

December 5, 2008

CITY COUNCIL AGENDA

Monday, December 8, 2008

5:30 p.m.

Council Chambers, 315 N. Broadway

1. Call to Order
2. Agenda Additions or Deletions
3. Approval of Minutes
4. Approval of Accounts Payable Listing
5. Library Report
6. Police Chief Report
7. Utility Superintendent Report
 - Interstate Engineering – WWTF Construction/Post Construction Proposal Additional Fees and Activities
8. Street/Park Superintendent Report
 - Handicap Parking Ramp Request
9. Fire Department
 - Generator Request – Chief Trevor Steeves
 - Old Fire Hall Update – Administrator Don Solga
10. Financial Report
 - WWTF PFA Pay Request No. 3 - Gridor and Custom Marketing Co.
 - Water Imp. PFA Pay Request No. 2 – Interstate, Inc.
 - Budget Comparison Year to Date
11. 2009 General Fund Budget and Levy and Special Levy
12. Liquor Store Project Update

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES -12-08-08

The City Council of Pelican Rapids met in regular session at 5:30 p.m., on Monday, 12-08-08, in Council Chambers, City Hall. Mayor Wayne Runningen, Council Members Ben Woessner, David Gottenborg, Richard Peterson and John E. Waller, III were present. No one was absent. Administrator Don Solga, Clerk-Treasurer Glenys Ehlert, Library Director Annie Wrigg, Police Chief Jeff Stadum, Utility Superintendent Brent Frazier, Street and Park Superintendent Brian Olson, Fire Chief Trevor Steeves, Alex Schwarzhoff of Interstate Engineering, Inc., Council Member Elect Kevin Ballard and Kelley Gorman of the Pelican Rapids Press were also present.

Mayor Runningen called meeting to order.

Motion by Woessner, seconded by Waller to approve the minutes of 11-10-08 and 11-25-08 as presented. Motion passed unanimously.

Council reviewed the Accounts Payable Listing of 12-08-08. Motion by Waller, seconded by Woessner to approve the Accounts Payable Listing of 12-08-08 with the following additions: Driver & Vehicle Services, F.D. Boat Registration, \$13; Kelly Funk Construction, SCDP, \$13,122 and Lakes Country Service Coop, SCDP, \$1130. Motion passed unanimously.

Library Director Annie Wriggs reported that Mary Sorum has agreed to serve on the Library Board for 2009, 2010 and 2011. Wrigg recently attended the Library Association Conference. She also said the Library is fully staffed and is serving more patrons.

Police Chief Jeff Stadum reported on the Police Department.

Mayor Runningen encouraged police officers to stop in to businesses to introduce themselves. He said businesses appreciate the contact.

Utility Superintendent Brent Frazier said they will have to replace the check valve on Well No. 2. He recently attended a water conference to renew his water operator's certification.

Administrator Don Solga introduced Alex Schwarzhoff from Interstate Engineering. Administrator Solga explained the WWTF Construction/Post Construction Proposal needs to be reviewed and approved by the City Council. He reviewed the scope of Amendment No. 2 to Consulting Services Agreement. Public Facilities Authority Loan included \$550,000 of engineering. This proposal has an additional \$35,000 for engineering that needs to be discussed with Engineer Pat Reinsnour. Administrator Don Solga recommended postponing action on this Amendment to 12-30-08.

Engineer Alex Schwarzhoff said the project got started two months ago and is moving along slowly. Ground water is an issue, but the contractor is dealing with it. The new roof is on the digester building.

Street and Park Superintendent Brian Olson reviewed the request of Oaks Chairman Louie Suter to install a ramp or curb cut in the handicap parking space on the west side of Highway 59. The Minnesota Department of Transportation (MNDOT) said that a curb cut would have to be painted yellow and this would imply a crosswalk which would not be permitted. Superintendent Olson discussed possibility of moving handicap parking

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space on west side of Highway 59 adjacent to the crosswalk or removing the space on the west side of Highway 59 and putting a handicap space in the east side municipal parking lot. However, that would make the parking space farther away from the west side businesses. Motion by Peterson, seconded by Gottenborg to deny request of Oaks for a curb cut or ramp for the handicap parking on the west side of Highway 59 based on state regulations. Motion passed unanimously.

Superintendent Olson thanked Otter Tail Power for putting up the seasonal banners.

He reported that he has one valve in the intersection of Hwy. 59 and Hwy. 108 that isn't holding and he would like to look at repairing it in the spring. The Park Board recommended Tara Fitzsimmons to replace Ross Wamre for 2008 and 2009. Motion by Peterson, seconded by Waller to appoint Tara Fitzsimmons to serve out the remainder of Ross Wamre's term on the Park Board for 2008 and 2009. Motion passed unanimously.

Superintendent Olson reported on skating rink people. Motion by Peterson, seconded by Waller to accept Superintendent Olson's recommendation to approve hiring Dalmer Lammers, Shirley Lammers, Lisa Heaton and Al Schierman as skating rink employees. Motion passed unanimously.

Superintendent Olson reviewed the paving quantities for the airport taxiway project in the amount of 6,175. He said there is a difference of 86 square yards. Motion by Gottenborg, seconded by Woessner to pay the \$976.10 additional for paving the airport taxiway to Central Speciaties, Inc. Motion passed unanimously.

Clerk-Treasurer Glenys Ehlert reviewed Interstate Engineering's recommendation to approve Wastewater Treatment Facilities (WWTF) Improvement pay requests. Motion by Gottenborg, seconded by Waller to approve WWTF Improvement Project No.75, Pay Request No. 2 to Gridor Construction, Inc., in the amount of \$143,785.41 and Pay Request No. 1 to Custom Marketing Co., Inc., in the amount of \$63,463.25. Motion passed unanimously.

Clerk-Treasurer Glenys Ehlert reviewed Interstate Engineering's bill for Water Controls Improvement Project No. 74. Motion by Peterson, seconded by Waller to approve Water Controls Improvement Project No. 74 Pay Request No. 3 in the amount of \$10,275.17 to Interstate Engineering, Inc. Motion passed unanimously.

Fire Chief Trevor Steeves presented a request to purchase a generator from Dakota Supply Group at a cost of \$6700 for a 20 K generator to operate the passage lights, doors and office area so that facility would be able to function as a command center in an emergency situation. Annual maintenance will be about \$100 per year. It is a self-contained unit that will sit outside and run on natural gas. The fire department recommends purchasing this out of the gambling resources contributed last month. Motion by Gottenborg, seconded by Waller to authorize the purchase of the generator from the Fire Department Gambling contribution in the amount of \$6700 from Dakota Supply Group. Motion to include approval of additional installation costs for generator from Fire Department Gambling contribution. Motion passed unanimously.

Fire Chief Steeves discussed the 800 megahertz radio system that Otter Tail County is considering.

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Administrator Don Solga reviewed the offer by Scott Richardson to purchase the Old Fire Hall on a contract for deed. Council discussed. Motion by Woessner, seconded by Gottenborg to accept the offer to purchase the building subject to Richardson obtaining financing by February 1, 2009. Motion passed unanimously.

Clerk-Treasurer Glenys Ehlert discussed the 11-30-08 Cash Recap, Investment Schedule, sewer funds and 12-08-08 General Fund Budget Comparison Report.

Council considered the 2009 General Fund Budget and Levy and Special Levy. Due to uncertainty about State funding, Administrator Don Solga said the City will postpone capital projects until later in the year.

Motion by Waller, seconded by Gottenborg to accept the 2009 General Fund Budget in the amount of \$1,657,367, to set the General Fund Levy at \$576,860 and the Special Levy at \$130,552. Motion passed unanimously.

Administrator Don Solga reported on the fuel contamination found at the site proposed for a new liquor store. He said that the responsible party on the site is the owner in 1999 when the fuel tanks were removed. Until the responsible party responds to Minnesota Pollution Control Agency (MPCA) and indicates if they are willing to clean up the site, the City will not be able to continue work on the site. Accomplishing the limited site investigation and going through the Brownsfield Program could run about \$15,000 with no reimbursement. Administrator Don Solga said, "My suggestion regarding the project is to have Engineer/Architect Ron Dick continue with the site drawings and plans and specs to get ready to go out for bids."

Meeting adjourned at 7:33 p.m.

Glenys Ehlert, CMC
Clerk-Treasurer