

February 5, 2016

CITY COUNCIL AGENDA

Tuesday, February 9, 2016

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 Consent Agenda
 - a) Approval of Minutes – 1/26/16
 - b) Approval of Accounts Payable Listing
 - c) Improvement Project No. 79 Request for Payment:
 - 1) PFA Pay Request #30 - \$2,630.92
 - 2) SEH Engineering - \$2,630.92
 - d) Improvement Project No. 83 Request for Payment
 - 1) SEH Engineering - \$1,250.00
 - 2) Magney Construction Inc. - \$216,061.35
 - e) Certify Unpaid Utility Bill
 - f) Mayoral Proclamation “West Otter Tail County Farm Bureau Take Action Against Hunger Day”
 - g) Pelican Rapids Area Chamber of Commerce Raffle at VFW, March 19, 2016
 - h) Staff Reports
 - 1) Police Chief Report
 - 2) Street/Park Superintendent Report
 - 3) Financial Report
5. Request to Close Sherin Park Campground for Celebration of Minnesota Woman
6. Library Report – David Gottenborg, Annie Wrigg
7. Zoning Issues – Roger Schleske
8. Water Tower and Clear Well Inspection Proposals
9. Wastewater Legal and Regulatory Program Voluntary Assessment Pledge Form Consideration
10. 2016 Pay Equity Submittal – Administrator Solga
11. Business Retention and Expansion Program Consideration
12. Feasibility Study for Pelican Rapids Pool Proposal

The City Council of Pelican Rapids met in regular session at 5:00 p.m., on Tuesday, 02-09-16 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 four members of the Council were present at roll call:

Council Member Steve Strand Council Member CJ Holl

Council Member Kevin Ballard Council Member Steve Foster

Other city staff present: Administrator Don Solga, Clerk-Treasurer Danielle Heaton and Library Director Annie M. Wrigg.

General Attendance: Boy Scout 313 Members Zach Ferrian and Levi Hanson, Library Board Member David Gottenborg, Pool Committee Member Jackie Larson, Dawn Finn, Ben Sytsma, Roger and LouAnn Schleske, and Lou Hoglund of Pelican Rapids Press were also present.

The Mayor welcomed everyone to the Council Meeting.

The Mayor announced that the City received a rebate check from Service Line. Administrator Solga and Mayor Frazier attended the Otter Tail County Public Hearing regarding the Issuance of an Off Sale Intoxicating Liquor License today. The County Board of Commissioners denied the request. Congratulations to Pelican Rapids Valkyries.

All present stood and said the Pledge of Allegiance led by Boy Scout Members Zach Ferrian and Levi Hanson.

Ben Sytsma commented that he would like to see the City go ahead with the Business Retention & Expansion (BR&E) program.

Motion by Holl, seconded by Foster to approve the agenda with the addition of No. 13 Transfer of Small Cities Loan Assumption. Motion carried.

Motion by Ballard, seconded by Strand to approve the following consent agenda items: a) Approval of Minutes - 1/26/2016, b) Approval of Accounts Payable Listing, c) Improvement Project No. 79 Request for Payment, d) Improvement Project No. 83 Request for Payment, e) Certify Unpaid Utility Bill, f) Mayoral Proclamation "West Otter Tail County Farm Bureau Take Action Against Hunger Day" g) Pelican Rapids Area Chamber of Commerce Raffle at VFW, March 19, 2016, and h) Staff Reports. Motion carried.

Dawn Finn on behalf of the MN Woman Gathering Day Committee requested permission to close Sherin Park Campground for the celebration on June 18, 2016. Council asked if some of the campground sites can remain open to campers. Dawn Finn said they would be open to any suggestions that the City may have. Dawn Finn will contact Parks Superintendent Brian Olson to discuss their options to see if accommodation can be determined.

The Library Board had their monthly meeting on Monday February 1, 2016. At the January meeting the discussion on the 2% pay raise was tabled until February when all

Board Members could be present. At the February meeting, the Library Board chose to approve the 2% pay increase. Currently, the Library is functioning on a very tight budget. Since they approved the 2% pay raise, they would have to cut hours. Library Board Member Gottenborg asked Council to consider giving the library a one-time contribution of \$3,067.69. The Library Board also wants to be more hands on in the budget process starting with the 2017 Budget.

Council Member Foster said he is a supporter of the Library, but why wasn't this brought up during the budget process. Council Member Holl thought the City should support the Library and that the amount of money shouldn't be an issue. Council Member Strand stated that the amount of money isn't the issue, it's the fact that the Library Board approved a wage increase when they couldn't afford it. Now they want the City to bail them out. Motion by Holl, seconded by Frazier to approve a one-time contribution to the Library of \$3,067.69. AYES: Holl, Frazier, Strand. OPPOSED: Foster. ABSTAIN: Ballard.

Pool Committee Member Jackie Larson asked City Council to approve hiring Kim Embretson Consulting to conduct a Feasibility Study for a new pool in Pelican Rapids. Motion by Strand, seconded by Holl to approve hiring Kim Embretson Consulting for \$3,600 to conduct a Pool Feasibility Study. Motion carried.

Roger Schleske asked Council to consider changing some City's zoning laws. The Mayor invited Mr. Schleske to attend the next Planning Commission Meeting to discuss possible changes to the zoning ordinance.

Administrator Solga presented a Proposal for Inspection of the 500,000 Gallon Water Tower. KLM Engineering, Inc. proposed 3 different methods of inspecting the interior and exterior of the Water Tower. After reviewing the proposals, City Engineer Bob Schlieman recommended the ROV (Remote Operated Vehicle) Inspection for \$3,000. Motion by Strand, seconded by Ballard to approve the Water Tower Inspection by KLM Engineering, Inc. to inspect the tower using the ROV method for \$3,000. Motion carried.

Administrator Solga also presented another proposal from KLM Engineering, Inc. for Inspection of the 20,000 Gallon Clearwell. It is also recommended to use the Remote Operated Vehicle (ROV) Inspection. Motion by Strand, seconded by Foster to accept the proposal for the ROV inspection for \$1,800. Motion carried.

Administrator Solga distributed more information on the CGMC challenge to MPCA's water standards for rivers and streams that Elizabeth Wefel briefly touched on a few weeks ago. Administrator Solga agrees with the CGMC that the MPCA should have the science to support the decisions that are made. Motion by Strand, seconded by Foster to pledge \$1,000 to support the CGMC. Motion carried.

Administrator Solga submitted the 2016 Pay Equity report to the State and the City failed as suspected. The wage study should be complete the end of March.

On January 27, 2016 the City conducted a meeting to discuss the Business Retention and Expansion Program with area businesses. The meeting was very successful. Administrator Solga said he had many people sign up to help with the program. Motion by Ballard, seconded by Foster to approve the BR&E study. Motion carried.

Dr. Lundrigan's Dental Office received a SCDP loan and is asking Council to consider transferring the loan assumption to the new owners. Motion by Strand, seconded by Holl to approve the transfer of the SCDP loan assumption to the new owners. Motion carried.

Motion by Strand, seconded by Ballard to adjourn the City Council meeting at 6:17p.m. Motion carried. Opposed: Holl



Danielle Heaton
Clerk-Treasurer