

September 10, 2010

CITY COUNCIL AGENDA

Monday, September 13, 2010 5:30 p.m. Council Chambers, 315 N. Broadway

1. Call to Order
2. Agenda Additions or Deletions
3. Approval of Minutes – 8/16/10 & 8/31/10
4. Approval of Accounts Payable Listing
5. Project Pay Request
 - WWTF Improvement – Gridor Pay Request No. 15 - \$95,743.51
 - WWTF Improvement - Interstate Engineering Pay Request No. 12 - \$11,135.80
0. Fire Department Budget & Capital – Fire Chief Trevor Steeves
1. Financial Report
 - Public Meeting – 2011 Budget Final Adoption
12/13/10 – 6:00 p.m. Council Chambers
 - Contribution for Tourist Information to Chamber of Commerce - \$740
0. Library Report
1. Police Chief Report
2. Street/Park Superintendent Report
3. Utility Superintendent Report
4. Mowing Bill – Roger Schleske

5. West Central Initiative Community Fund Roles and Responsibilities

6. Pelican River Pheasants Forever Raffle – 9/25/10 VFW

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES - 09-13-10

The City Council of Pelican Rapids met in regular session at 5:30 p.m., on Monday, 09-13-10, 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, Police Chief Jeff Stadum, Utilities Superintendent Brent Frazier, Street and Park Superintendent Brian Olson, Library Director Annie Wrigg, Fire Chief Trevor Steeves, Roger and LuAnne Schleske and Lou Hoglund of The Pelican Rapids Press, were also present.

Mayor Woessner called meeting to order at 5:30 p.m.

Motion by Peterson, seconded by Foster to accept the agenda as written. Motion passed unanimously.

Motion by Foster, seconded by Ballard to accept the minutes of 08-16-10 and 08-31-10 as presented. Motion passed unanimously.

Council reviewed the Accounts Payable Listing of 09-13-10. Motion by Ballard, seconded by Peterson to approve the 09-13-10 Accounts Payable Listing as presented in the amount of \$77,663.76 for City bills, \$3,242.60 for Library bills and \$99,089.91 for Liquor Store August bills and \$5,593.33 for Liquor Store September bill. Motion passed unanimously.

Mayor Woessner reviewed the pay request for the Wastewater Treatment Facility (WWTF) Improvement No. 76. Administrator Don Solga said the City is getting close to finalizing the project, but there are some punch list items to complete, hopefully within 30 days. Motion by Peterson, seconded by Foster to approve payment to WWTF contractor, Gridor Construction, in the amount of \$95,743.51 for Pay Request No. 15, as recommended by Interstate Engineering and approve payment to engineer, Interstate Engineering for Pay Request No. 12 in the amount of \$11,135.80. Motion passed unanimously.

Clerk-Treasurer Glenys Ehlert reviewed the 08-31-10 Clerks' Recap and Investment Schedule. Ehlert recommended payment of \$740 to the Chamber of Commerce as a contribution for advertising and tourist information services instead of paying membership dues. She also reviewed the 2011 Final Budget Hearing date. Motion by Waller, seconded by Ballard to approve a \$740 contribution to the Chamber of Commerce for advertising and tourist information services and to confirm the Public Meeting Date for the 2009 Final Budget as 12-13-10 at 6:00 p.m., Council Chambers, City Hall. Motion passed unanimously.

Clerk-Treasurer Glenys Ehlert reported on applications and interviews for the part time receptionist position at City Hall. Motion by Ballard, seconded by Foster to hire Danielle Heaton as Receptionist/Utility Billing/Administrative Support position, as recommended by Ehlert and Administrator Don Solga, effective 09-13-10, at the first lane on the salary schedule for this position. Motion passed unanimously.

Library Director Annie Wrigg reported on the donation of monitors and computers at the library. She said that on the first Monday of the official four day school week, the library was about as busy as a regular summer day. Staff is waiting to see what happens as the weather cools off.

Police Chief Jeff Stadum presented his report on Police Department activities, arrests, miles driven, complaints and fines paid.

Street and Park Superintendent Brian Olson reported on work with the vacuum pump on the storm drains, tree trimming and use of GPS to locate curb stops in the City. Superintendent Olson continued, "At the pool we had 123 more users in 2010 over 2009. The Windmill Steps are being repaired." On the Windmill door, Olson recommends replacing the wood frame at a cost of \$1200 and using the existing doors. The quote on a roll up door was \$875, but durability of the roll up door is a concern. The existing doors are good solid doors. Motion by Peterson, seconded by Waller to repair the windmill doors by replacing the wood frame at an estimated cost of \$1200. Motion passed unanimously.

Utility Superintendent Brent Frazier said the backwash manhole behind the water plant near West Central Turkeys has been replaced by Egge Construction. Martinson Construction replaced the roof on Well House 8 and 9. Frazier requested approval of painting the trim on the Water Plant at an estimated cost of \$1975. Council Member Peterson said he thinks painting expense would be part of the budget.

Frazier asked Council if they would like to tour the WWTF Improvement. They agreed. Mayor Woessner suggested holding an Open House for the public. The suggested date for the Open House was 10-15-10 and the time will be determined by staff.

Administrator Don Solga reported that the City has received all the grants that they applied for the wells and well houses.

Roger Schleske questioned why the bill he received for cutting the grass was so high. Superintendent Olson said the grass was a foot high or higher and it was three quarters of an hour to cut the long grass. The bill included multiple pieces of equipment and operators.

Administrator Don Solga said when the City has to go in to cut grass the charge is \$85 per hour for the equipment and person's wages. City gives ten days notice to the owner to cut the grass. Mayor Woessner said, "Roger, you had notice. If I can't cut my grass,

then I hire Stan Zierke to get it mowed.” Council Member Peterson said, “You could have called to find out what we would charge.” Superintendent Olson said he has sent 64 letters regarding property that needed mowing this summer.

Mayor Woessner reviewed the fee structure increase implemented by West Central Initiative (WCI). Administrator Don Solga reviewed the variety of services offered by West Central Initiative. He recommended leaving the funds invested with WCI for a year to see what the interest earnings do relative to the fees. The City was paying a couple hundred dollars in fees and the proposed fees are \$1200. Motion by Peterson, seconded by Foster to leave the funds in WCI for one year at the new fee structure. Motion passed unanimously.

Motion by Peterson, seconded by Waller to approve Pelican River Pheasants Forever Raffle on 9-25-10 at the VFW. Motion passed unanimously.

Administrator Don Solga explained the 2010 Fire Department Billing process for the cities and townships. 2010 is the first year under the new agreement that calls for a mid-year estimated payment based on a three year average of the number of fire calls, property valuations and population in each entity. Administrator Solga began reviewing the 2011 Fire Department Budget and Capital on behalf of Fire Chief Trevor Steeves. Administrator Solga reviewed the budget, establishment of a fire truck fund and the truck requirements.

Fire Chief Steeves arrived at 6:30 p.m. Lease for a pumper will be more than the current lease payment for a tanker truck. Chief Steeves said, “We won’t be paying for two trucks at one time. When one gets paid for, then we’ll move into the lease purchase for the new truck.” Mayor Woessner said, “Buy down the lease with the money we have now and establish a truck fund for the future because interest rates won’t always be this low.” Council Member Peterson said, “I think we should have had this Fire Department budget done before we did the General Budget. I agree with Mayor Ben that we go into a lease agreement for a new truck in 2012. Then start with the truck fund in 2012.” Motion by Peterson, seconded by Waller to approve the 2011 Fire Department Budget less the truck fund amount. Motion passed unanimously.

Motion by Ballard, seconded by Waller to adjourn at 6:43 p.m. Motion passed unanimously.

Glenys Ehlert, CMC
Clerk-Treasurer