

January 10, 2014

CITY COUNCIL AGENDA

Tuesday January 14, 2014

4:30 p.m.

Council Chambers, City Hall

1. Call to Order
2. Agenda Additions or Deletions
3. Approval of Minutes – 12/10/13
4. Approval of Accounts Payable Listing
5. Police Chief Report
6. Street/Park Superintendent Report
 - Street Light @ SE 8th Street
7. Financial Report
 - Property/Casualty LMCIT 2013 Dividend - \$14,472
8. Library Board Minutes
9. Election of Acting Mayor
10. 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
11. Appoint Clerk-Treasurer Glenys Ehlert
12. Appoint City Attorneys: Krekelberg, Skonseng & Miller PLLP and Svingen, Cline & Larson PA
13. Designate Official Newspaper: Pelican Rapids Press

14. Designate Official Depositories: Wells Fargo, Minnesota National Bank, Wells Fargo Investments and Bell State Bank and Trust
15. Approve Expenses to Fire and Police Training, Liquor Store, Police Chiefs', Clerks' and Mayors' Conferences, LMC Conference and Regional Meetings.
16. Approve Payment of Administrator and Clerk-Treasurer Bonds
17. Approve Payment of Liquor Store Bond
18. Approve 2014 Appointments to Boards and Authorities
19. Approve City Fee Schedule
20. PFA Pay Request #5 – \$91,343.29 (SEH \$38,485.79, Gridor \$52,857.50)
21. City Hall Upper Floor Demo Update
22. Chamber of Commerce
23. 2014 License Renewals
24. Lake Country Service Cooperative Membership Renewal
25. Greater Minnesota Partnership Membership
26. Utility Curb Stop Repair Assessment
27. Certify Unpaid Utility Bill
28. Bridge L5805 Engineering Services Agreement Amendment #1
29. Adjourn to EDA Meeting
30. Review EDA Actions
31. Personnel

January 10, 2014

EDA AGENDA

Tuesday, January 14, 2014 Immediately Following Council City Hall

1. Call to Order

2. Agenda Additions or Deletions

3. Election of Officers

4. Approval of Minutes

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 01-14-14

The City Council of the City of Pelican Rapids met in regular session at 4:30 p.m., on Tuesday, 01-14-14, in Council Chambers, City Hall. Mayor Ben Woessner, Council Members James Strand, Steve Foster, Kevin Ballard and John Waller, III, were present. No one was absent. Administrator Don Solga, Clerk-Treasurer Glenys Ehlert, Street and Park Superintendent Brian Olson and Lou Hoglund of Pelican Rapids Press were also present.

Mayor Ben Woessner called meeting to order.

Motion by Strand, seconded by Ballard to amend and approve the agenda with the deletion of Greater Minnesota Partnership Membership from the Council agenda and the addition of Greater Minnesota Partnership Membership as Item 5 on the Economic Development Authority agenda. Motion carried.

Motion by Waller, seconded by Strand to approve the 12-10-13 minutes as presented. Motion carried.

Motion by Ballard, seconded by Foster to approve the Accounts Payable Listing of 01-14-14 in the amount of \$131,421.72 for City bills, \$83,571.39 for Liquor Store bills, and \$3,382.76 for Library bills. Motion includes approval of \$5020.00 to Watch Guard for camera for new squad car. Motion carried.

Police Chief Jeff Stadum was not able to attend meeting, but did provide his report for December 2013 and 2013 Year to Date Activities in Council packet.

Street and Park Superintendent Brian Olson reported on snow plowing. He said the department has had some frozen water service lines. The sewer line by the school is holding up so far. Skating rink is open. Council discussed lighting at the skating rink. It

seems pretty dark. Council requested that Superintendent Olson obtain a quote on the cost of an additional light for skating rink.

Superintendent Olson recommended installation of a street light at SE 8th street Motion by Waller, seconded by Strand to approve addition of the street light as recommended. Motion carried.

Financial report for 12-31-13 was presented by Clerk-Treasurer Glenys Ehlert. She also reported that the City of Pelican Rapids had received a property/casualty insurance dividend in the amount of \$14,472 from the League of Minnesota Cities Insurance Trust for the 2013 year.

Library Board minutes of 12-04-13 were provided in the Council packet.

Motion by Strand, seconded by Foster to elect John Waller, III, as acting mayor. Motion carried.

Motion by Waller, seconded by Strand to set meeting time, place and date of regular meeting, as follows:

Second Tuesday, 4:30 p.m., Council Chambers, City Hall

Last Tuesday, 4:30 p.m., Council Chambers, City Hall

Motion carried.

Motion by Waller, seconded by Ballard to approve the following agenda items:

To appoint Glenys Ehlert 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.

To appoint John Waller, III, to Planning Commission as council representative and to approve Boards and Authorities as presented.

To approve the 2014 City Fee Schedule.

Motion carried to approve above items.

Council considered payment requests from contractor, Gridor Construction in the amount of \$52,857.50 and engineer, Short Elliot Hendrickson, Inc., in the amount of \$38,485.79, for Wastewater Improvement Project No. 79. Motion by Ballard, seconded by Foster to approve vendor payments as reviewed and approve submittal of Pay Request No. 5 to Public Facilities Authority. Motion carried.

City Hall upper floor demo update was provided by Administrator Don Solga. The Sentence to Serve crew has removed everything that could be done. As part of the demo process, the City used a service provided by Lakes Country Service Cooperative (LCSC) to test materials for asbestos. LCSC also provided abatement plans and specs and the City has received three quotes for removal: \$36,200 from M.A.A.C.; \$26,244 from Mid-State and low bid from VCI was \$25,500. LCSC considers the two lower bids to be in range of acceptable bids. Administrator Solga said the school is also going to be doing an asbestos abatement project around May time frame. City could approve the \$25,500 bid if need to move forward immediately. Or City could re-bid as an alternate of the school's project. Motion by Waller, seconded by Strand to reject all three bids and re-bid as an alternate with the school project. Motion carried.

Chamber of Commerce – no one was present regarding the Chamber of Commerce.

Motion by Waller, seconded by Foster to add Scott Nelson of Nelson's Plumbing & Heating, LLC., Rodney Hanson of Hanson's Plumbing & Heating, and Joe Esser of Esser Plumbing & Heating Inc., to the Plumbers Registration List. Motion carried.

Motion by Waller, seconded by Ballard to approve membership renewal in Lakes Country Service Cooperative for 2014. Motion carried.

Clerk-Treasurer Glenys Ehlert provided information on curb stop repairs for two properties. Motion by Strand, seconded by Ballard to authorize assessment of \$1,061.87, for curb stop repairs, spread out over three years in the amounts of \$400 in 2014 and 2015 and \$261.87 in 2016 to parcel no. 76000990534001 for collection with real estate taxes. Motion also authorizes assessment of \$1,446.74, for curb stop and service line repairs, spread out over four years in the amounts of \$400 in 2014 through 2016 and \$246.74 in 2017 to parcel no. 76000990112000. Motion carried.

Clerk-Treasurer Glenys Ehlert recommended that the following unpaid utility bill be certified for collection with property taxes. Motion by Waller, seconded by Ballard to certify \$85.09 for unpaid utility bill to County Auditor Wayne Stein for collection with property taxes for parcel number 76000220006001. Motion carried.

Bridge L5805 Engineering Services Agreement Amendment No.1 was discussed. Administrator Don Solga said the original agreement between Interstate Engineering and the City was the preliminary engineering summary. The City also has an agreement approved with the County regarding Bridge L5805. Solga presented the agreement for the preliminary engineering report and establish the cost for the design details in the amount of \$24,000. Phase 3 will be construction cost. Motion by Strand, seconded by Foster to approve the preliminary engineering agreement. Motion carried.

Motion by Waller, seconded by Strand to adjourn to the Economic Development meeting at 5:15 p.m. Motion carried.

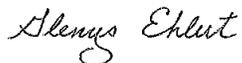
Motion by Waller, seconded by Strand to resume the Council meeting resumed at 5:21 p.m. Motion carried.

Motion by Waller, seconded by Strand to approve Economic Development Authority's actions including election of officers and approval of the 01-08-13 EDA minutes. Motion carried.

Clerk-Treasurer Glenys Ehlert discussed her plans for retirement at the end of June. She said, "Don and I have discussed the process for hiring a new clerk-treasurer. We would like authorization to advertise for the position in January." Clerk-Treasurer Ehlert and Administrator Solga propose accepting applications in February, conducting interviews in March with the hope of having the position filled in April. Administrator Solga said, "This would allow time for new clerk to train with Glenys and allow a smooth transition." Motion by Strand, seconded by Ballard to authorize the proposal and begin advertising for a clerk-treasurer. Motion carried.

Administrator Don Solga requested that Council would add Utilities/Storm Drain Improvement Project No.82, discussion to meeting. He reviewed the project schedule: Council approves Plans and Specifications and Authorizes Advertisement for Bids – February, 2014; Open Bids – March, 2014; Council awards Construction Contract – March/April, 2014; Commence Construction – June, 2014; Construction Substantial Completion – August, 2014 and Final Completion – June, 2015. Administrator Solga recommended authorizing soil borings for the project at an estimated cost of \$3,015. Motion by Foster, seconded by Strand to authorize Braun Intertec to conduct eight soil borings for Improvement Project No. 82, as an estimated cost of \$3,015. Motion carried.

Motion by Strand, seconded by Waller to adjourn the meeting at 5:30 p.m. Motion carried.



Glenys Ehlert, CMC
Clerk-Treasurer