

January 8, 2015

## **CITY COUNCIL AGENDA**

**Tuesday January 13, 2015**

**4:30 p.m.**

**Council Chambers, City Hall**

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1. Call to Order
2. Mayor and Council Members Oaths of Office
3. Agenda Additions or Deletions
4. Approval of Minutes – 12/9/14
5. Approval of Accounts Payable Listing
6. Police Chief Report
7. Street/Park Superintendent Report
8. Financial Report
  - Property/Casualty LMCIT 2014 Dividend - \$13,966
9. Library Report
10. Election of Acting Mayor
11. Set Time, Place, & Date of Regular Meeting
  - Second Tuesday, 4:30 p.m., Council Chambers, City Hall
  - Last Tuesday, 4:30 p.m., Council Chambers, City Hall
12. Appoint Clerk-Treasurer Danielle Heaton
13. Appoint City Attorneys: Krekelberg, Skonseng & Miller PLLP and Svingen, Cline & Larson PA
14. Designate Official Newspaper: Pelican Rapids Press
15. Designate Official Depositories: Wells Fargo, Minnesota National Bank, Wells Fargo Investments and Bell State Bank and Trust

16. Approve Expenses to Fire and Police Training, Liquor Store, Police Chiefs', Clerks' and Mayors' Conferences, LMC Conference and Regional Meetings.
17. Approve Payment of Administrator and Clerk-Treasurer Bonds
18. Approve Payment of Liquor Store Bond
19. Approve 2015 Appointments to Boards and Authorities
20. Approve City Fee Schedule
21. Improvement Project No. 79 Request for Payment:
  - PFA Pay Request #17 - \$273,964.45
    - Gridor Construction Pay Request #15 - \$228,608.00
    - SEH Engineering - \$45,356.45
22. Improvement Project No. 79 - WWTF
  - Change Order #3 Consideration
  - Project Update – Jessica Hedin (SEH Eng)
23. Board of Review Council Designation and Training
24. 2015 License Renewals
25. Lake Country Service Cooperative Membership Renewal
26. Greater Minnesota Partnership Membership Renewal
27. Minnesota Council of Airports Membership Renewal
28. City Administrator's Projects and Year Ahead Update
29. Improvement Project No. 83 – Water Treatment Plant Upgrade
  - Approve SEH Engineering proposal for Plans and Specs, etc
30. Water Tower – T-Mobile Microwave Antenna Addition
  - Approve Agreement Amendment
31. Route 9 Event Center – Renato Molina
32. Adjourn to EDA Meeting
33. Review EDA Actions

## **CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 01-13-15**

The City Council of the City of Pelican Rapids met in regular session at 4:30 p.m., on Tuesday, 01-13-15, in Council Chambers, City Hall. Mayor Brent E. Frazier, Council Members Steve Strand, Steve Foster, Kevin Ballard and CJ Holl, were present. No one was absent. Administrator Don Solga, Clerk-Treasurer Danielle Heaton, Street and Park Superintendent Brian Olson, Library Director Annie M. Wrigg, Police Chief Jeff Stadum Jessica Hedin from SEH Engineering, Greg Stang and Jordan Plotz from PeopleService, Inc., Renato Molina from Route 9 Event Center Bridgette Holl, Lily Holl, Daisy Holl, and Lou Hoglund of Pelican Rapids Press were also present.

Brent E. Frazier called the meeting to order. All present stood, addressed the flag and said the Pledge of Allegiance.

Mayor Brent E. Frazier, Council Members CJ Holl and Steve Strand took their oaths of Office.

Motion by Foster, seconded by Strand to make the following change to the agenda: No. 23 Coalition of Greater Minnesota Cities membership renewal. Motion carried.

Motion by Foster, seconded by Holl to approve the 12-09-14 minutes as presented. Motion carried.

Motion by Holl, seconded by Strand to approve the Accounts Payable Listing of 01-13-15 in the amount of \$147,548.98 for City bills, \$87,955.44 for Liquor Store bills, and \$2,748.47 for Library bills. Motion carried.

The Police Report was given by Police Chief Jeff Stadum. Calls are down overall in 2014, but the severity of the calls were greater. He reported that Sarg had to be euthanized. Motion by Holl, seconded by Strand to accept the report as presented. Motion carried.

Street and Park Superintendent Brian Olson gave his report. The street light on N Broadway and NW 2<sup>nd</sup> Avenue has been replaced. The skating rink is operational but has been closed a lot due to cold weather. New lighting has been installed in Historic City Hall. Motion by Strand, seconded by Holl to approve the report as presented. Motion carried.

Financial report for 12-31-14 was presented by Clerk-Treasurer Danielle Heaton. . The Liquor Store transferred \$14,000.00 into Savings in December. She also reported that the City of Pelican Rapids had received a property/casualty insurance dividend in the amount of \$13,966.00 from the League of Minnesota Cities Insurance Trust for the 2014 year. Motion by Holl, seconded by Foster to approve the report as presented. Motion carried.

The Library Report was given by Library Director Annie M. Wrigg. The Library will be closed January 17, 2015 for inventory and January 19, 2015 for Martin Luther King Jr. day. Motion by Strand, seconded by Holl to accept the report as presented. Motion carried.

Motion by Strand, seconded by Holl to nominate Steve Foster, as acting mayor. Motion carried.

Council discussed changing the time of Council Meetings. Council Member Holl recommended having the meeting later so more members of the community would be able to attend. Motion by Holl, seconded by Frazier, to set meeting time, place and date of regular meeting, as follows:

Second Tuesday, 5:00 p.m., Council Chambers, City Hall

Last Tuesday, 5:00 p.m., Council Chambers, City Hall

Motion carried.

Motion by Foster, seconded by Holl to approve the following agenda items:

To appoint Danielle Heaton as Clerk-Treasurer.

To approve the appointment of City Attorneys Krekelberg, Skonseng & Miller, PLLP, and Svingen, Cline & Larson, PA.

To approve designation of the Official Newspaper as the Pelican Rapids Press.

To approve the official depositories of Bell State Bank and Trust, Minnesota National Bank, Wells Fargo Bank and Wells Fargo Investments.

To approve expenses to attend Fire and Police Training, Liquor Store, Police Chiefs', Clerks' and Mayors' Conferences, League of Minnesota Cities Conference and Regional Meetings.

To approve payment of the Clerk-Treasurer and Administrator Bonds.

To approve payment of the Liquor Store Bond.

Motion carried to approve above items.

Administrator Solga reviewed the 2015 Appointment to Boards and Authorities. He pointed out the vacancies that need to be filled by Council Members. The Mayor would like to wait to fill Council Portfolios and Municipal Emergency & Disaster Positions until the next meeting. Motion by Strand, seconded by Foster, to appoint CJ Holl to Planning Commission as council representative. Motion carried.

Motion by Holl, seconded by Foster to appoint Steve Strand as EDA Treasurer. Motion carried.

Motion by Strand, seconded by Foster, to appoint Brent E. Frazier as EDA President. Motion carried.

Administrator Don Solga reviewed the 2015 City Fee Schedule. Motion by Strand, seconded by Foster to approve the 2015 City Fee Schedule. Motion carried.

Council considered payment requests from contractor, Gridor Construction in the amount of \$228,608.00 and engineer, Short Elliot Hendrickson, Inc., in the amount of \$45,356.45, for Wastewater Improvement Project No. 79. Motion by Foster, seconded by

Holl to approve vendor payments as reviewed and approve submittal of Pay Request No. 17 to Public Facilities Authority. Motion carried.

Jessica Hedin from SEH Engineering gave an update on Wastewater Improvement Project No. 79 Project. She reported that the contractor still has construction activities going on at the WWTF. She is estimating that substantial completion will be March 2015. She presented Change Order No. 3. The contractor is asking for the cost of labor to install a hydrant and a one day contract extension. Motion by Frazier, seconded by Holl to approve the change order as requested. Motion carried.

Council Member Kevin Ballard arrived at 5:32 p.m.

Someone will need to attend the Board of Appeals Training. It is recommended that at least two people attend the training. As of now, there is no date for the training set but it will probably be in March. Motion by Foster, seconded by Ballard to nominate Brent E. Fraizer and CJ Holl to attend the training. Motion carried.

Motion by Ballard, seconded by Foster to add Nicholas M. Green of Green's Plumbing & Heating, Inc., to the Plumbers Registration List. Motion carried.

Motion by Strand, seconded by Holl to approve membership renewal in Lakes Country Service Cooperative for 2015. Motion carried.

Motion by Foster, seconded by Strand to approve membership renewal in Coalition of Greater Minnesota Cities. Motion carried.

Motion by Foster, seconded by Holl to approve membership renewal in Minnesota Council of Airports. Motion carried.

City Administrator Solga updated City Council on current projects and future projects on which the City is currently working.

Motion by Ballard, seconded by Foster to accept the proposal from SEH Engineering for plans and specs for Water Treatment Plant Upgrade Improvement Project 83. Motion carried.

The City is in the process of doing a housing study. Administrator Solga was asked to join the Housing Institute. Motion by Holl, seconded by Strand to approve sending the City Administrator to go to the Housing Institute in Baxter, MN on January 27-28, 2015. Motion carried.

T-Mobile has an antenna on the Water Tower. They are adding a microwave antenna to the Water Tower. Administrator Solga negotiated an increase of \$300.00 a month to the existing lease. Motion by Foster, seconded by Ballard to approve the T Mobile Amendment to Tower Lease Agreement. Motion carried.

Renato Molina addressed the Council about his business Route 9 Event Center. He voiced his concerns with issues he has had in the past with noise complaints.

Motion by Ballard, seconded by Foster to adjourn to the Economic Development meeting at 7:05 p.m. Motion carried. Opposed: Holl

Motion by Ballard, seconded by Strand to resume the Council meeting resumed at 7:09 p.m. Motion carried.

Motion by Foster, seconded by Holl to approve Economic Development Authority's actions including election of officers and approval of the 01-14-14 EDA minutes. Motion carried.

Motion by Ballard, seconded by Strand to adjourn the meeting at 7:10 p.m. Motion carried. Opposed:Holl



Danielle Heaton  
Clerk-Treasurer