

April 3, 2013

CITY COUNCIL AGENDA

**Tuesday, April 9, 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 – 3/26/13
4. Approval of Accounts Payable Listing
5. Police Chief Report
6. Fire Chief Request to Increase Firefighter Retirement Benefit from \$1800 to \$2000 Per Year of Service
7. Utility Superintendent Report
8. Street/Park Superintendent Report
  - Park Board Request to Move Skating Rink
9. Financial Report
10. Library Report
11. Motion Regarding Resolution Supporting Establishment of Municipal Street Improvement Districts
12. MN DOT Maintenance Agreement
13. MN DOT 2014 Pelican Rapids Accessibility Project Update
14. Resolution Ordering the Repair or Removal of Hazardous Building at 26 NW 2<sup>nd</sup> Ave
15. Certify Unpaid Utility Bill to County Auditor
16. Pelican Rapids Area Chamber of Commerce Raffle Permit – 10/12/13, VFW
17. Public Hearing Regarding Water and Wastewater Contracting Services – 6:00 P.M.
18. Utility Operations Sub-Committee Recommendation

## CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 04-09-13

The City Council of Pelican Rapids met in regular session at 4:30 p.m., on Tuesday, 04-09-13, in Council Chambers, City Hall. Mayor Ben Woessner, Council Members Kevin Ballard, John E. Waller, III, and Steve Foster were present. Council Member Strand was absent. Administrator Don Solga, Clerk-Treasurer Glenys Ehlert, Police Chief Jeff Stadum, Utility Superintendent Brent Frazier, Street and Park Superintendent Brian Olson, Fire Chief Trevor Steeves, Fire Relief Association Treasurer Alan Martinson, Paul Haberman and Todd Kampstra of West Central Turkeys, Wayne Runningen, Wayne Johnson, Jordan Plotz and Lou Hoglund of the Pelican Rapids Press were also present.

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

Motion by Ballard, seconded by Waller to approve the agenda as presented. Motion carried.

Motion by Waller, seconded by Ballard to approve the minutes of 03-26-13 as presented. Motion carried.

Motion by Waller, seconded by Foster to approve the Accounts Payable Listing of 04-09-13 as presented for City bills in the amount of \$35,700.64, Liquor Store bills in the amount of \$46,033.25 and Library bills in the amount of \$4,556.69. Motion carried.

The Police Chief Report was presented by Chief Jeff Stadum. The department drove 3,687 miles during March and received 126 initial complaint reports. Tornado Drills using the MIR3 system will be held on 04-18-13. The sirens will sound at approximately 1:45 and 6:55 p.m.

Fire Chief Trevor Steeves requested an increase of the Firefighter Retirement Benefit from \$1800 to \$2000 per year of service. Even with the downturn in the economy the fire relief investments made money. Chief Steeves explained, “We held steady during tougher times, and we haven’t had an increase in eight years.” Administrator Don Solga said he started looking into it and the increase from \$1800 to \$2000 means a liability to the City of \$40,000 in the first year and goes up from there. Fire Chief Steeves and Administrator Solga agreed to put matter on agenda after receipt of updated worksheet from Auditor Dan Rollie.

Utility Superintendent Brent Frazier reported on various water and wastewater matters. Superintendent Frazier and Council discussed system inflow and infiltration which happens seasonally.

The Street/Park Superintendent Report was presented by Brian Olson. He said they spent 17 hours on March 25<sup>th</sup> replacing a caved in portion of sewer line by the elementary school. He will gather some numbers and report to Council on cost to repair that portion of the line. He recommends replacing rest of clay pipe with larger pipe. The skating rink was closed the last week of March.

A letter was presented from the Park Board with a recommendation to move the skating rink. Superintendent Olson addressed some of the expenses connected with moving the rink back to

the prior location closer to the elementary school. Mayor Woessner said more information will be gathered and Council will take matter under advisement.

Superintendent Olson discussed possible changes to parking during snow events and for summer street sweeping. Administrator Solga recommended drawing up a resolution for next meeting, 04-30-13, regarding recommendations. Council and Olson agreed that city streets are not wide enough for parking on both sides of the street and they are considering changes due to requests to improve parking for snow removal.

Superintendent Olson reviewed library water damage which resulted from snow thawing and refreezing. He recommended that the Library have heat tape professionally installed and commercially wired.

The 03-31-13 Financial Report was presented by Clerk-Treasurer Glenys Ehlert. Mayor Woessner thanked Ehlert for her report.

Clerk-Treasurer Glenys Ehlert presented the Library Report for Library Director Annie Wrigg. Ehlert reviewed Wrigg's recommendation to hire Melanie Rieken as Circulation Librarian, effective 04-09-13, at wage level 1 on the Library Wage Schedule. Motion by Waller, seconded by Foster to approve above. Motion carried.

Administrator Don Solga reviewed a resolution recommended by the League of Minnesota Cities which would allow the City of Pelican Rapids to establish the city as a whole as a street improvement district. Motion by Waller, seconded by Ballard to introduce the following written resolution, entitled, **A RESOLUTION SUPPORTING LEGISLATION AUTHORIZING THE ESTABLISHMENT OF MUNICIPAL STREET IMPROVEMENT DISTRICTS.** (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.

Administrator Don Solga reviewed the annual maintenance agreement for Hwy. 59 and Hwy. 108 between the state and the city. Motion by Waller, seconded by Foster to approve the State of Minnesota Department of Transportation and City of Pelican Rapids Routine Maintenance Agreement and introduce the following written resolution, entitled, **CITY OF PELICAN RAPIDS RESOLUTION REGARDING AGREEMENT NO. 03441, AUTHORIZING THE MAYOR AND ADMINISTRATOR TO SIGN THE AGREEMENT ON THE CITY'S BEHALF.** (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.

Administrator Don Solga reviewed the Minnesota Department of Transportation 2014 Accessibility Project in Pelican Rapids. He explained that the bid letting for the project will be done in 2013 rather than in 2014 as earlier proposed.

Administrator Don Solga presented pictures showing the dilapidated condition of the house at 26 NW 2<sup>nd</sup> Ave. Motion by Waller, seconded by Foster to introduce the following resolution, entitled, **RESOLUTION ORDERING THE REPAIR OR REMOVAL OF HAZARDOUS BUILDING AT 26 NW 2<sup>nd</sup> AVE.** (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.

Motion by Ballard, seconded by Foster to certify the unpaid utility bill in the amount of \$23.88 for parcel no. 76000990268000, and \$84.22 for parcel no. 76000990480001, to County Auditor Wayne Stein for collection with real estate taxes. Motion carried.

Motion by Foster, seconded by Ballard to approve the Pelican Rapids Area Chamber of Commerce Raffle Permit on 10-12-13 at the VFW, 26 NW 1<sup>st</sup> Ave. Motion carried.

Pursuant to due call and published notice thereof the City Council of the City of Pelican Rapids conducted a Public Hearing regarding contracting services for the operation, maintenance and management of the City's water and wastewater facilities. Mayor Woessner called the public hearing to order at 6:00 p.m.

Mayor Ben Woessner and Council Member Steve Foster serve on the Utility Operations Sub-Committee with Administrator Don Solga. Administrator Solga reviewed the reasons to contract for utility operational services. Reasons cited included short-term and long-term licensed operator availability and retention; an effort to curtail the continuing annual increases in op costs; an effort to stabilize rates, reduce maintenance and repair outsourcing, improved capital improvement planning and access to more resources/knowledge/experiences.

Mayor Ben Woessner said we weren't looking at this solution until the operator availability and retention concerns came up. A company contacted the City of Pelican Rapids to offer the proposal to operate the water and wastewater facilities.

Wayne Runnigen asked about the size of the communities and types of facilities. Council Member Foster answered that none of the communities had a company the size of WCT, but did have smaller similar operations. The communities also ranged in size from smaller communities to larger in size. The company operates plants in Minnesota, South Dakota and Iowa.

Jordan Plotz asked about the company's turn over. Administrator Solga said the City had not asked about turn over.

Wayne Johnson questioned whether the company has experience with anaerobic plants. Administrator Solga said the company did not express any concerns about operating it and they desire to hire our current employees.

Mayor Woessner said with the upcoming project the timing is right. He said, "We don't lose any assets and we don't lose control."

Runnigen – If something goes wrong and the plant goes out of compliance, the city still would be responsible for the problem and will need to pay the fines. Solga said if plant is out of compliance because of the assets, city's problem. If plant is out of compliance because of actions they take, they have insurance for it. Foster – The cities he called said the company does a very good job of staying in compliance. Runnigen – That's just a concern I would have if they have employees who don't know what they are doing.

Runnigen – Special projects who will oversee that? Solga – Just like now, we hire the engineers to oversee the project. Solga said the \$6 Million project is incorporated in the proposed agreement.

Plotz – Who is going to do all the snow removal and mowing around those buildings? Solga - The way I see this working is that the operators should not do the mowing or snow removal. I think the street guys can get down there and do the driveways so employees can get there to do their work. It will be a learning curve to be sure. Mayor Woessner said our main goal is to stabilize our costs – we’re going to try and do something and be proactive.

Wayne Johnson asked about whether proposed agreement addresses additional services. Mayor Woessner – we’ll have a cap. Administrator Solga – we won’t be eliminating all outsourcing. Mayor Woessner called for questions. There were none. Hearing declared closed.

Utility Operations Sub-Committee recommendation is that it is in the best interest of the City to enter into an agreement with PeopleService, Inc., to operate and maintain the water and wastewater facilities. Motion by Foster, seconded by Ballard to enter into and approve the contract with PeopleService, Inc. to operate and maintain the water and wastewater facilities and authorize the Mayor and Clerk-Treasurer to sign the **OPERATION AND MAINTENANCE AGREEMENT BETWEEN THE CITY OF PELICAN RAPIDS AND PEOPLESERVICE, INC.**, on behalf of the City of Pelican Rapids. Voting yes: Mayor Woessner, Council Members Foster and Ballard. Voting no: Council Member Waller. Motion carried.

Motion by Ballard, seconded by Waller to adjourn the City Council meeting at 6:33 p.m. Motion carried.

Glenys Ehlert, CMC  
Clerk-Treasurer