

June 4, 2015

CITY COUNCIL AGENDA

Tuesday, June 9, 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. Agenda Additions or Deletions
4. Approval of Minutes – 5/26/15
5. Approval of Accounts Payable Listing
6. Improvement Project No. 79 Request for Payment:
 - PFA Pay Request #22 - \$69,707.10
 - Gridor Construction Pay Request #20 - \$67,600.
 - SEH Engineering - \$2,107.10
 - Progress Report
 - Change Orders
7. Police Chief Report
8. Street/Park Superintendent Report
 - Pool Personnel
9. Library Report
10. Financial Report
11. Vehicles and Equipment Parked on Boulevards and Lawns
12. Resolution Declaring a Hazardous Building – Mobile Home Park 408 NW 2nd St. E3
13. Liquor License Renewal
14. Water Treatment Facility Bid Award, Project #83
 - Resolution Awarding Bid

The City Council of Pelican Rapids met in regular session at 5:00 p.m., on Tuesday, 06-09-15, 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 three members of the Council were present at roll call:

Council Member Steve Strand

Council Member Kevin Ballard

Council Member CJ Holl

Council Member Steve Foster-absent

Other city staff present: Administrator Don Solga, Clerk-Treasurer Danielle Heaton, Police Chief Jeff Stadum, Library Director Annie M. Wrigg, and Street and Park Superintendent Brian Olson, Liquor Store Manager Maggie Johnson.

General Attendance: Jessica Hedin of SEH Engineering, Missy Erickson, Boy Scout 313 Troop Members Cody Erickson and Kyle Krump, Renato Molina and Lou Hoglund of Pelican Rapids Press were also present.

All present stood and said the Pledge of Allegiance led by Boy Scout Members Kyle Krump and Cody Erickson.

There were no citizen's comments.

On June 17th from 7:00 p.m. to 9:00 p.m. there is an Otter Tail County Transportation Plan Open House meeting at Lake Region Electric and everyone is welcome.

The water and sewer service line warranty program information that was sent out in this packet will be discussed at the next meeting.

Motion by Strand, seconded by Holl to approve the agenda with the additions of No. 15 Liquor Store Manager Maggie Johnson - Personnel and No. 16 Industrial Park Signage. Motion carried.

Motion by Ballard, seconded by Strand to approve the minutes of 05-26-15 as presented. Motion carried.

Motion by Holl, seconded by Ballard to approve the Accounts Payable Listing of 06-09-15 as presented for City bills in the amount of \$45,295.94, with the addition of Lake Region Electric for \$188.13, The Press for \$1,625.52 and Park Region for \$413.52, and Liquor Store bills in the amount of \$24,250.79 and Library bills in the amount of \$2,297.84. Motion carried.

Motion by Strand, seconded by Holl to approve payment for Improvement Project No. 79 PFA Pay Request No. 22 for \$69,707.10 which includes Gridor Construction Inc., Pay Request No.20 for \$67,600 and SEH Engineering for \$2,107.10. Motion carried.

Jessica Hedin of SEH Engineering gave a progress report on the WWTF Improvement Project No. 79. She introduced Eric Miller who is the new on-site engineer at the WWTF.

The process of the MBBR start-up has been meeting limits for the last couple weeks and they are waiting for last week's positive results. Once that has been done, they can start doing the demolition of the old treatment process. The status of the coatings has not changed. Samples of the out of compliance concrete still have not been tested. Still probably have a summer full of work.

Jessica Hedin discussed Change Order No.4 for Improvement Project 79. New casting and catch basin were needed adding \$853.00 and 1 calendar day and downspouts draining under sidewalk for \$1,990.90 and 1 day for a total of \$2,843.00 and 2 calendar days. Motion by Holl, seconded by Ballard, to approve Change Order No. 4 as presented. Motion carried.

Jessica Hedin explained Change Order No. 5 for Improvement Project 79. An existing water main was very shallow and needed to be insulated adding \$1,231.00 and 0 days. Motion by Strand, seconded by Holl to approve Change Order No. 5 as presented. Motion carried.

Police Chief Jeff Stadum presented the Police Department report. The Department is currently short staffed.

Motion by Holl, seconded by Ballard to accept the resignation of part time Police Officer Shawn Schmidt as of June 18, 2015. Motion carried.

Library Director Annie M. Wrigg presented the Library Report. The Library has lots of activities going on throughout the summer. The Library will be closed July 3rd and 4th. Council Member Holl asked the number of e-books checked-out. Motion by Strand, seconded by Holl to approve the Library Report as presented. Motion carried.

The Street and Park Report was presented by Superintendent Brian Olson. They have been painting curbs, parking spaces and crosswalks. Dust-guard for gravel roads should be here next week. Pool opened June 5th. Rotary funded more outlets to the Peterson Park Picnic Shelter. Otter Tail Power helped drop the two outside flags in Veteran's Memorial River Park. Motion by Strand, seconded by Holl to approve the Street and Park report as presented. Motion carried.

He reviewed pool employees for Council appointments. Motion by Ballard, seconded by Strand to hire experienced lifeguards Brooke Lammers, Madalin Berube, Jay Gorton and Alysa Thorson, and Hailey Peterson as a new lifeguard. Rates of pay are based on experience according to wage schedule. Motion carried.

Clerk-Treasurer Danielle Heaton presented the 05-31-15 Financial Reports. In May, \$14,000.00 was invested in Liquor Store Savings from Liquor Store Checking. Motion by Ballard____, seconded by Holl to approve the 05-31-15 Financial Reports as presented. Motion carried.

At the last council meeting, it was discussed that council would like to direct the Police Department to enforce the ordinance that stated no vehicles may be parked in front yard on grass. After further review, it was discovered there is no such ordinance. Council discussed if the city would like it added to the ordinance so the problem can be regulated. If they want to make a change, the Planning Commission will look into it. Motion by Holl, seconded by Ballard to request the Planning Commission review the ordinance and make changes to include parking on the front yard. Motion carried.

The Planning Commission recommendation regarding a hazardous building at 408 NW 2nd Street was presented by City Administrator Don Solga. The trailer is in very bad condition and the property owner would like it removed.

RESOLUTION NO. 2015-12 ORDERING THE REPAIR OR REMOVAL OF HAZARDOUS SINGLE FAMILY DWELLING/MOBILE HOME LOCATED AT 408 NW 2ND STREET. (A complete text of this resolution is part of permanent public record in the City

Clerk's office.) Motion by Strand, seconded by Ballard, to approve resolution for 408 NW 2nd Street. Motion carried and resolution declared duly adopted.

Clerk-Treasurer Danielle Heaton reviewed a Liquor License renewal. Motion by Holl, seconded by Strand to approve renewal of a 3.2% Malt Liquor off-Sale License to Renato Molina of Route 9 Event Center at 1201 County Highway 9 for the term of one year, beginning 07-01-15. Motion carried.

On June 4, 2015 the City had the bid opening for Water Treatment Facility Improvement Project No. 83. Administrator Solga said bids range from \$735,900 to \$824,000. Magney Construction, Inc., Chanhassen, Minnesota is the low bidder at \$735,900.

Motion by Strand, seconded by Ballard to introduce the following written resolution, entitled, **RESOLUTION NO. 2015-13, RESOLUTION ACCEPTING BID & AWARDED THE CONTRACT FOR THE WATER TREATMENT PLANT RENOVATIONS IMPROVEMENT PROJECT NO. 83** (A complete text of this resolution is part of permanent public record in the City Clerks' Office.) Motion passed unanimously and resolution declared duly adopted.

Liquor Store Manager Maggie Johnson is having some staffing issues. Some of the Liquor Store part-time employees are unable to work more hours and she doesn't feel that hiring another part-time employee will solve the scheduling issue. She would like Council to consider hiring a full-time employee at the Liquor Store to help alleviate some of the staffing/scheduling issues she has. After much discussion, Council agreed. Motion by Ballard, seconded by Strand to approve the advertising of a full-time Liquor Store employee position. Motion carried.

Council Member Holl discussed the Industrial Park Signage. He has now talked to every business owner in the Industrial Park. He would like to have a small work session before the next Council Meeting to go over the details.

Motion by Ballard, seconded by Strand to adjourn the City Council meeting at 6:27 p.m. Motion carried. Opposed: Holl



Danielle Heaton
Clerk-Treasurer