

November 5, 2010

CITY COUNCIL AGENDA

**Monday, November 8, 2010**

**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 – 10/26/10
4. Approval of Accounts Payable Listing
5. Improvement Project No. 77 Pay Request No. 1 – Delzer Construction - \$56,906.58
6. Liquor Store Project Pay Requests
  - Pay Request No. 4 – Sundance Companies, Inc. - \$99,142.28
  - Pay Request No. 1 – Indigo Signworks, Inc. - \$11,146.27
7. Police Chief Report
  - ATV Ordinance
8. Street/Park Superintendent Report
9. Utility Superintendent Report
  - SIU Agreement
  - WWTF Change Order #9
  - Pay request No. 16 - Gridor
10. Library Report
11. Financial Report
12. Canvass Election Returns
13. Infrastructure Replacement – PFA
14. Liquor Store Report
15. SCDP Disclosure

## CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 11-08-10

The City Council of Pelican Rapids met in regular session at 5:30 p.m., on Monday, 11-08-10, in Council Chambers, City Hall. Mayor Ben Woessner, Council Members Richard Peterson, Kevin Ballard, Steve Foster 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, City Engineer Bob Schlieman of Ulteig Engineers, Amy Nash and Lou Hogle of the Pelican Rapids Press were also present.

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

There were no additions or deletions to the agenda. Motion by Foster, seconded by Waller to approve the agenda as written. Motion passed unanimously.

Council considered the minutes of 10-26-10. Motion by Waller, seconded by Peterson to approve the minutes of 10-26-10 as presented. Motion passed unanimously.

Council reviewed the 11-08-10 Accounts Payable Listing. Motion by Waller, seconded by Foster to approve the 11-08-10 Accounts Payable Listing in the amount of \$1,007,449.96 for City bills, including bond refinancing principal and interest and an addition to the Verizon bill for cell phone service in the amount of \$455.66, Library bills in the amount of \$7,660.68 and October Liquor Store bills in the amount of \$62,677.02. Motion passed unanimously.

Motion by Ballard, seconded by Peterson to approve Pay Request No. 1 for Improvement Project No. 77, in the amount of \$56,906.58, to the contractor Mark & Brenda Construction, Inc., DBA Delzer Construction as recommended by City Engineer Bob Schlieman. Motion passed unanimously.

Council reviewed the Liquor Store project pay requests. Motion by Waller, seconded by Foster to approve Pay Request No. 4 for Liquor Store Project to Sundance Companies, Inc., in the amount of \$99,142.28, as recommended by Architect Ron Dick and Administrator Don Solga. Motion passed unanimously.

Motion by Foster, seconded by Waller to approve Pay Request No.1 for Liquor Store Sign Project to Indigo Signworks, Inc., in the amount of \$11,146.27, as recommended by Administrator Don Solga. Motion passed unanimously.

Police Chief Jeff Stadum presented his report. He also presented an ordinance pertaining to snowmobiles and all-terrain vehicles (ATV's) and requested City Council action on it. The ordinance amendment has been reviewed by City Attorney Greg Larson. Motion by Waller to introduce the following amendment to City Code, entitled **SNOWMOBILES AND ALL-TERRAIN VEHICLES (ATV's) AND CLASS 2**. Motion died for lack of a second.

Motion by Ballard, seconded by Foster to postpone action on the ATV Ordinance. Motion passed unanimously.

Street and Park Superintendent Brian Olson reported on the parks. The Street Department plowed snow two weeks ago. The 2003 plow truck is being repaired due to damage from a manhole cover. New lights have been installed in the Public Works Facility as part of a grant. The 1974 Champion road grader has lost all its gears. It has been used 83 hours this year to maintain six miles of gravel streets. Repairs would be \$15,000 to \$20,000. Used equipment starts at \$37,000 for a 1993 Champion. Superintendent Olson explained that his department uses the grader blade in the winter to remove compacted snow and ice along the curbs during downtown snow removal. Egge Construction is willing to remove compacted snow and ice at \$75 per hour if the City would house their grader in the City's shop. Motion by Peterson, seconded by Foster to contract with Egge Construction for grader snow removal in the downtown area at \$75 per hour rate, and to approve storage of Egge's grader in the City Public Works Facility. Motion passed unanimously.

Superintendent Olson reported that water and sewer mains, culverts and water and sewer service lines are all installed in Pelican Place Estates for Improvement Project No. 77.

Council considered a winter maintenance agreement with Otter Tail County. Motion by Waller, seconded by Foster to approve the **CITY & TOWNSHIP WINTER MAINTENANCE AGREEMENT WITH OTTER TAIL COUNTY**. (A complete text of this resolution is part of permanent public record in the City Clerk's Office.) Motion passed unanimously and resolution adopted.

Superintendent Olson asked if anyone would have major issues with reducing the holiday lighting and banners to being on the 28 decorative street light poles. Mayor Woessner expressed concern about the idea and supported having holiday lighting and banners on light poles as presently maintained.

Utilities Superintendent Brent E. Frazier reported on various water and wastewater matters. He said the City was able to spread bio-solids on the airport land. He said they discharged the pond, but did not meet phosphorous standards. The City met all other standards.

Administrator Don Solga reviewed the Significant Industrial User (SIU) Agreement the City has with West Central Turkeys, LLC (WCT). Motion by Peterson, seconded by Foster to approve the SIU Agreement with West Central Turkeys, LLC (WCT) and authorize the mayor to sign the agreement. Motion passed unanimously.

Administrator Don Solga reviewed Change Order No. 9 for the Wastewater Treatment Facility (WWTF). Motion by Waller, seconded by Ballard to approve Change Order No. 9 with Gridor Construction for reduction of \$2,000 to the WWTF project budget. Motion passed unanimously.

Administrator Solga recommended payment of the WWTF Project. Motion by Foster, seconded by Ballard to approve the Final Pay Request to Gridor Construction, Inc., for the WWTF Project, in the amount of \$2306.51, as recommended by Alex Schwarzhoff of Interstate Engineering, Inc. and Administrator Don Solga. Motion passed unanimously.

Administrator Solga and Interstate Engineering, Inc. recommended releasing the securities held by the City in lieu of retainage paid by Gridor Construction, Inc. Motion by Ballard, seconded by Foster to authorize release of the securities for the WWTF Project for Gridor Construction, Inc. Motion passed unanimously.

Library Director Annie Wrigg reported on library usage, including the use by Pelican Township for elections on 11-02-10. Circulation was highest it has been the first week of November. The library has a Veterans' Display during the month of November.

Clerk-Treasurer Glenys Ehlert presented the financial reports, including the Clerk's Recap, Investment Spreadsheet and Dedicated Funds. She discussed the additional report of Dedicated Funds and it's relation to the Investment Spreadsheet. Administrator Solga also discussed the General Fund Operating Reserve listed with the Dedicated Funds.

Clerk-Treasurer Glenys Ehlert presented the results of the General Election of 11-02-10. Motion by Waller, seconded by Ballard to introduce the following resolution:

**WHEREAS**, a record kept by the Judges of Election held 11-02-10, shows a total of 570 voters in the City Election, and

**WHEREAS**, the tabulation of votes for the various officials voted upon show a majority of the votes being cast for the following: Ben L. Woessner Sr., for the office of mayor with 472 votes; John E. Waller, III for the office of council member with 458 votes and James Strand for the office of council member with 13 votes.

Mayor Woessner, Council Members Ballard, Peterson, Waller and Foster voted yes. No one voted no. Motion passed unanimously and resolution declared duly adopted.

Mayor Woessner talked to write-in candidate James Strand to see if he is willing to serve as a Council Member. James Strand said he is willing to serve as a city council member for the term 2011 through 2014.

City Engineer Bob Schlieman of Ulteig Engineering, Inc. discussed Infrastructure Replacement and outlined the Utility and Street Improvements/Wastewater Treatment Plant Upgrade for the City of Pelican Rapids. Administrator Don Solga said the City is on the Project Priority List with the Public Finance Authority (PFA) and the City needs to decide how to structure these improvements and check into additional funding sources. Administrator Solga suggested that the Council could appoint a sub-committee to study this with city staff and engineer. Engineer Schlieman encouraged the Council to begin the planning process since it could take several years to secure funding. "If the City is going through USDA Rural Development dollars, I would encourage the City to look at the total project. If the City is going to use PFA loans, then phasing the projects is a good thing to do," Schlieman said. He continued, "There are loan dollars out there, but the biggest question is to look for the grant dollars. Another source of funding would be the Small Cities Development Program."

Motion by Foster, seconded by Waller to have Mayor Woessner put together a sub-committee of two council members along with Administrator Solga and Superintendent Olson to study how to structure these infrastructure improvements with Engineer Schlieman as recommended by Administrator Don Solga. Motion passed unanimously.

Administrator Don Solga reviewed that the final completion date for the Liquor Store Project is expected to be 11-22-10. The second lift on the asphalt and landscaping will be completed in

spring, 2011. Administrator Solga said the Liquor Store will plan to move into the new store on 11-28 and 11-29-10.

Administrator Don Solga reviewed that the contract with Sundance Companies, Inc. called for the Liquor Store to be completed by 11-04-10 and Council could consider when to apply liquidated damages. Council Members discussed the weeks of nice weather that went by with no one working on the project. Motion by Ballard, seconded by Waller to begin assessing Sundance Companies, Inc. for liquidated damages as of 11-04-10, as provided in the contract for liquor store project. Motion passed unanimously.

City of Erhard Council Member Gene Nygaard has disclosed that he has applied for a grant through the Small Cities Development Program and that he will comply with all other requirements of the policy and procedures concerning the selection of applicants for fund monies. Motion by Waller, seconded by Ballard to recognize this disclosure as part of the official meeting minutes. Motion passed unanimously.

Amy Nash of North Dakota State University attended the Council meeting. She explained that graduate and undergraduate students are part of a group studying the City and identifying the assets of the City as part of a class on economics and government.

Motion by Ballard, seconded by Foster to adjourn the meeting at 7:20 p.m. Motion passed unanimously.

Glenys Ehlert, CMC  
Clerk-Treasurer