

November 6, 2009

CITY COUNCIL AGENDA

Monday, November 9, 2009

5:30 p.m.

Council Chambers, 315 N. Broadway

1. Call to Order
2. Agenda Additions or Deletions
3. Approval of Minutes – 10-27-09
4. Approval of Accounts Payable Listing
5. Project Pay Request
 - WWTF Improvement Pay Request No. 13 – Gridor Construction - \$188,175.00
 - WWTF Improvement Pay Request No. 9 – Interstate Engineering - \$8,860.33
6. Census 2010
7. Public Hearing Improvement Project No. 76 – 5th Ave. NE – 6:00 p.m.
8. Library Report
9. Police Chief Report
10. Street/Park Superintendent Report
 - Snow/Ice Maintenance Policy
11. Utility Superintendent Report
 - WWTF Vacuum Bubble Technology (VBT) Proposal - Digester
 - Lagoon VBT Over Winter Proposal
12. Financial Report
13. Fire Service Ordinance
14. Planning Commission Report
15. Recreation Trail Easement for Pelican Valley Health Center

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 11-09-09

The City Council of Pelican Rapids met in regular session at 5:30 p.m., on Monday, 11-09-09, in Council Chambers, City Hall. Mayor Ben Woessner, Council Members Richard Peterson, Kevin Ballard and John E. Waller, III were present. Council Member Steve Foster was absent.

Administrator Don Solga, Clerk-Treasurer Glenys Ehlert, Police Chief Jeff Stadum, Utilities Superintendent Brent Frazier, Street and Park Superintendent Brian Olson, Jon Olson of Ulteig Engineers, City Employee and Translator Cristina Saavedra, Stacie Carrier, Adan Abarca, Alan Martinson, Marla Wischnack, Cherie Lynnes, Jereld Lynnes, Maggie Johnson, Bob Erickson, Jose J. Zavala, Porfirio Zavala, Carey Johnson and Kelley Gorman of the Pelican Rapids Press were also present.

Mayor Woessner called meeting to order at 5:30 p.m.

There were no additions or deletions to the agenda. Motion by Waller, seconded by Ballard to accept the agenda as presented. Motion passed unanimously.

Motion by Ballard, seconded by Peterson to approve the minutes of 10-27-09 as presented. Motion passed unanimously.

Council reviewed the Accounts Payable Listing of 11-09-09. Motion by Peterson, seconded by Waller to approve the Accounts Payable Listing of 11-09-09 as presented for the City, including annual bond principal payments, in the amount of \$1,020,219.04, for the Library in the amount of \$8,947.42 and for the Liquor Store in the amount of \$65,150.41. Motion passed unanimously.

Utility Superintendent Brent Frazier presented his report.

Administrator Don Solga presented information to use vacuum bubble technology (VBT) aerators for incorporating air in the digesters instead of the blowers in the digesters. The energy savings to run the aerators instead of the blowers will be about \$4,000 a month, resulting in a payoff for the project in 18 months to 24 months. Council will reconsider at the next council meeting, 11-24-09. City staff will obtain additional information from electricians regarding required electrical supplies. Staff will contact Custom Marketing Company, Inc. (CMS), regarding clarification of the proposed rental agreement for equipment.

Administrator Don Solga explained the proposal from Advanced Aeration, Inc., to operate the VBT in the aerated lagoon over winter. Motion by Waller, seconded by Ballard to approve the agreement with Advanced Aeration, Inc., for VBT Model 601 Systems Continuous Operation Through Winter with deletion of the requirement that city staff will take and record influent and effluent dissolved oxygen (DO) levels on a weekly basis. Motion passed unanimously.

Administrator Don Solga presented information on various additions and deductions on the wastewater project. There is a cost of \$1394 for the difference between the deductions and additions. Motion by Peterson, seconded by Ballard to approve the additional cost of \$1394 for the Wastewater Treatment Facility project. Motion passed unanimously.

Administrator Don Solga reviewed the Fire Service Ordinance establishing the City's fees for emergency protection fire services. Motion by Peterson, seconded by Waller to introduce the

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 11-09-09

following written resolution for ORDINANCE NO. 09-04, AN ORDINANCE ESTABLISHING FEES FOR EMERGENCY PROTECTION FIRE SERVICES. (A complete text of the foregoing ordinance is part of permanent public record in the City Clerk's office.) Motion passed unanimously and the resolution for the ordinance was adopted. The ordinance will be in full force and effect after publication.

Pursuant to due call and published notice thereof, Mayor Woessner called the public hearing for Improvement Project No. 76 - Fifth Avenue NE proposed improvements to order at 6:00 p.m. City Engineer Jon Olson of Ulteig Engineers presented information on the proposed project. Preliminary engineering report has been completed and this public hearing is to inform and gather information. Existing conditions: there are no sanitary sewer or water main services and the street is gravel. It is proposed to install trunk water main and sanitary sewer from 3rd Ave. NE, and individual water and sewer service to each house. There would also be several water and sewer services to the Otter Tail County property. The proposed street and storm sewer improvement includes curb and gutter, storm drain, paved street, water mains and sanitary sewer mains. Project funding would be \$95,200 for the city and assessable share to the benefited property owners of \$331,700. Estimated Project Schedule: Construction during the summer of 2010.

A property owner said they had recently obtained bids for a 25 year well and it was substantially less than the improvements the City is proposing. Another person suggested extending the main to 5th Ave. NE to serve the property owner requesting water and sewer. Council Member Peterson explained that the City has a policy of providing water and sewer to a group of properties rather than one by one. Administrator Don Solga said the Council has discussed the values of the houses and the large lot sizes previously. No one present expressed support for the project.

Mayor Woessner closed the hearing at 6:30 p.m.

Motion by Peterson, seconded by Ballard to reject Improvement Project No. 76. Motion passed unanimously.

Council Member Peterson discussed the situation on 5th Ave. NE. He said he doesn't see any benefit in resizing the water main and sewer main from 3rd Ave. NE to serve 5th Ave. NE residents.

Administrator Don Solga reviewed the Residential Rummage Sales, Garage Sales and Similar Sales. Motion by Waller, seconded by Ballard to accept the Planning Commission's recommendation and approve the above ordinance, No. 09-05, entitled AN ORDINANCE TO AMEND CITY CODE SECTION 905.08 AND ADD CITY CODE SECTION 905.09 RELATING TO RUMMAGE SALES PROVISION SEVERABLE. (A complete text of this ordinance is part of permanent public record in the City Clerk's office.) This approval is subject to review and approval of the ordinance by City Attorney Greg Larson. Motion passed unanimously and the resolution for the ordinance was adopted. The ordinance will be in full force and effect after publication.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 11-09-09

Administrator Don Solga presented the Planning Commission's recommendation to leave the ordinance regulating home businesses as it is and enforce it. Administrator Don Solga briefly discussed a possibility to do interim and incubator businesses. Council Member Peterson repeated that there is a reason for not allowing commercial use in residential zones and he does not want to make changes. Motion by Ballard, seconded by Peterson to accept the Planning Commission's recommendation to make no changes to the zoning ordinance regulating home businesses and to enforce the rules as defined. Mayor Woessner, Council Members Peterson and Ballard voted yes. Council Member Waller voted no. Motion carried.

Motion by Waller, seconded by Ballard to approve the Recreational Trail Easement with Pelican Valley Health Center as presented. Motion passed unanimously.

Mayor Woessner reviewed the Wastewater Treatment Facility (WWTF) Improvements for P-Management, Improvement Project No. 75, requests for payment. Motion by Waller, seconded by Peterson to approve Pay Request No. 13 to contractor Gridor Construction, Inc., in the amount of \$188,175.00, as recommended by Engineer Alex Schwarzhoff and Administrator Don Solga. Motion also approves payment to Interstate Engineering, Inc., in the amount of \$8,860.33, as recommended by Administrator Don Solga. Motion passed unanimously.

Library Director Annie Wrigg said she attended the Library Conference. She returned from the conference appreciating the Library's budget position. However, she will be reducing the budget for materials in 2010 because that is the only area over which she has control.

Police Chief Jeff Stadum presented his report. The Snowmobile Club requested suggestions from the Police Chief and City regarding signage for the trail. Chief Stadum discussed that part time hours have been up but will be declining in the winter months. Administrator Don Solga said that the department is down a full time officer so that accounts for some increase hours.

Street/Park Superintendent Brian Olson reviewed his departments' activities. He requested authorization to advertise for skating rink attendants. Motion by Waller, seconded by Ballard to authorize Superintendent Olson to advertise for skating rink attendants. Motion passed unanimously.

Superintendent Olson and Administrator Solga discussed various changes to the snow and ice maintenance policy. Motion by Ballard, seconded by Peterson to approve the **SNOW/ICE MAINTENANCE POLICY** as presented. (A complete text of this policy is part of permanent public record in the City Clerk's Office.) Motion passed unanimously.

Mayor Woessner reviewed possibilities of restricting parking to one side of the street or avenue on even days and on the opposite side on odd days.

Motion by Waller, seconded by Ballard to accept the October Financial Reports presented by Clerk-Treasurer Glenys Ehlert. Motion passed unanimously.

Council reviewed the information from the 2010 Census Bureau. A representative will be present at the next council meeting.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 11-09-09

Motion by Peterson, seconded by Waller to adjourn the meeting at 7:30 p.m. Motion passed unanimously.

Glenys Ehlert, CMC
Clerk-Treasurer