

November 8, 2013

CITY COUNCIL AGENDA

**Tuesday, November 12, 2013**

**4:30 p.m.**

**Council Chambers, 315 N. Broadway**

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1. Call to Order
2. Agenda Additions or Deletions
3. Approval of Minutes – 10/29/13
4. Approval of Accounts Payable Listing
5. Police Chief Report
  - Court Data Services & JPA Amendment – Administrator Don Solga
6. Street/Park Superintendent Report
7. Financial Report
8. Library Report
9. Improvement Project 79 (WWTF) Pay Request No. 3
  - Gridor Construction - \$165,200.00
  - SEH - \$ 25,198.20
10. Water Department Pilot Study – John Thom, SEH
11. Fire Relief Association Retirement Increase Request – Fire Chief Trevor Steeves
12. Culvert Bridge Update – Resolution No. 13-14
13. Verizon Wireless Lease Agreement Expansion
14. Lakes Country Service Cooperative –Building Official Services
15. Utility Curb Stop Repair Assessment
16. Schleske Lot Split and Special Use Permit – 903 N. Broadway
17. Safe Routes to School Project
18. Cigarette Licenses for 2014
19. Comprehensive Plan Update
20. MPCA Notice of Violation Correction

## CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 11-12-13

The City Council of Pelican Rapids met in regular session at 4:30 p.m., on Tuesday, 11-12-13, in Council Chambers, City Hall. Mayor Ben Woessner, Council Members James Strand, 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, Street and Park Superintendent Brian Olson, Fire Chief Trevor Steeves, Fire Relief Association Treasurer Alan Martinson, John Thom and Jeff Ledin of SEH, Greg Stang and Jordan Plotz of PeopleService Inc., Mary Gamble, Terry Gamble, Paul Haberman and Todd Kampstra of WCT, LLC, 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 Ballard to approve the agenda with the addition of Modification to Tax Increment Financing District No. 1 Financial Planning Agreement. Motion carried.

Motion by Foster, seconded by Strand to approve the minutes of 10-29-13 as presented. Motion carried.

Motion by Foster, seconded by Strand to approve the Accounts Payable Listing of 11-12-13 as presented for City bills in the amount of \$663,908.31, for Liquor Store bills in the amount of \$63,034.42 and for Library bills in the amount of \$4,251.30. Motion carried.

The Police Report was presented by Chief Jeff Stadum.

Court Data Services Subscriber Amendment and State of Minnesota Joint Powers Agreement (both provided by the Department of Public Safety, Bureau of Criminal Apprehension) were presented by Administrator Don Solga. These agreements deal with ways the police department uses systems and tools available over the State's criminal justice data communications network for which the City is eligible. Motion by Strand, seconded by Foster to approve the Court Data Services Subscriber Amendment and State of Minnesota Joint Powers Agreement as presented, authorizing the Mayor and Clerk to sign. Motion carried.

Superintendent Brian Olson presented his report. He said he had to move a storm drain in the Industrial Park to the location delineated by the easement. Two areas need repair in the sewer main. Motion by Foster, seconded by Waller to repair the sewer main as proposed on First St. SW, near the elevator. Motion carried.

Clerk-Treasurer Glenys Ehlert presented the financial report for 10-31-13. Motion by Waller, seconded by Strand to approve the financial reports as presented. Motion carried.

Council received the Library Board minutes of 10-07-13. Library Director Annie Wrigg was not present.

Improvement Project 79 (WWTF) Pay Request No. 3 for Gridor Construction in the amount of \$165,200.00 and SEH Engineers in the amount of \$25,198.20 was presented by Administrator Don Solga with the approval of the project engineer. Motion by Waller, seconded by Strand to

approve payment as recommended by Project Engineer for Improvement Project 79 Wastewater Treatment Facility. Motion carried.

Administrator Don Solga reviewed the request by Gridor Construction to provide securities in the amount of 5% of the project as provided by state law. Motion by Ballard, seconded by Foster to approve Gridor Construction's request to provide securities in the amount of 5% in lieu of retainage. Motion carried.

Water Department Pilot Study presented by John Thom, SEH. They have reviewed the media, raw water quality and other matters. Total organic carbon is the problem. Manganese is coming out, but iron is a problem. If we use permanganate in the process, it will help with treatment of high total organic carbon water. Combining chlorine and ammonia will help. Cracking along walls indicates problems in filter media.

Improvements will improve water quality and will probably save money on backwashing.

Administrator Don Solga asked Paul Haberman and Todd Kampstra of WCT if there are any issues with water quality at the plant now. They said they do not have any issues. If the improvements are made and free chlorine is removed, it's a plus for the plant said Kampstra.

Engineer Jeff Ledin of SEH said, "Now we have a project. One source of grant funding that is out there is Department of Commerce. What part of this process will need attention in 20 years? Possibly nothing, but we advise a 20 year window. Securing the finance package will take the most time. Once we have the money, plans and specs will be developed. Construction would take about 90 days. A Preliminary Engineering Report will need to be completed. That will identify the project and estimated cost."

Motion by Strand, seconded by Waller to approve requesting a proposal from SEH for the Water Plant Filter Media Project Preliminary Engineering Report. During discussion of the motion Council considered that present system was constructed in 1990 or 1996. Motion carried.

Clerk-Treasurer Glenys Ehlert distributed a preliminary draft map of Schleske Lot Split of parcel no. 76000220009000, 903 N. Broadway and a notarized agreement between Roger and Lou Ann Schleske and Terry and Mary Gamble stating that Schleskes are sellers and Gambles are buyers of parcel described in draft map. Ehlert explained that these documents had been received too late to provide the City Attorney time to respond, but the papers were faxed to him.

Administrator Don Solga said the information for the Lot Split can be approved contingent on City Attorney's opinion and receipt of the stamped survey. Motion by Ballard, seconded by Strand to approve the Schleske Lot Split for parcel no. 76000220009000, contingent upon receipt of the stamped survey and contingent on City Attorneys' approval. Motion carried.

Fire Relief Association Retirement increase request by Fire Chief Trevor Steeves. Fire Relief Association Secretary Alan Martinson reported that investments of \$390,023 are available to fund the \$359,000 liability of this increase. Motion by Ballard, seconded by Waller to increase retirement to firefighters by \$200, from \$1,800 to \$2,000 benefit per year of service. Motion carried.

Administrator Don Solga reviewed the proposed improvements to replace the Culvert Bridge No. L5805. Motion by Waller, seconded by Strand to introduce RESOLUTION NO. 13-14,

AGREEMENT FOR REPLACEMENT OF CITY OF PELICAN RAPIDS BRIDGE NO. L5805.  
(A complete text of this resolution is part of permanent public record in the City Clerk's office.)  
Motion passed unanimously.

Administrator Don Solga said the bridge will include a bicycle/walking lane as part of city trail. Estimated cost of the bridge is \$532,000 plus legal and administration, subsurface soils bringing estimated City responsibility of \$280,000 if funded 80% by State or \$194,000 if 100% funded. The City is responsible for about \$60,000 for the bridge engineering and \$20,000 for area improvements adjacent for the bridge for a shovel ready project. Motion by Strand, seconded by Ballard to work with Interstate Engineering and cover costs out of Bridge fund. Motion carried.

Administrator Don Solga reviewed Verizon Wireless lease agreement expansion proposal. Motion by Strand, seconded by Foster to approve project as proposed, and authorize the Administrator and City Attorney to negotiate revised base agreement. Motion carried.

Administrator Don Solga reviewed the Lakes Country Service Cooperative Building Official Services Contract for 2014 with the base amount of \$13,000, days and hours of service unchanged. Motion by Strand, seconded by Waller, to approve renewal of the Lakes Country Service Cooperative Building Official Services Contract for 2014 and authorize Administrator Don Solga to sign on the City's behalf. Motion carried.

Clerk-Treasurer Glenys Ehlert provided information on curb stop repairs to a property. Motion by Waller, seconded by Strand to approve payment to Egge Construction in the amount of \$1,488.46 for curb stop repair at 48 N. Broadway. Motion authorizes assessment of \$1,488.46 spread out over four years in the amounts of \$400 in 2014 through 2016 and \$288.46 in 2017 to parcel no. 76000990360000 for collection with real estate taxes. Motion carried.

Regarding the Safe Routes to School (SRTS) project, Administrator Don Solga reminded Council that the city's cost match for the full project would be \$90,000 to \$100,000. After further consideration, he talked to Superintendent Deb Wanek and they recommend that instead of incurring grant writing and other engineering costs, to do the beacons only and not use SRTS funding. Changing the project to purchase the three sets of beacons and installing these at the crossings will reduce costs to city and school. The estimate is \$45,000 to \$60,000 for total project. The City can continue to work on improving and adding sidewalks through the annual budget. Council Members and Administrator Solga agreed that the most important part of the project is the beacons. Motion by Waller, seconded by Strand to authorize installation of crosswalk beacons, working with the Minnesota Department of Transportation and the supplier at an estimated cost of \$45,000 to \$60,000 for total project. Motion carried.

2014 License Renewals were reviewed by Clerk-Treasurer Glenys Ehlert. Motion by Foster, seconded by Ballard to approve **Cigarette Licenses** for Cynthia Stotesbery at Larry's Supermarket and Rick Loerzel at Pelican Tesoro; **Outdoor Sales Lot License** for Pete Hart; **Recreational Game License** for three games at the Pelican Rapids Pool Hall, L.L.C., and the addition of Marty Hanson as Pelican Plumbing, and Mark Green as Green Plumbing & Heating to the **Plumbers Registration List**. Motion carried.

Administrator Don Solga provided review on Comprehensive Plan update. One question the City has received has been about the discussion of adding a mixed use zone for commercial and residential. Administrator Solga discussed the City Code with City Attorney Greg Larson and

found that the code allows City to do same things that the proposed mixed residential/commercial zone permits while keeping greater control of use in commercial zone. Therefore Administrator Solga and the Planning Commission recommend not adding the mixed use zone, but continuing to address through the Special Use Permit process.

Administrator Don Solga reviewed the corrections made and letter submitted to Minnesota Pollution Control Agency (MPCA) in response to the violation notice. The City has received an approval letter from the agency indicating that violations have been corrected and the agency forgave \$1,000 of the fine.

Council considered a Financial Planning Agreement between the City and Northland Securities, Inc., for Modification to Tax Increment Financing District No. 1. Clerk-Treasurer Glenys Ehlert said that TIF District No. 1 is ending in 2013 and the tax increments will cease. In discussion with Tammy Omdahl of Northland Securities (NSI) for preparing documents to decertify the district, we found that we may be able to amend the budget for the district and spend available tax increment on eligible tax increment project costs authorized in the TIF Plan to accomplish additional improvements. Motion by Waller, seconded by Strand to approve Financial Planning Agreement with NSI in an amount not to exceed \$3,330, based on actual services. Motion carried.

Motion by Ballard, seconded by Strand to adjourn the meeting at 7:07 p.m. Motion carried.

Glenys Ehlert, CMC  
Clerk-Treasurer