

September 23, 2010

CITY COUNCIL AGENDA

Tuesday, September 28, 2010

4:30 p.m.

Council Chambers, 315 N. Broadway

1. Call to Order
2. Additions / Deletions to Agenda
3. Approval of Minutes – 09/13/10
4. Approval of Accounts Payable Listing
5. Liquor Store Report
 - Project Update
 - Change Orders
6. Financial Report
 - Standard & Poor’s Rating for City 11/1/2010 A&B Bond Issues – “A” Rating
 - Resolution Calling 1999 Bonds
 - 2009 Audit Distribution – Auditor’s Presentation on 10/11/10
7. Improvement Project No. 77 Bid Results & Resolution
8. WWTF Project Memorandum – Ulteig Engineers
9. 2007 SCDP Loan Restructure Request - Administrator Don Solga
10. Building Official Recommendation - Administrator Don Solga
11. Certify Unpaid Mowing Bill to Otter Tail County Auditor
12. Snowmobile Trail

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 09-28-10

The City Council of Pelican Rapids met in regular session at 4:30 p.m., on Tuesday, 09-28-10, in Council Chambers, City Hall. Mayor Ben Woessner, Council Members Richard Peterson, Steve Foster, Kevin Ballard and John E. Waller, III were present. No one was absent. Administrator Don Solga, Clerk-Treasurer Glenys Ehlert, City Engineer Bob Schlieman of Ulteig Engineers and Lou Hoglund of the Pelican Rapids Press were also present.

Mayor Woessner called meeting to order at 4:30 p.m.

There were no additions to the agenda. WWTF Project Memorandum was deleted. Motion by Waller, seconded by Peterson to approve the agenda as amended. Motion passed unanimously.

Motion by Foster, seconded by Ballard to approve minutes of 09-13-10 as presented. Motion passed unanimously.

Council considered Accounts Payable Listing of 09-28-10. Clerk-Treasurer Glenys Ehlert requested the additional payment for library conference expense. Motion by Waller, seconded by Peterson to approve the 09-28-10 Accounts Payable Listing for City bills in the amount of \$54,726.28 with addition of \$340.80, MLA library conference expense for the Library. Motion passed unanimously.

Liquor Store Manager Bob Leslie was unable to attend this meeting. He will be present at 10-11-10 meeting.

Administrator Don Solga reported on liquor store project schedule. The project needs an additional electrical panel for switching from regular to off peak and installing a heat pump at a cost not to exceed \$4,000. Motion by Peterson, seconded by Foster to approve Liquor Store Change Order No. 1 in the amount of \$2200 for heat pump and \$1500 for electrical panel. Motion passed unanimously.

Clerk-Treasurer Glenys Ehlert presented information on Standard & Poor's rating results for City's 11-01-10 A and B Bond Issues. The City received an "A" rating.

Council considered a proposal for the purchase of \$1,120,000 General Obligation Refunding Bonds, Series 2010A. Motion by Waller, seconded by Peterson to introduce the following written resolution, entitled **RESOLUTION AWARDED SALE OF \$1,120,000 GENERAL OBLIGATION REFUNDING BONDS, SERIES 2010A, FIXING THE FORM AND SPECIFICATIONS THEREOF, PROVIDING FOR THEIR EXECUTION AND DELIVERY AND PROVIDING FOR THEIR PAYMENT.** (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.

Clerk-Treasurer Glenys Ehlert presented information on calling the 1999 Improvement Bonds on 12-01-10. This action would save the City \$6,000 in interest. Motion by Ballard, seconded by Foster to introduce the following written resolution, entitled **RESOLUTION CALLING FOR THE REDEMPTION OF THE OUTSTANDING GENERAL OBLIGATION IMPROVEMENT BONDS OF 1999**. (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.

Clerk-Treasurer Glenys Ehlert distributed the City of Pelican Rapids 2009 Audit and announced that Auditor Dan Rollie will present information on the audit at the Council meeting on 10-11-10.

City Engineer Bob Schlieman provided a report of Utility and Street Improvements for Fifth Street SE and Maplewood Drive – Improvement Project No. 77. He also distributed a bid sheet for the bid opening on the Improvements which was held on 09-28-10 at 1:00 p.m. The apparent low bidder is Mark and Brenda Construction, Inc. dba Delzer Construction of Fergus Falls, Minnesota with a bid amount of \$212,880.03.

The total project is estimated to cost \$282,680 for construction, engineering and financing. If the project comes in according to numbers based on actual bids, this reduction in costs will reduce the city's portion and the assessed costs for the project from those presented at the public hearing. Motion by Peterson, seconded by Foster to introduce the following written resolution, entitled **RESOLUTION ACCEPTING BID AND AWARDING CONTRACT FOR IMPROVEMENT PROJECT NO. 77 – SE 5TH STREET AND MAPLEWOOD DRIVE**. (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.

Council considered a proposal for the purchase of \$325,000 General Obligation Improvement Bonds, Series 2010B. Motion by Waller, seconded by Ballard to introduce the following written resolution, entitled **RESOLUTION AWARDING SALE OF \$325,000 GENERAL OBLIGATION IMPROVEMENT BONDS, SERIES 2010B, FIXING THE FORM AND SPECIFICATIONS THEREOF, PROVIDING FOR THEIR EXECUTION AND DELIVERY, AND PROVIDING FOR THEIR PAYMENT**. (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.

Administrator Don Solga reported that the Small Cities Development Program of 2007 provided funds to improve a rental property at 323 SE 4th Street. There has been a change from rental to owner occupied at that property and Dennis Christenson of Fergus Falls HRA recommends switching the grant classification from rental to owner. Motion by Waller, seconded by Peterson to accept Dennis Christenson's recommendation and approve a change from rental property to owner occupied property at 323 SE 4th Street. Motion passed unanimously.

Administrator Don Solga reported that he has received only one proposal in response to the city's advertisement for a building official. Administrator Solga says he has some other options to consider regarding these services either through the Lakes Country Services Coop or sharing with another city along with hiring a city building official.

Motion by Peterson, seconded by Ballard to certify \$106.25 to Otter Tail County Auditor Wayne Stein for collection with real estate taxes for parcel number 76000990340000 for an unpaid mowing bill. Motion passed unanimously.

Council Member Peterson explained that parts of the Snowmobile Trail are under water in Scambler Township, near the City Airport. He recommends that the City Council authorize Administrator Don Solga to sign an easement to permit the Snowmobile Trail on airport property. Motion by Foster, seconded by Peterson to approve a Snowmobile Trail easement on airport property and to authorize Administrator Don Solga to sign said easement. Motion passed unanimously.

Council Member Peterson asked to add an item to the agenda. He asked that the Council discuss building a City Hall facility and use the amount budgeted for rent to pay for a building. Administrator Solga said he needs to develop the plans to provide several architectural firms with a request for proposals.

Council Member Foster asked about the City's building permit fee schedule. Administrator Don Solga said he keeps track of city costs and other cities. "We're covering our costs," he said. Council Member Foster said he doesn't like to see people building in the townships to avoid the fees. Administrator Solga said, "I think people are building in the townships to avoid the taxes, not the fees."

Administrator Solga said he keeps track of it and his hope is to provide a less expensive building permit.

Motion by Peterson, seconded by Ballard to adjourn at 5:20 p.m. Motion passed unanimously.

Glenys Ehlert, CMC
Clerk-Treasurer