

October 24, 2013

CITY COUNCIL AGENDA

Tuesday, October 29, 2013

4:30 p.m.

Council Chambers, 315 N. Broadway

1. Call to Order
2. Additions / Deletions to Agenda
3. Approval of Minutes – 10/8/13
4. Approval of Accounts Payable Listing
5. Street Superintendent Report
 - Winter Maintenance Resolution No. 13-15
 - Library Roof Snow Melt Cable
6. Liquor Store Report
7. Improvement Project 78 Final Pay Request
 - Quam Construction Co., Inc. - \$119,243.11
 - Ulteig Engineering - \$1,009.09
8. Utility Report – PeopleService Inc.
9. Lagoon Bypass
10. Personnel – Fire Department – Clerk Glenys Ehlert
11. Police Squad Car Lease – Administrator Don Solga
12. Chamber of Commerce Request for Lighting City Tree and Downtown Music
13. Resort Information Request
14. Certify Unpaid Tree Removal Charge
15. Utility Curb Stop Repair Assessment
16. Approve Plumber Registration
17. Safe Routes to School Grant

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 10-29-13

The City Council of Pelican Rapids met in regular session at 4:30 p.m., on Tuesday, 10-29-13, in Council Chambers, City Hall. Mayor Ben Woessner, Council Members James Strand, Kevin Ballard, John E. Waller, III, and Steve Foster were present. No one was absent. Administrator Don Solga, Clerk-Treasurer Glenys Ehlert, Liquor Store Manager Maggie Johnson, Street/Park Superintendent Brian Olson, Jordon Plotz of PeopleService Inc., and Lou Hoglund of the Pelican Rapids Press were also present.

Mayor Woessner called meeting to order at 4:30 p.m.

Motion by Strand, seconded by Foster to approve the agenda with the addition of No. 5.3 to Street Superintendent Report and No.18. Improvement Project No. 79 Pay Requests. Motion carried.

Motion by Waller, seconded by Ballard to approve the minutes of 10-08-13 as presented. Motion carried.

Motion by Strand, seconded by Foster to approve the Accounts Payable Listing of 10-29-13 in the amount of \$75,989.76 for city bills and \$31,588.17 for liquor store bills. Motion carried.

Motion by Waller, seconded by Strand to approve **RESOLUTION NO. 13-15 CITY & TOWNSHIP WINTER MAINTENANCE AGREEMENT**. (A complete text of this resolution is part of permanent public record in the City Clerk's Office.) Motion passed unanimously and resolution declared duly adopted.

Superintendent Brian Olson reviewed the plans to replace all the heat tapes for the library roof in the amount of \$15,627.00, using Capital Equipment Funds. Motion by Ballard, seconded by Strand to approve above library roof heat tape project. Motion carried.

Street Superintendent Brian Olson and Administrator Don Solga reviewed changes to Parking Ordinance No. 13-06 Amendment. Motion by Strand, seconded by Foster to introduce **ORDINANCE NO: 13-06, AN ORDINANCE TO AMEND CITY OF PELICAN RAPIDS CITY CODE SECTION 701.07, SUBDIVISION 6, RELATING TO PARKING REGULATIONS**. (A complete text of this ordinance is part of permanent public record in the City Clerk's Office.) Motion passed unanimously and ordinance is in full force and effect upon publication.

Liquor Store Manager Maggie Johnson presented her report. Credit card charges have increased rather than decreased as Redwoods Co. promoted. Manager Johnson is double checking the per item charge and will contact vendor for explanation and adjustment. Final inventory cycle count for liquor will take place 11-04-13. Administrator Don Solga said a local contractor has completed a portion of repairs to the Liquor Store building. Motion by Waller, seconded by Strand to approve expenses for caulking around rest of liquor store building. Motion carried. Administrator Solga will talk to Coca Cola tomorrow to follow up on check for repairs to roof.

Motion by Ballard, seconded by Strand to approve final payment in the amount of \$119,243.11 to Quam Construction for Improvement Project No. 78. Motion carried.

Motion by Foster, seconded by Waller to approve final payment in the amount of \$1,009.09 to Ulteig Engineers for Improvement Project No. 78. Motion carried.

Jordon Plotz of PeopleService, Inc., reported on water and wastewater operations.

Administrator Don Solga said he has sent a letter to Minnesota Pollution Control Agency (MPCA) outlining a proposal from the City to bypass a portion of the lagoon. Motion by Strand, second by Foster to approve the proposal and letter of notification to MPCA. Motion carried.

Eric Guler addressed Council requesting authorization to have music during the Lighted Horse Parade. He would also like to have some speakers set up announcing the various parade units. He provided some examples of holiday music used in Walker, Minnesota. The Chamber of Commerce would like to create a little more ambience for the activities. Special Community Events could be approved by Council. During business hours and during the parade the City Council would not need to issue a special permit since the music would not be after 10:00 p.m. Council Member Strand said he would be in favor of it. Administrator Don Solga said it would still be a good idea to have Council approve plans when they are finalized.

Motion by Waller, seconded by Foster to authorize hiring Shad Hanson as a firefighter. Motion carried.

Administrator Don Solga reviewed a proposal to purchase a 2014 Ford Interceptor utility vehicle at a cost of \$25,000. He recommended a three year lease purchase with Kinetic Leasing for the vehicle. Equipment for the car will be an additional \$6,493, which is available from impound fees collected. Motion by Strand, seconded by Ballard to authorize the lease and purchase of equipment. Motion carried.

Administrator Don Solga reviewed a request for Council to write a letter stating that the City has examined the resort history related materials presented by Jean McNabb and the City has no knowledge of the materials belonging to the City of Pelican Rapids. Motion by Waller, seconded by Strand to approve above request. Motion carried.

Motion by Ballard, seconded by Foster to approve payment to Midwest Tree & Maintenance Inc. for tree removal at 201 SE 1st St. and to assess \$699.50 to parcel no. 76000990212900 for collection with real estate taxes. Motion carried.

Motion by Waller, seconded by Strand to approve payment to Egge Construction in the amount of \$1,079.48 for curb stop repair at 28 SE 3rd Ave. Motion authorizes assessment of \$1,079.48 spread out over three years in the amounts of \$400.00, \$400.00 and \$279.48 to parcel no. 76000990236000 for collection with real estate taxes. Motion carried.

Motion by Foster, seconded by Strand to add Mike Erickson of RJ Mechanical to the Plumbers' Registration List. Motion carried.

Administrator Don Solga reviewed proposal for Safe Routes to School grant application. Flashing beacon lights would warn motorists when pedestrians were going to cross. The proposal also calls for new sidewalks in various areas to encourage students to use specific routes. The City needs to do a letter of intent providing a brief description of project. Renew

resolutions and letters of support. City would pay 100% of engineering costs and 20% of the materials costs. The City costs are estimated at \$90,000 to \$100,000. Administrator Solga estimates \$60,000 for engineering and \$270,000 for construction, based on applying a percentage increase to original proposal.

Administrator has requested a quote for the engineering from Bob Schlieman of Apex. The crossing beacons cost \$15,000 per crossing. Council considered requesting a scaled back project. Council Member Ballard said he thinks the crossings are most important. Mayor Woessner suggested applying for entire project. Motion by Strand, seconded by Foster to enter letter of intent for full project. Motion carried.

Motion by Waller, seconded by Strand to approve payments for Wastewater Treatment Facilities Improvement Project No.79 to Bank of Zumbrot, interim financing principal of \$500,000 and interest of \$9,742.08, and to SEH, engineering in the amount of \$21,818.07. Motion carried.

Motion by Strand, seconded by Foster to adjourn the meeting at 6:00 p.m. Motion carried.

Glenys Ehlert, CMC
Clerk-Treasurer