

April 6, 2012

CITY COUNCIL AGENDA

Tuesday, April 10, 2012

4:30 p.m.

Council Chambers, 315 N. Broadway

1. Call to Order
2. Agenda Additions or Deletions
3. Approval of Minutes – 3/27/12
4. Approval of Accounts Payable Listing
5. Police Chief Report
6. Library Report
7. Utility Superintendent Report
8. Street/Park Superintendent Report
9. Financial Report
10. Planning Commission Report
11. Comprehensive Plan Update and Discussion
12. MNDOT Hwy 59 Redesign
13. Airport Hanger Site Work Request to MNDOT
14. League of Minnesota Cities 2012 Conference – 6/20-22/12
15. Information Item – 4/19/12 Tornado Drills – MIR3

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 04-10-12

The City Council of Pelican Rapids met in regular session at 4:30 p.m., on Tuesday, 04-10-12, 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, Police Chief Jeff Stadum, Utility Superintendent Brent Frazier, Street and Park Superintendent Brian Olson, Library Director Annie Wrigg, Ruth Holmgren of the Library Board 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 Waller to approve the agenda as presented. Motion carried.

Motion by Ballard, seconded by Strand to approve the minutes of 03-27-12 as presented. Motion carried.

Motion by Strand, seconded by Ballard to approve the Accounts Payable Listing of 04-10-12 as presented for City bills in the amount of \$72,074.92, Liquor Store bills in the amount of \$40,438.35 and Library bills in the amount of \$3,736.65. Motion carried.

The Police Chief Report was presented by Chief Jeff Stadum. The department drove 4,047 miles during March, received 137 initial complaint reports, assisted Sheriff's department 9 times and assisted the Minnesota State Patrol twice.

The Library Report was presented by Library Director Annie Wrigg. She reported that due to an alternative interpretation of the township donation laws, donations to the Library did not achieve the projected donation level. The Library Board has no other option other than to cut four hours of service effective Monday, 04-16-12. The hours cut will be two hours from Friday mornings and two hours from Saturday afternoons. The new hours on Fridays will be noon-6 p.m. and Saturdays 10 a.m. to noon. These changes will continue until funding levels return to a point when the library can add the hours back in. Also because this news came when the library is already through the first quarter of the budget, additional days will need to be cut so library does not overspend the budget. These dates will be researched and finalized at the 06-07-12 Library Board meeting. "It is with a heavy heart and great reluctance the board had to make this choice, but no other option presented itself," she concluded.

The Utility Superintendent Report was presented by Brent Frazier.

The Street/Park Superintendent Report was presented by Brian Olson. He would like to crack seal 80 blocks and do a 16 block seal coat project with a "green" technology using a clear polymer. Crack sealing will cost about \$14,000 and to seal coat 16 blocks would be about \$26,000. Motion by Foster, seconded by Waller to approve the proposed \$40,000 crack seal and seal coat project for 2012. Motion carried.

Superintendent Olson also had an updated quote of \$164,000 for a new street sweeper. He is considering a 2012 Elgin Pelican which is a mechanical sweeper. This represented a state bid price with McQueen Equipment. Olson requested a bid several times on used equipment, but was not able to obtain one. Administrator Don Solga said these funds would come from the capital

equipment funds set aside from Local Government Aid increases and he recommended using the Lakes Country Service Cooperative (LCSC) agreement to lease purchase the sweeper through Kinetic Leasing. Motion by Strand, seconded by Foster to authorize a lease purchase to purchase the 2012 Elgin Pelican at a quoted price of \$164,000 plus tax and lease expenses. Motion carried.

Superintendent Olson requested authorization to hire Richard Peterson as summer employee. Motion by Ballard, seconded by Waller to approve hiring summer helper Richard Peterson to begin seasonal employment effective 04-10-12. Motion carried.

Superintendent Olson presented information about updating all five park signs with vinyl overlays at a cost of \$2,341.79. Motion by Waller, seconded by Ballard to approve updating five park signs with overlays at a cost of \$2,341.79. Motion carried.

Superintendent Olson said he has \$16,100 set aside to repair the Windmill Building. The quote for repairs which include cleaning, patching and repairing concrete, replacing plywood and painting the entire building plus windmill has come in at \$17,200. Motion by Ballard, seconded by Strand to approve the Windmill Building project at a cost of \$17,200. Motion carried.

Superintendent Olson said he has been working on expanding the camping in Sherin Park and promoting the camping area. He presented a map showing a way to improve the sites and add sites as well as improve access to the Rotary Peace Path. He plans to do some site work and install additional electrical pads. Eventually he would like to implement a reservation system. Rates are \$10 for non-electrical and \$15 for electrical. He would like to promote the park. A professional map of the camp site would be a good addition to the City's web site. Motion by Waller, seconded by Strand to approve the campground improvement plans. Motion carried.

Clerk-Treasurer Glenys Ehlert presented the 03-31-12 financial report. Motion by Ballard, seconded by Strand to approve the 03-31-12 financial report as presented. Motion carried.

The Planning Commission Report was presented by Administrator Don Solga. He said the Planning Commission has scheduled the Spring Tour for 05-03-12 at 5:00 p.m.

The Planning Commission considered an inquiry from a property owner regarding changing a zone from commercial to residential. The Planning Commission denied the change based on the Comprehensive Plan.

The Comprehensive Plan Update has been considered by the Planning Commission. The Planning Commission recommended that the City look at having someone assist in this process. Administrator Solga explained that a consultant has provided a quote for Phase 1 and Phase 2 for 16 to 20 hours at a cost of \$1800. Council Member Ballard asked where the money would come from. Administrator Don Solga said Economic Development funds are set aside for this. He continued, "The Comprehensive Plan drives all economic development and every decision by the PC." Motion by Ballard, seconded by Foster to authorize Administrator Don Solga to proceed with hiring a consultant with Ulteig Engineers to assist City with Phase 1 and Phase 2 of Comprehensive Plan 2012 at an estimated cost of \$1800. Motion carried.

Administrator Don Solga presented information about the Minnesota Department of Transportation (MNDOT) Hwy 59 Redesign. The Planning Commission had the same concerns

with the concept of a left turn lane that the City Council has discussed. The Planning Commission's recommendation is to eliminate the left turn lane and signal from the plan. Motion by Strand, seconded by Foster to accept the Planning Commission's recommendation to eliminate the left turn lane and left turn signal from the design for Highway 59 Redesign. Motion carried.

Airport Hanger Site Work Request to MNDOT. Administrator Don Solga explained that the City has put site work at the airport on the Airport Capital Improvement Plan for the past several years. The estimate is approximately \$20,000. The funding from the State is 50/50 so the City's portion would be \$10,000. The City's budget has the \$10,000. Motion by Waller, seconded by Ballard to authorize the Airport Hanger Site Work Request to MNDOT. Motion carried.

League of Minnesota Cities 2012 Conference will be 6/20-22/12. Mayor and Council Members will notify Clerk-Treasurer Glenys Ehlert if they plan to attend.

Tornado Drills-MIR3 will be held on 4/19/12. The sirens will sound at approximately 1:45 and 6:55 p.m. The City is holding meetings to inform staff about activating the MIR3 program.

Motion by Strand, seconded by Ballard to adjourn the City Council meeting at 5:50 p.m. Motion carried.

Glenys Ehlert, CMC
Clerk-Treasurer