesday, September 27, 2016

5:00 p.m.

Council Chambers, 315 N. Broadway

1. Call to Order
 - a) Roll Call of Members
 - b) Welcoming Remarks
 - c) Announcements
 - d) Pledge of Allegiance
2. Citizen's Comments. *Please limit comments to 3 minutes per person. Items brought before the Council will be referred for consideration. Council may ask questions for clarification or explanation, but no council action or discussion will be held on these items.*
3. Additions / Deletions to Agenda
4. Approval of Consent Agenda. *The following are non-controversial items intended to be approved with one motion, without discussion. If a council member, staff, or member of the public would like to discuss an item(s), please ask that it be removed and it will be placed elsewhere on the agenda.*
 - a) Approval of Minutes – 9/13/16
 - b) Approval of Accounts Payable Listing
 - c) Utility Report
 - d) Liquor Store Report
5. Senator Bill Ingebrigtsen / 2016 Legislative Session Recap
6. Property Clean-up – Roger Schleske
7. Project 79 WWTF Update
8. Project 83 WTP Update
9. City Hall Personnel
10. Union Negotiations
11. Parking Ordinance
12. 2017 General Budget Approval
 - Truth in Taxation 12/13/16 at 6:00 p.m. in City Hall Council Chambers
13. Certify Unpaid Mowing Bill to Property Taxes

The City Council of Pelican Rapids met in regular session at 5:00 p.m., on Tuesday, 09-27-16 in Council Chambers, City Hall.

Mayor Frazier called the meeting to order at 5:00 p.m.

Roll call was taken by Clerk-Treasurer Danielle Heaton.

Mayor Brent E. Frazier and three members of the Council were present at roll call:

Council Member Steve Strand

Council Member CJ Holl

Council Member Kevin Ballard

Council Member Steve Foster - absent

Other city staff present: Administrator Don Solga, Clerk-Treasurer Danielle Heaton, Library Director Annie M. Wrigg and Police Chief Jeff Stadum.

General Attendance: Senator Bill Ingebrigtsen and Roger Schleske were also present.

The Mayor welcomed everyone to the Council Meeting and made some upcoming community announcement.

All present stood and said the Pledge of Allegiance.

Motion by Holl, seconded by Strand to approve the agenda as presented. Motion passed unanimously.

Mayor Frazier wanted to make a correction on page six, paragraph six of the minutes from "Mayor Frazier suggested changing two to three inches of snow." to "Mayor Frazier suggested changing three to two inches of snow." Motion by Holl, seconded by Strand to approve the following consent agenda items with the change suggested by Mayor Frazier.

- a) Approval of Minutes – 9/13/16
- b) Approval of Accounts Payable Listing
- c) Utility Report
- d) Liquor Store Report

Motion passed unanimously.

Senator Bill Ingebrigtsen presented Council with an overview of the 2016 legislative session. It was a short session this year which is considered the bonding session. Unfortunately, they were unable to pass a bonding bill this year and there will not be a special session. Council Member Holl expressed to Senator Ingebrigsten how important LGA is to Pelican Rapids and other communities in Minnesota.

Administrator Solga gave an update on Project 79 WWTF. In July there were fifty-three items on the punch list that the contract needed to complete on the Waste Water Treatment Facility. On August 17, SEH was on-site and there were only forty-one items left on the punch list. The contractor has finished other items, but SEH is waiting to come up when the entire list is complete. Administrator Solga has been checking on the progress at the WWTF as well and he has requested another schedule from Gridor. At this time, liquidated damages are still being applied.

Administrator Solga also gave an update on Project 83 WTP. The punch list items are being worked on and may be complete by the next Council Meeting.

Administrator Solga reported receiving resignation letters from Carrie Asher-Accounting Clerk and Kathy Douglas-Receptionist. Ms. Asher's last day will be 09/30/2016 and Ms. Douglas's last day will be 11/07/2016. Administrator Solga asked Council for approval to post for the receptionist and accounting clerk positions.

Motion by Holl, seconded by Strand to approve the resignations of both the Accounting Clerk and Receptionist positions. Motion passed unanimously.

Motion by Strand, seconded by Holl to approve the posting of both the Accounting Clerk and Receptionist positions. Motion passed unanimously.

This year police union negotiations for a new contract are due. Mayor Frazier and Administrator Solga will start negotiations soon. This year may be a unique negotiating situation because of the wage study and implementing the new salary structure. Administrator Solga asked Council for permission to hire Brandon M. Fitzsimmons of Flaherty & Hood, P.A. to help with the union negotiations if needed. The final union contract will be approved by Council. Motion by Strand, seconded by Ballard to approve hiring Brandon M. Fitzsimmons of Flaherty & Hood, P.A. to help with the union negotiations if necessary. Motion passed unanimously.

Administrator Solga reviewed a proposed Parking Ordinance that Council discussed. The draft ordinance has not been looked over yet by the City Attorney. Motion by Ballard to not act on the ordinance change until a full Council is present. Motion died for lack of a second. Council discussed the pros and cons of the new proposed Parking Ordinance. Motion by Strand, seconded by Holl to approve **ORDINANCE 2016-06, AN ORDINANCE TO AMEND CITY OF PELICAN RAPIDS CITY CODE SECTION 701.07, SUBDIVISION 6, RELATING TO PARKING REGULATIONS** contingent on review by the City Attorney. (A complete text of this ordinance is part of permanent public record in the City Clerk's Office.) Motion carried and ordinance is in full force and effect upon publication. NAY: Ballard, AYE: Strand, Frazier, Holl.

Administrator Don Solga reviewed the 2017 Proposed General Fund Budget. To help keep the tax levy down, Administrator Solga explained that the Liquor Store transfer will increase by ten thousand to \$50,000 to help offset the proposed tax increase.

Motion by Ballard, seconded by Strand to accept the proposed 2017 General Fund Budget in the amount of \$1,858,076___. Motion passed unanimously.

Motion by Ballard, seconded by Strand to certify a proposed 2017 General Fund levy of \$704,282 and Special Levy of \$163,000. Motion passed unanimously.

Roger Schleske addressed Council regarding property cleanup. After explaining the purpose of coming to Council, the Mayor directed him to discuss it with Jeff as Council was unaware of the specific situation that he was referring to.

Mayor Frazier announced that Council will conduct the Public Hearing on the Proposed 2017 Budget and Levies on Tuesday, 12-13-16, at 6:00 p.m., in Council Chambers, City Hall.

Clerk-Treasurer Danielle Heaton reported that the City has an unpaid mowing bill due from a property owner and asked that Council request this amount be certified to the County Auditor for collection with real estate taxes. Motion by Holl, seconded by Strand to certify 93.50 for an unpaid mowing bill to County Auditor Wayne Stein for collection with real estate taxes for parcel number R76000990535000 (108 NW 2nd Street). Motion passed unanimously.

Motion by Strand, seconded by Ballard to adjourn the City Council meeting at 6:06 p.m. Motion carried. Opposed: Holl



Danielle Heaton
Clerk-Treasurer