

April 23, 2015

CITY COUNCIL AGENDA

Tuesday, April 28, 2015

5:00 p.m.

Council Chambers, 315 N. Broadway

1. Call to Order
 - Roll Call of Members
 - Welcoming Remarks
 - Pledge of Allegiance
2. Citizen's Comments
3. Pine to Prairie Birding Trail – Wayne Runningen
4. Additions / Deletions to Agenda
5. Approval of Minutes – 4/2/2015, 4/14/15
6. Approval of Accounts Payable Listing
7. Liquor Store Report
8. Utility Report – PeopleService Inc.
9. Glacial MN Woman 85th Anniversary Celebration Use of the City Park June 18, 2016 – Phletus Williams
10. Water Treatment Facility Improvement Project #83 – Jeff Ledin, SEH
 - Resolution Approving Plans and Specifications and Ordering Advertisement for Bids
11. Old Fergus Road Utility Extension
12. Swan Blvd Street Lights
13. West Parking Lot Project #80
14. Emergency Management/Response

15. Resolution No. 2015-7 Accepting Monetary Limits on Municipal Tort Liability
16. Online Training for Boards of Appeal and Equalization
17. Special Assessment Pay Off Consideration
18. Policy for Controlling Access to Not Public Data of Individuals
19. Mayor's Conference and Training Report
20. Significant Industrial User Agreement Extension
21. Council Chamber Video Camera

The City Council of Pelican Rapids met in regular session at 5:00 p.m., on Tuesday, 04-28-15, 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 Steve Foster Council Member CJ Holl

Other city staff present: Administrator Don Solga, Clerk-Treasurer Danielle Heaton, Liquor Store Manager Maggie Johnson, and Street and Park Superintendent Brian Olson.

General Attendance: Wayne Runningen, Jordan Plotz of PeopleService, Phletus and Sally Williams, Jeff Ledin from SEH Engineering, Kelly Funk, Steve and Dawn Finn, Girl Scout Troop 30601 Member Brooke Lammers, Renato Molina and Lou Hoglund of Pelican Rapids Press were also present.

The Mayor welcomed everyone to the Council Meeting.

All present stood and said the Pledge of Allegiance led by Girl Scout Member Brooke Lammers.

There were no citizen's comments.

The Pine to Prairie Birding Trail report was presented by Representative Wayne Runningen. He thanked Council for the opportunity to serve on the Birding Trail Committee because he enjoys it. He provided a copy of the Pine to Prairie Birding Trail booklet and a copy of Manitoba's Pine to Prairie International Birding Trail booklet. The birding trail is 200 miles long with 45 birding sites.

Motion by Foster, seconded by Holl to approve the agenda with the addition of No. 22 Downtown Parking Letter. Motion carried.

Motion by Ballard, seconded by Foster to approve the minutes of 04-02-15 and 04-14-15 as presented. Motion carried.

Motion by Holl, seconded by Foster to approve the Accounts Payable Listing of 04-28-15 as presented for City bills in the amount of \$94,741.44 and Liquor Store bills in the amount of \$19,681.05. Motion carried.

The Liquor Store Report was presented by Liquor Store Manager Maggie Johnson. Last week the cooler reset was completed. The monitoring wells in the parking lot where the MPCA performed soil testing are being removed this week. Motion by Strand, seconded by Holl to approve the Liquor Store Report as presented. Motion carried.

The Utility Report was presented by Jordan Plotz of PeopleService Inc. The Average Daily Wastewater pumped was less in 2015 than in 2014 because of construction. Motion by Strand, seconded by Ballard to approve the Utility Report as presented. Motion carried.

Phletus and Sally Williams are requesting the use of Peterson Park and Picnic Shelter on June 18, 2016, for the 85th Anniversary Celebration of the Glacial MN Woman. The event hours would be 10 a.m. to 6 p.m. Motion by Holl, seconded by Strand to approve the Anniversary Celebration of the Minnesota Woman on June 18, 2016. Motion carried.

Jeff Ledin from SEH Engineering gave an update on the Water Treatment Facility project. A pilot study was completed and originally the City was only going to change out the media at the Water Plan, but the project has grown. Now, the city is going to change out the media and is going with an automated backwash system. The city received a grant for \$145,000, and when the cost of the project increased, another \$108,000 was awarded. The estimated project cost is \$819,600.00.

Motion by Foster, seconded by Ballard to introduce the following written resolution entitled **RESOLUTION NO. 2015-9, RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS – WATER TREATMENT FACILITY IMPROVEMENT PROJECT NO. 83**. 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.)

Kelly Funk is considering a housing development on Old Fergus Road. Bob Schlieman from Apex Engineering prepared a Preliminary Opinion of Cost Summary for Utility and Street Improvements. Two options were prepared, one with curb and gutter and one without. Right now the City standard is to install curb and gutter but Council can decide to make an exception since currently Old Fergus Road does not have curb and gutter. Administrator Solga handed out information on TIF and explained the TIF process. Steve and Dawn Finn addressed Council with their concerns because they own land across the road from the area Funk is inquiring about. Council assured them that this is just exploratory.

Street and Parks Superintendent Brian Olson requested Council approval to put in three new street lights on Swan Blvd. He notified property owners and no one contacted him with questions or concerns. Motion by Holl, seconded by Strand to approve the installation of three new street lights on Swan Blvd. Motion carried.

West Parking Lot Project No. 80 update was given by Administrator Solga. Interstate Engineering is waiting for more information from the County about the L8505 bridge removal so the current plans and specifications can be revised for the parking lot.

Administrator Solga explained the City's Severe Weather Plan. He informed Council of their rolls in case of severe weather damage to the town.

Motion by Strand, seconded by Holl to introduce the following written resolution entitled: **RESOLUTION NO. 2015-7 ACCEPTING MONETARY LIMITS ON MUNICIPAL TORT LIABILITY.** 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.)

Online Registration and Training for Board of Appeal and Equalization will be available from 7-1-2015 to 1-31-2016.

Clerk-Clerk Danielle Heaton asked Council to consider paying off Special Assessment on two city owned properties. First parcel number is 76000990674000 in Wilsons Addition. The balance owing is \$2,672.50. Second parcel number is 76000990877000 Thompson Park and the balance owing is \$26,870.96. Motion by Holl, seconded by Foster to approve paying off the specials on parcel numbers 76000990674000 and 76000990877000. Motion carried.

Clerk-Treasurer Heaton presented the Policy for Controlling Access to Not Public Data of Individuals. In August 2014, the state of Minnesota past the Government Data Practices Act requiring cities to name a Responsible Authority who regulates the collection, creation, storage, maintenance, dissemination, and access to government data. The responsible authority prepares a data inventory table must update the inventory annually and make any changes necessary to maintain the accuracy of the inventory. Motion by Ballard, seconded by Foster to approve the Policy for Controlling Access to Not Public Data of Individuals, naming Danielle Heaton, Clerk-Treasurer as the Responsible Authority and the Data Inventory Table. Motion carried.

Mayor Frazier gave a report on some of the events that he attended at the Mayor's Conference in White Bear Lake on April 24th and 25th.

West Central Turkey's (WCT) is a Significant Industrial User (SIU). The city needs WCT to sign a SIU agreement extension because the City's National Pollutant Discharge Elimination System (NPDES) permit from MPCA expires a month before the SIU expires. WCT agreed to extend the SIU agreement until the new NPDES permit is granted. Motion by Strand, seconded by Holl to approve for the Mayor to sign the extension agreement. Motion carried.

The camera the city considered for videoing council meetings does not record a wide enough angle and doesn't show the entire room. We need one that has a wider angle but the cost is more than what was previously approved. Motion by Holl, seconded by Foster to approve purchasing the Sony Camcorder with a wider angle. Motion carried.

Council Member Ballard asked if we could get handheld microphone for people that are doing presentations.

Mayor Frazier presented a Parking in Downtown Pelican Rapids letter he had written. The Chamber will distribute the letter to all Chamber members. Council Member Holl asked if it is

something that should be put in the city newsletter. Motion by Holl, seconded Ballard to approve the letter and also put it in the newsletter. Motion carried.

City Council has been invited to attend The Otter Tail County Safe Communities Coalition Award Luncheon on May 12, 2015, 11:30 a.m. – 12:45 p.m. at the Bigwood Event Center, Fergus Falls, MN.

Motion by Strand, seconded by Ballard to adjourn the City Council meeting at 7:27p.m. Motion carried. Opposed: Holl

A handwritten signature in black ink that reads "Danielle Heaton". The signature is written in a cursive style and is contained within a thin black rectangular border.

Danielle Heaton
Clerk-Treasurer