

October 8, 2015

CITY COUNCIL AGENDA

**Tuesday, October 13, 2015**

**5:00 p.m.**

**Council Chambers, 315 N. Broadway**

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1. Call to Order
  - Roll Call of Members
  - Welcoming Remarks
  - Pledge of Allegiance
2. Citizen's Comments
3. Agenda Additions or Deletions
4. Approval of Minutes – 9/29/15
5. Approval of Accounts Payable Listing
6. Apex Engineering Project 87
  - 2<sup>nd</sup> Ave SE Streets/Utility Project
  - Water Tower Paint Project Preliminary Engineering Report
7. Police Chief Report
  - Parking Ordinance
8. Street/Park Superintendent Report
9. Library Report
  - Library Snow Removal
10. Financial Report
11. Improvement Project No. 79 Request for Payment:
  - PFA Pay Request #26 - \$
    - Gridor Construction Pay Request #24 -
    - SEH Engineering -
12. 2014 Audit Report – Dan Rollie
13. Resolution Changing Impound Fees

The City Council of Pelican Rapids met in regular session at 5:00 p.m., on Tuesday, 10-13-15, in Council Chambers, City Hall.

Mayor Frazier called the meeting to order at 5:00 p.m.

Roll call was taken by Clerk-Treasurer Danielle Heaton.

Mayor Brent E. Frazier and four members of the Council were present at roll call:

Council Member Steve Strand

Council Member Kevin Ballard

Council Member CJ Holl

Council Member Steve Foster

Other city staff present: Administrator Don Solga, Clerk-Treasurer Danielle Heaton, Police Chief Jeff Stadum, Library Director Annie M. Wrigg and Street and Park Superintendent Brian Olson.

General Attendance: City Engineer Bob Schlieman, Auditor Dan Rollie, Boy Scout 313 Troop Member Zach Ferrian, Library Board Members Curt Markgraf and Teresa Thornton, Kathy Knuteson-Olson and Lou Hoglund of Pelican Rapids Press were also present.

All present stood and said the Pledge of Allegiance led by Boy Scout Member Zach Ferrian.

There were no citizen's comments.

Motion by Ballard, seconded by Holl to add No. 14 Industrial Park Signage to the agenda. Motion carried.

Motion by Foster, seconded by Ballard to approve the 09-29-15 council meeting minutes as presented. Motion carried.

Motion by Holl, seconded by Foster to approve the Accounts Payable Listing of 10-13-15 as presented for City bills in the amount of \$25,133.32, Liquor Store bills in the amount of \$8,005.67 and Library bills in the amount of \$10,831.52. Motion carried.

City Engineer Bob Schlieman from Apex Engineering Group reported on Project No. 87. At the last meeting, Council asked Mr. Schlieman to look into paving the remaining gravel streets in the city. A rough estimate would be \$4.57 million (roughly 38 blocks) just to pave remaining gravel streets. Before investing time into preparing documentation to make these improvements to unpaved streets within the City, a priority list should be created. The City Administrator, City Engineer and Street & Park Superintendent will meet and prioritize the unpaved streets to add to the project.

City Engineer Bob Schlieman also reported on Project No. 86 Water Tower Painting & Cleaning. Coating Resources, Inc. has finished the coating evaluation on the water tower. They have made some recommendations based on the evaluations. The next step is to have a Preliminary Engineering Report completed. Motion by Strand, seconded by Foster to approve Bob Schlieman from Apex Engineering to prepare the Preliminary Engineering Report for Project No. 86. Motion carried.

Police Chief Jeff Stadum presented the Police Department report. Motion by Holl, seconded by Strand to accept the Police Report as written. Motion carried.

Chief Stadum was asked by Council to explain the parking ordinance that came into effect October 1<sup>st</sup>. Since the 1<sup>st</sup> of the month, the Police Department has issued 167 warnings for parking. City staff is working hard to help educate the public before the snow starts. Council Member Steve Strand voiced his concerns with the current Parking Regulations.

The Street and Park Report was presented by Superintendent Brian Olson. They have completed jetting sewers and the semi-annual hydrant flushing. Parks will be closed after the current campers leave. Motion by Holl, seconded by Strand to approve the Street and Park report as presented. Motion carried.

Library Director Annie M. Wrigg presented the Library Report. Motion by Ballard, seconded by Holl to accept the Library Report as presented. Motion carried.

Teresa Thornton the Library Board Chair asked the City to pay for the Library Snow Removal. Superintendent Brian Olson said that he would be willing to do it when the street department is out doing other snow removal. If they aren't out, then the library staff will be responsible.

Friends of the Library Co-Chair Kathy Knutson-Olson asked if the City would take over care of the Library's flower beds. Superintendent Olson said that if he is able, with Council approval, to hire a flower bed person, then the city may be able to help.

Clerk-Treasurer Danielle Heaton presented the Financial Report. Motion by Ballard, seconded by Foster to approve the 09-30-15 Financial Reports as presented. Motion carried.

Motion by Strand, seconded by Foster to approve payment for Improvement Project No. 79 PFA Pay Request No. 26 for \$73,983.08 which includes Gridor Construction Inc., Pay Request No.24 for \$70,136.00 and SEH Engineering for \$3,846.08. Motion carried.

Auditor Dan Rollie explained the 2014 Budget. He answered any questions that Council had for him and reported that the City is doing very well.

Motion by Holl, seconded by Strand to introduce the following written resolution entitled **RESOLUTION NO. 2015-8, RESOLUTION CHANGING IMPOUNDING ORDINANCE FEES**. Motion carried and resolution declared duly adopted. (A complete text of this resolution is part of permanent public record in the City Clerk's office.)

Council Member Holl reported that the Industrial Sign has been installed. Lighting will be installed next week.

Motion by Strand, seconded by Foster to adjourn the City Council meeting at 7:11 p.m. Motion carried. Opposed: Holl



Danielle Heaton  
Clerk-Treasurer