

January 25, 2012

CITY COUNCIL AGENDA

Tuesday, January 31, 2012

4:30 p.m.

Council Chambers, 315 N. Broadway

1. Call to Order
2. Additions / Deletions to Agenda
3. Approval of Minutes – 1/10/12
4. Approval of Accounts Payable Listing
5. Water/WWTF Personnel
6. Liquor Store Report
7. Fire Department Report Fire Chief Trevor Steeves
 - Annual Calls – 55
 - 2012 Fire Truck
 - Capital Expenses for Fire Truck Change Order
 - Approval to Use Gambling Account Funds for Capital
 - Fire Department Officer Stipend Schedule
 - Fire Service Agreement
8. MN DOT Hwy 59 Redesign
9. Schedule of Fees
10. Improvement Project 78 – Utility and Street Improvement
 - Geotechnical Engineering Services
11. Appointments to Boards and Authorities
12. Local Board of Review – April 3, 2012 – 2:00 to 3:00 p.m. @ Council Chambers
13. Household Hazardous Waste Collection Day – August 15, 2012 – 10:00 a.m. to 2:00 p.m. @ Public Works Facility
14. Adjourn to EDA Meeting
15. Approval of EDA Actions

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 01-31-12

The City Council of Pelican Rapids met in regular session at 4:30 p.m., on Tuesday, 01-31-12, in Council Chambers, City Hall. Mayor Ben Woessner, Council Members James Strand, Kevin Ballard, Steve Foster and John E. Waller, III, were present. No one was absent. Administrator Don Solga, Clerk-Treasurer Glenys Ehlert, Liquor Store Manager Bob Leslie, Patrick Hollister of Clay County Health, Fire Chief Trevor Steeves 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 Ballard to approve the agenda as presented. Motion carried.

Motion by Ballard, seconded by Strand to approve the minutes of 01-10-12 as presented. Motion carried.

Motion by Strand, seconded by Ballard to approve the Accounts Payable Listing of 01-31-12 as presented in the amount of \$3,743.13 for Library bills, \$114,720.10 for City bills and \$40,373.55 for Liquor Store bills. Motion carried.

Utilities Superintendent Brent Frazier reported on interview process. Recommend hiring Erik Stephen for the position of Water and Wastewater Facility Maintenance Operator at pay level one with a start date of 02-06-12. Motion by Ballard, seconded by Strand to approve the hiring of Erik Stephen as recommended above. Motion carried.

Liquor Store Manager Bob Leslie submitted his letter of resignation to the City Council. Motion by Waller, seconded by Strand to accept the resignation due to retirement of Liquor Store Manager Bob Leslie, effective 05-01-12. Motion carried.

Motion by Strand, seconded by Ballard to authorize advertisement for the position of the Liquor Store Manager. Motion carried.

Liquor Store Manager Leslie presented information on the Liquor Store. He also provided information on lottery ticket sales equipment. Leslie requested that he be permitted to be an instructor at the next Minnesota Municipal Beverage Association (MMBA) Conference. Administrator Don Solga explained that the cost to the City would be Leslie's wages while he is at conference as his other expenses are paid by the Association. Motion by Waller, seconded by Strand to approve time off for Manager Bob Leslie for the MMBA Conference. Motion carried.

Fire Chief Trevor Steeves presented information on the 2012 Fire Truck which is being built in Wyoming, Minnesota. Anticipated delivery date is November, 2012.

Motion by Ballard, seconded by Strand to approve additional equipment in the amount of \$2,132 as capital expense for the 2012 Fire Truck. Motion carried.

Fire Chief Steeves reviewed the number of fire calls in 2011. The department responded to eight mutual aid calls. If it is a structure fire, the dispatch automatically calls for tanker mutual aid.

Fire Chief Steeves reviewed funds that the City invested for fire department equipment. He requested approval by the Council to spend necessary expenses from the Fire Department Gambling Investment for a boat motor and to upgrade the all-terrain vehicle. Motion by Strand, seconded by Foster to approve expenditure of fire department Gambling funds as requested. Motion carried.

Fire Chief Steeves reviewed the Fire Department Officers Annual Stipend Schedule. Administrator Solga proposed an increase \$50 per year for Fire Chief; \$20 per year for Assistant Chief and \$25 per year for Secretary. Motion by Foster, seconded by Waller to approve the Fire Department Officers Annual Stipend Schedule as presented. Motion carried.

Administrator Don Solga explained that when the new fire service agreement with the townships was created, entities agreed to a three year agreement. This shorter period was to see if the process worked to provide stability to the fire service costs. Solga recommended going with a ten year agreement now that the original three years are completed at the end of 2012. Solga explained that townships can still get out of the agreement with a year's notice and that townships can go out on a ten year agreement. Motion by Waller, seconded by Strand to renew the fire service agreements on a ten year basis. Motion carried.

Annual City and Township Fire Department meeting will be Thursday, 02-16-12, at the Fire Hall at 7:00 p.m.

Administrator Don Solga explained the proposal for redesign of Highway 59 by Minnesota Department of Transportation (MNDOT). The proposal includes left turn lanes and new lights. Cost for both signal lights is \$350,000. The city's share for signals would be \$87,500. The new lights could include siren activated changes to the lights at a cost of \$20,000. City would need project funds of \$107,500 in 2014.

Patrick Hollister works for a joint collaboration of the four public health departments for Clay, Wilkin, Becker and Otter Tail Counties. "I'm an urban planner in background," he explained. The collaboration of the four health departments has a mission to promote safety for pedestrians, disabled people and bicyclists while providing friendly environments for these groups to use the highways and streets.

Hollister made the point that bicyclists are a growing segment of the tourism market and are important to communities. The Minnesota Complete Streets law encourages cities and counties to develop local Complete Streets policies. The opportunity of the state project gives the City of Pelican Rapids time to think about concepts that could be included in the project. The City could form a planning group to add enhancements for bikes, pedestrians and disabled people. City wants to be a friendly place for bicyclists. City Council could request a written opinion from MNDOT on the impact of the turning lanes on bicyclists. Administrator Solga said, "We have all encountered bicyclists on Highway 59, and these are some good ideas to consider."

Mayor Woessner said he doesn't really want to move people through town so fast. He'd like people to have time to see what's in town and stop and check it out.

Cycle track puts the parked cars between the cycle lane and moving cars. Patrick Hollister offered to attend planning meetings on the project. Mayor Woessner thanked Hollister for attending the meeting and for the information he shared.

Motion by Waller, seconded by Strand to approve the 2012 City Fee Schedule as presented. Motion carried.

Administrator Don Solga reviewed the quotes received for the geotechnical engineering services for Improvement Project No. 78. The low quote is \$4500 with Mid-West Testing. Motion by Strand, seconded by Foster to approve Mid-West Testing, with a quote of \$4500, as provider for geotechnical engineering services for Improvement Project No. 78. Motion carried.

Clerk-Treasurer Glenys Ehlert reviewed 2012 Appointments to Boards and Authorities. Motion by Strand, seconded by Foster to approve the list as presented. Motion carried.

Council noted that the City will conduct the Local Board of Review on 04-03-12, 2:00 to 3:00 p.m., Council Chambers, City Hall.

Motion by Waller, seconded by Strand to set 08-15-12 as the date for Household Hazardous Waste Collection Day, 10:00 a.m. to 2:00 p.m. at the City of Pelican Rapids Public Works Facility. Motion carried.

Council adjourned to the Economic Development Meeting at 5:57 p.m.

Council reconvened at 6:25 p.m., and approved the Economic Development Authorities actions.

Motion by Ballard, seconded by Strand to adjourn the City Council meeting at 6:28 p.m. Motion carried.

Glenys Ehlert, CMC
Clerk-Treasurer