

March 5, 2009

CITY COUNCIL AGENDA

**Monday, March 9, 2009**

**5:30 p.m.**

**Council Chambers, 315 N. Broadway**

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1. Call to Order
2. Agenda Additions or Deletions
3. Approval of Minutes
4. Approval of Accounts Payable Listing
5. Project Pay Request
  - Water Plant Controls Improvement Pay Request No. 3 - \$44,477.42
  - WWTF Improvement Pay Request No. 5 - \$265,450.00
6. Library Report
7. Police Chief Report
  - Citizenship Award
8. Utility Superintendent Report
  - Proposal to Discharge to City Wastewater Ponds – Wayne Johnson
9. Street/Park Superintendent Report
10. New Liquor Store Site Report
11. Financial Report
12. Licenses
  - Recreational Gaming License Cancellation – Sportsman’s Recreation 3-27-09
  - Application for Raffle Permit – Ducks Unlimited – 4-03-09 – VFW Club
13. Request to Certify Service Line Repairs to Otter Tail County for Collection with Real Estate Taxes
14. Safe Routes to School Grant
15. Ambulance Contract 2009 Renewal - \$29,675

## **CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES -03-09-09**

The City Council of Pelican Rapids met in regular session at 5:30 p.m., on Monday, 3-09-09, in Council Chambers, City Hall. Mayor Ben Woessner, Council Members Steve Foster, Kevin Ballard and John E. Waller, III were present. Council Member Richard Peterson was absent. Administrator Don Solga, Clerk-Treasurer Glenys Ehlert, Police Chief Jeff Stadum, Utility Superintendent Brent Frazier, Street and Parks Superintendent Brian Olson, Library Director Annie Wrigg, Liquor Store Manager Bob Leslie, Wayne Johnson and Kelley Gorman of the Pelican Rapids Press were also present.

Meeting called to order by Mayor Woessner. All present rose and said the Pledge of Allegiance to the flag.

Liquor Store Report was added to the agenda. Motion by Foster, seconded by Waller to accept the agenda as changed. Motion passed unanimously.

Motion by Foster, seconded by Ballard to approve the minutes of 02-09-09 and 02-24-09 as presented. Motion passed unanimously.

Motion by Waller, seconded by Foster to approve the Accounts Payable Listing of 03-09-09 for the City, Library and Liquor Store as presented. Motion passed unanimously.

Clerk-Treasurer Glenys Ehlert reviewed the Water Plant Controls Improvement Project No. 74, Pay Request No. 3. Motion by Ballard, seconded by Foster to approve payment to contractor Northern Plains Contracting, Inc., for Pay Request No. 3, Water Plant Controls Improvement Project in the amount of \$44,477.42 as recommended by Engineer Pat Reinsnour of Interstate Engineering, Inc. Motion passed unanimously.

Clerk-Treasurer Glenys Ehlert reviewed the Wastewater Treatment Facility (WWTF) Improvement Project No. 75, Pay Request No. 5. Motion by Foster, seconded by Waller to approve payment to contractor Gridor Construction, Inc., for Pay Request No. 5 for WWTF Improvement Project in the amount of \$265,450.00 as recommended by Pat Reinsnour of Interstate Engineering, Inc. Motion passed unanimously.

Administrator Don Solga reviewed Water Plant Controls Project Change Order No. 3. Motion by Waller, seconded by Foster to approve Water Plant Controls Project Change Order No. 3 as recommended by Pat Reinsnour of Interstate Engineering, Inc. Motion passed unanimously.

Liquor Store Manager Bob Leslie presented the February Liquor Store Report.

Administrator Don Solga reviewed a wage schedule for Liquor Store employees incorporating five steps for Level 1 employees and for Level 2 employees. Administrator Solga and Manager Leslie recommend these step levels and requested Council action to accept. Motion by Waller, seconded by Ballard to approve the recommended Pay Schedule for the Liquor Store, effective with pay period beginning 03-21-09. Motion passed unanimously.

Library Director Annie Wrigg said the library recently received a huge honor by being notified that the library has been designated as a four star library. She recently completed a number of annual reports and they are planning for summer reading.

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Police Chief Jeff Stadum reported on activities in the Police Department. He reviewed a Citizenship Award he will be presenting at the April meeting.

Utility Superintendent Brent Frazier reported on the impact of the Water Plant Controls Improvement Project. He recently met with the MnTech regarding inventorying the businesses and industries regarding phosphorous in cleaning supplies in connection with the City's phosphorous reduction project.

Wayne Johnson of Super Septic, Inc., presented a proposal to the City regarding the discharge of residential waste material from septic tanks into the city's wastewater treatment ponds. He currently applies the majority of the waste material to agricultural land. His proposal is to pay the city \$20 per truck load for about 375 truckloads of waste material to discharge the waste to the wastewater pond. He says the additional waste material is loaded with healthy anaerobic bacteria and could help the ponds work better. The City of Glyndon permits this addition to their sewer system. In the winter time he pumps two to three loads per week and in the summer he pumps five to six loads per day. Eighty percent of his flow happens between Memorial Day to Labor Day due to seasonal residents. It's very easy for him to land apply in the fall.

Administrator Don Solga said the income is obviously a plus. Administrator Solga continued, "Right now the lagoons are only a pre-treatment facility for the industry. If we add this waste material and something isn't right, how do we address if the problem is from industry or residential waste from Wayne?" Council Member Foster expressed concern about adding private waste to the industrial ponds. Administrator Solga said another concern is what is the shock on the system? Council Members questioned what would be the impact of four to five loads a day in the summer months. "We have to make sure that it won't create more hours for our employees," Solga said. Mayor Woessner thanked Wayne Johnson for his proposal.

Street and Park Superintendent reported on activities in his department. He said he has been reviewing and combining maps to create a dependable source of information. The Old Fire Hall roof sprung a leak this past week. The Skating Rink has been open off and on depending on the weather.

Wayne Johnson asked if the City has plans to extend water and sewer along 5<sup>th</sup> Ave. NE. Administrator Don Solga said he has met with people who live on 5<sup>th</sup> Ave. NE regarding city and water. Everyone has expressed an interest in having access to the service although not actually hooking up right away. Solga is looking at other funding sources because the lots are large and properties may not realize a benefit as great as the cost of the project.

Administrator Don Solga reported on the new Liquor Store Site. Solga said, "In the past I've stated we could be a responsible party for cleaning up the site, but we can never be the responsible party." He continued, "We can be a volunteer party. We can start down both paths: 1) Brownfield Program or 2) Minnesota Pollution Control Agency (MPCA). We can ask two companies for quotes for limited site investigations. At any time if we find it's a much bigger job than we want to take on, we can step away and then it falls back on the responsible party."

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Administrator Solga recommends that the City request proposals for limited site investigations from two environmental consulting companies. Motion by Foster, seconded by Ballard to proceed to obtain the limited site investigation proposals and to notify MPCA that the City will be the site clean up volunteer party. Motion passed unanimously.

Clerk-Treasurer Glenys Ehlert reviewed the 02-28-08 financial reports.

Clerk-Treasurer Glenys Ehlert notified Council that a bond for Sportsman's Recreation will be cancelled on 3-27-09. City Council directed that Clerk-Treasurer Ehlert write a letter to Pelican Sportsman regarding the cancellation.

Clerk-Treasurer Glenys Ehlert reviewed the Pelican Rapids Chapter of Ducks Unlimited application for a raffle permit. Motion by Waller, seconded by Foster to acknowledge and approve the Ducks Unlimited application to the State of Minnesota to for an exempt permit to conduct a raffle on 04-03-09 at the VFW, 29 1<sup>st</sup> Ave. NW, Pelican Rapids. Motion passed unanimously.

Clerk-Treasurer Glenys Ehlert reviewed a property owner's request to pay for water service line repairs over a period of seven years. Motion by Waller, seconded by Ballard to approve certifying the assessment to Otter Tail County Auditor Wayne Stein in the amount of \$1312.80 payable over seven years with real estate taxes for parcel number 76000990189000. Motion passed unanimously.

Administrator Don Solga reported that the City received \$21,000 grant for a study on the Safe Routes to School. Ulteig Engineers has proposed to conduct the Safe Routes to School study in the amount of \$17,400 for the study and approximately \$3,000 for educating community. Motion by Ballard, seconded by Waller to approve the proposal by Ulteig Engineers to provide a Safe Routes to School study and required education in the amount of \$20,400 and to authorize the Administrator and Mayor to sign the agreement. Motion passed unanimously.

Administrator Don Solga reviewed the Ringdahl Ambulance Agreement in the amount of \$29,675 for 2009. This agreement to help provide ambulance services in the City is based on the same per capita rate of \$12.50 as last year and based on the 2000 population. Motion by Waller, seconded by Foster to approve the 2009 Agreement for Ambulance Services with Ringdahl Ambulance Service in the amount of \$29,675 and to authorize the Clerk-Treasurer and Mayor to sign the agreement. Motion passed unanimously.

Administrator Don Solga reported the Park Board recommendation to appoint Annie Wrigg to the Park Board.

Motion by Waller, seconded by Ballard to accept the Park Board's recommendation and appoint Annie Wrigg to the Park Board for remainder of Carey Johnson's term. Motion passed unanimously.

Motion by Waller, seconded by Ballard to donate the 125<sup>th</sup> Celebration banners to Oktoberfest Committee. Motion passed unanimously.

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Motion by Ballard, seconded by Waller to adjourn the meeting at 7:25 p.m. Motion passed unanimously.

Glenys Ehlert, CMC  
Clerk-Treasurer