

July 9, 2015

CITY COUNCIL AGENDA

Tuesday, July 14, 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 – 6/30/15
5. Approval of Accounts Payable Listing
6. Police Chief Report
7. Street/Park Superintendent Report
8. Library Report
9. Financial Report
10. Improvement Project No. 79 Request for Payment:
 - PFA Pay Request #23 - \$98,244.96
 - Gridor Construction Pay Request #21 - \$92,116.00
 - SEH Engineering - \$6,128.96
 - Progress Report
11. Appoint Budget Committee
12. Liquor Store Personnel
13. Resolution No. 2015-14 Authorizing Issuance of Note & Execution of Loan Agreement
14. Improvement Project No. 82 Pay Request #6 - \$8,968.00
15. City Council Meeting Tablets
16. Planning Commission Report
 - Rezone
 - Lot Split
 - Tax Forfeited Land

The City Council of Pelican Rapids met in regular session at 5:00 p.m., on Tuesday, 07-14-15, 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, Liquor Store Manager Maggie Johnson, and Street and Park Superintendent Brian Olson.

General Attendance: Boy Scout 313 Troop Members Cody Erickson, Noah Ballard and Zane Brosowske and Lou Hoglund of Pelican Rapids Press were also present.

All present stood and said the Pledge of Allegiance led by Boy Scout Members Cody Erickson, Noah Ballard and Zane Brosowske

There were no citizen's comments.

Motion by Ballard, seconded by Holl to approve the agenda as written. Motion carried.

Motion by Holl, seconded by Strand to approve the work session and council meeting minutes of 06-30-15 as presented. Motion carried.

Police Chief Jeff Stadum presented the Police Department report. Motion by Strand, seconded by Holl to approve the Police Report as written. Motion carried.

Police Chief Stadum also reported on the resignation of a part-time officer. Motion by Ballard, seconded by Holl to accept the resignation of part time Police Officer Preston Berg as of June 26, 2015 with his last day being July 3rd 2015. Motion carried.

Motion by Holl, seconded by Strand to approve the Accounts Payable Listing of 07-14-15 as presented for City bills in the amount of \$44,597.22, Liquor Store bills in the amount of \$57,403.95 and Library bills in the amount of \$11,624.13. Motion carried.

The Street and Park Report was presented by Superintendent Brian Olson. He asked for Council approval to hire Apex Engineering to look at SE 2nd Ave sewer line between 5th and 6th Street. The sewer line freezes up regularly in the winter and has caused problems for the last few years. Motion by Holl, seconded by Ballard to approve hiring Apex Engineering to look into the sewer line issue on 2nd Ave SE between 5th and 6th Street. Motion carried.

The gutter on 5th Street SE by Maplewood Dr. doesn't drain correctly. Superintendent Olson would like Council approval to replace that section of gutter. Motion by Holl, seconded by Strand to accept Superintendent Olson's recommendation to replace the gutter on 5th Street SE by Maplewood Dr. Motion carried.

The pool is still short staffed. He asked for Council approval to hire Ashlee Olson to help in the pool office and in the Parks as needed. Motion by Ballard, seconded by Strand to approve the hire of Ashlee Olson as pool office/parks employee. Motion carried.

Motion by Strand, seconded by Ballard to approve the Street and Park report as presented. Motion carried.

Motion by Strand, seconded by Ballard to approve the Improvement Project No. 82 request for payment of Sellin Brothers Construction for \$8,968.00. Motion carried.

Library Director Annie M. Wrigg presented the Library Report. Information of the usage of Overdrive was provided as per Council Member Holl at last month Council's meeting. The library will be short staffed for the next month due to a medical leave by an employee. The Library Director and Library board recommended to Council to hire Carrie McKay as a seasonal fill-in. Motion by Holl, seconded by Strand to approve the hiring of Carrie McKay. Motion carried. Motion by Ballard, seconded by Strand to accept the Library Report as presented. Motion carried.

Clerk-Treasurer Danielle Heaton presented the 06-30-15 Financial Report. Motion by Holl, seconded by Ballard to approve the 06-30-15 Financial Reports as presented. Motion carried.

Motion by Strand, seconded by Holl to approve payment for Improvement Project No. 79 PFA Pay Request No. 23 for \$98,244.96 which includes Gridor Construction Inc., Pay Request No.21 for \$92,116.00 and SEH Engineering for \$6,128.96. Motion carried.

Administrator Solga gave a progress report on Improvement Project No. 79. There is a construction meeting next week and hopefully the contractor will have an idea on when the project will be completed.

Motion by Ballard, seconded by Holl to appoint Steve Strand and Steve Foster to the Budget Committee. Motion carried.

Liquor Store Manager Maggie Johnson would like to recommend Martin Yanish for the Full-time liquor store employee position. He will begin the full-time position July 18th, 2015 at step 2 of the wage schedule. Motion by Strand, seconded by Ballard to approve the hiring of Martin Yanish at step 2 of the wage schedule. Motion carried.

Liquor Store Manager Maggie Johnson also reported that Whitney Gravlin's last day will be August 7, 2015. She is looking for 1-2 possible part time employees to help fill the schedule. She is going to look through the applications we received and set-up interviews of possible candidates. If there are none we may have to extend advertising. Motion by Holl, seconded by Strand to advertise for the part-time position if current applicants are not qualified. Motion carried.

Maggie Johnson then asked Council if they would consider hiring someone under the age of 21. There would need to be an ordinance change because the ordinance now states that no person under the age of 21 years may sell or assist in the sale of any liquor. Council Member Holl stated he would be opposed to using people under the age of 21 in the liquor store. Council Member Strand agreed.

Motion by Strand, seconded by Ballard to introduce the following written resolution, entitled, **RESOLUTION NO. 2015-14, RESOLUTION ACCEPTING THE OFFER OF THE MINNESOTA PUBLIC FACILITIES AUTHORITY TO PURCHASE A \$642,071**

GENERAL OBLIGATION WATER REVENUE NOTE OF 2015, PROVIDING FOR ITS ISSUANCE, AND APPROVING EXECUTION OF A PROJECT LOAN AGREEMENT

(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.

Administrator Solga received a quote on Samsung Tablets for City Council Meetings for \$216.99 and a case for \$25.80. Motion by Strand, seconded by Holl to approve to purchase of five Tablets and cases to be used for Council meetings and other council correspondence. Motion carried.

Administrator Solga gave update on the Planning Commission meeting that was held on July 9th, 2015.

Motion by Ballard, seconded by Holl to accept the Planning Commission's recommendation for a zone change from Residential (R1) to Residential (R2). Location of the proposed site is described as follows: Anderson's First Addition, Block 1, Lots 1, 2, 3, 4, 5 & 6 and Parcel Number 76000260032002. Motion carried.

Motion by Strand, seconded by Ballard to accept the Planning Commission's recommendation to approve Robert & Mary Bowers and Cheryl Lundrigan's request for a lot split on Cheryl Lundrigan property, Parcel No. 76000220021006. Motion carried.

Administrator Solga reviewed the tax forfeited property list. The Planning Commission recommended two of five parcels for the City to acquire as part of the city's storm water drainage. Motion by Ballard, seconded by Strand to accept the Planning Commission's recommendation to acquire Parcel No. 76000270082000 for the city's storm water drainage. Motion carried. Motion by Strand, seconded by Ballard to accept the Planning Commission's recommendation to acquire Parcel No. 76000990272000 for the city's storm water drainage. Motion carried.

Motion by Ballard, seconded by Strand to adjourn the City Council meeting at 6:35 p.m. Motion carried. Opposed: Holl



Danielle Heaton
Clerk-Treasurer