

June 9, 2011

CITY COUNCIL AGENDA

Monday, June 13, 2011

5:30 p.m.

Council Chambers, 315 N. Broadway

1. Call to Order
2. Agenda Additions or Deletions
3. Approval of Minutes – 5/31/11
4. Approval of Accounts Payable Listing
5. Police Chief Report
 - BCA Lend/Lease Agreement for Breath Test Instrument
 - Authorize Mayor and Administrator to Sign Agreement
6. Street/Park Superintendent Report
7. Utility Superintendent Report
8. Library Report
9. Financial Report
10. Planning Commission Report
 - Faith Church Conditional Use Permit
11. Liquor License Renewals
12. Plumbers Registration
13. Personnel
14. Proposed Special Assessment Policy
15. Building Official Report
16. MN DOT Maintenance Agreement
 - Approval of Agreement
 - Resolution Authorizing Signature by Mayor and Administrator
17. Local Board of Appeal Training – Fergus Falls - 6/27/11
18. Certify Utility Bill to Otter Tail County

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 06-13-11

The City Council of Pelican Rapids met in regular session at 5:30 p.m., on Monday, 06-13-11, in Council Chambers, City Hall. Mayor Ben Woessner, Council Members James Strand, Steve Foster, Kevin Ballard and John Waller, III, were present. No one was absent. Administrator Don Solga, Clerk-Treasurer Glenys Ehlert, Police Chief Jeff Stadum, Street and Park Superintendent Brian Olson, Utilities Superintendent Brent E. Frazier, Library Director Annie Wrigg, City Engineer Bob Schlieman and Lou Hoglund of the Pelican Rapids Press were also present.

Mayor Ben Woessner called meeting to order.

There was one addition to the agenda: Consider Refunding of GO Improvement Bonds of 2003. Motion by Foster, seconded by Waller to approve the agenda with the addition. Council Members Strand, Ballard, Foster and Waller voted yes and motion passed unanimously.

Motion by Waller, seconded by Ballard to approve minutes of 05-31-11 as presented. Motion passed unanimously.

Motion by Strand, seconded by Foster to approve 06-13-11 Accounts Payable Listing with the following additions: All State Well Drilling, SCDP #9, \$1,015.48; Minn. Dept. of Health, Heruth Water License, \$23.00; Municipal Inspections Co., Building Permit Services, \$1,175.60; Northwest Glass, SCDP #11, \$8,965.37 and Schepper Custom Builders, SCDP #4, \$7,246.33. City Accounts Payable Listing approved is \$63,415.20; Library Accounts Payable total \$8,256.90; Liquor Store 05-31-11 Accounts Payable total \$86,919.96 and Liquor Store 06-13-11 Accounts Payable total \$73,817.16. Motion passed unanimously.

Police Chief Jeff Stadum presented his report. Chief Stadum provided Council Members with the proposed Police Department Policy regarding Body Armor. Administrator Don Solga said the wearing of body armor reduces the City's potential liability costs. Motion by Ballard, seconded by Strand to approve the Police Department Body Armor Policy as presented. Motion passed unanimously.

Chief Stadum also reviewed the Bureau of Criminal Apprehension (BCA) Lend/Lease Agreement for Breath Test Instrument which will replace current equipment. Motion by Waller, seconded by Ballard to approve the BCA Lend/Lease Agreement for Breath Test Instrument as presented. Motion passed unanimously. Motion by Waller, seconded by Strand to authorize the Mayor and Administrator to sign the agreement. Motion passed unanimously.

Street and Park Superintendent Olson requested Council add one block of NE 5th Avenue and the frontage road between 9th and 11th SE Avenues to the paving project, Improvement Project No. 78. Motion by Strand, seconded by Foster to add these areas to the preliminary engineering report for a cost of \$1500. Motion passed unanimously.

Superintendent Olson said the swimming pool continued to lose too much water and he had to shut it down to find what needs to be repaired. Administrator Solga said the pool needs some major updating and Council will need to look at finding that money in the next budgets.

Superintendent Olson said they have had problems with the main mower this week. The back-up mower is more like a garden tractor and the mowing deck is shot. He recommends purchasing a new mower from RDO in the amount of \$18,820. The City has funds in the capital equipment reserve. Administrator Solga also recommended that a new John Deere 1420 mower would be the perfect size for the city. With the acquisition of the City Hall property to maintain, Administrator Solga also recommends the purchase and using the capital equipment reserve funds. Motion by Strand, seconded by Waller to purchase a John Deere 1420 mower at a cost of \$18,820 plus taxes. Motion carried.

City Engineer Bob Schlieman of Ulteig Engineers reported that Mark and Brenda Construction, Inc. began street work last week. The granular is in for Maplewood Drive and he expects them to begin on SE 5th Street. The select granular barrow should be in by end of next week and then the Class 5 will be added. Mayor Woessner and Superintendent Olson discussed concerns about speed and route of loaded trucks hauling materials to site. Schlieman will have contractor meet with Olson to discuss those in the morning.

Superintendent Brent Frazier discussed various matters at the water and wastewater facilities. All the RBC's have been 99% completed at the Wastewater Facility.

Library Director Annie Wrigg reported that tryouts for the Missoula Children's Theater were completed today. Performances are scheduled for this Saturday at the end of International Friendship Festival. The King Tut Exhibit tour buses are filled and people are on a waiting list. Both projects are funded by the Legacy grants as part of dedicated state sales tax funding.

Clerk-Treasurer Glenys Ehlert presented the City's 05-31-11 Financial Reports regarding checking account and investment account balances. She also presented Liquor Store Bank Reconciliation of 05-31-11 with checking account, savings account and inventory totals.

Council discussed the amount of money that the Liquor Store needs to put away for the building lease payments. Administrator Don Solga plans to review. Motion by Waller, seconded by Ballard to set the Liquor Store savings account lease payment transfer to \$7,000, subject to Administrator Solga's review. Motion passed unanimously.

Administrator Don Solga reported on the Planning Commission's consideration of a request for Conditional Use Permit (CUP) to allow Faith Evangelical Lutheran Church to expand the Church Fellowship Hall in the Commercial Zone. After consideration of all conditions, the Planning Commission recommended that Council approve the CUP. Motion by Waller, seconded by Strand to accept the Planning Commission's recommendation and approve Faith Church's CUP to permit expansion of the Church Fellowship Hall in the Commercial Zone. Motion passed unanimously.

Administrator Don Solga reported that 62 letters sent out for non-compliance with public nuisance ordinance after the Planning Commission's Spring Tour. He will be reviewing and send second letters. The Planning Commission has been looking at deteriorated buildings and they have identified 15 properties that have a house, a shed and/or a garage that needs to be repaired or removed. The Planning Commission has recommended sending letters to let property owners know what is expected of them.

Motion by Waller, seconded by Strand to approve renewal of an Off-Sale 3.2% Malt Liquor License for Paul Alan Evenson for Southtown C Store for one year, beginning 07-01-11. Motion passed unanimously.

Motion by Strand, seconded by Foster to approve the addition of Joe Esser for Esser Plumbing to the Plumbers' Registration list for the year ending 12-31-11. Motion passed unanimously.

Clerk-Treasurer Glenys Ehlert presented information on the applications received for the position of Accounting Clerk at City Hall. Based on their review of the candidates, Administrator Solga and Ehlert recommend hiring Danielle Heaton for the position. Heaton presently works for the City as afternoon Receptionist/Utility Billing/Administrative Support. Motion by Strand, seconded by Foster to appoint Danielle Heaton to the full-time position of Accounting Clerk at \$10.61 per hour, pay level 1. Motion passed unanimously.

Motion by Ballard, seconded by Strand to advertise for afternoon receptionist position. Motion passed unanimously.

City Engineer Bob Schlieman stated that the purpose and scope of the Special Assessment Policy is to set forth the policy and procedure for the determination of benefit and the assessment of cost of the various public improvements, which are constructed and installed by the City of Pelican Rapids. City has taken a stance that the City will assess only 20% of curb and gutter and storm sewer. The City also has a Sidewalk District primarily in the downtown area, on Broadway from NE 5th Ave. to SE 5th Ave., on East Mill Ave. from Trinity Church to end of West Mill Ave., and on NW 1st Ave. from Broadway to NW 3rd St.

Administrator Don Solga discussed the Safe Routes to School and the impact of these routes on sidewalks.

City Engineer Schlieman discussed various situations and assessments, assessment rates and costs and service life of improvements for surface improvements and subsurface improvements with recommended prorating if improvement does not reach life expectancy. Motion by Foster, seconded by to postpone discussion of Special Assessment Policy to next month, 07-11-11 meeting. Motion died for lack of second. Motion by Waller, seconded by Foster to postpone discussion of Special Assessment Policy to 06-28-11 meeting. Motion passed unanimously.

Administrator Don Solga recently attended a Mayor's Meeting with Mayor Woessner to explain the Lakes Country Service Cooperative's proposed Building Inspector program.

Council considered the State of Minnesota Department of Transportation (MNDOT) Routine Maintenance Agreement. Motion by Waller, seconded by Strand to approve the proposed agreement between the City of Pelican Rapids and MNDOT for Routine Maintenance. Motion passed unanimously. Motion by Waller, seconded by Strand to authorize the Mayor and Administrator to sign the Routine Maintenance Agreement with MNDOT. Motion passed unanimously.

Clerk-Treasurer Ehlert reviewed the time and location for Local Board of Appeal and Equalization Training for Council Members. Council Member John Waller, III, said he would attend training in Fergus Falls on 06-27-11.

Motion by Strand, seconded by Foster to certify the unpaid utility bill in the amount of \$97.12 to parcel number 76000990249000 to Otter Tail County Auditor Wayne Stein for collection with real estate taxes. Motion passed unanimously.

Administrator Don Solga reviewed the proposed Refunding of GO Improvement Bonds of 2003 and potential savings to the City of \$28,735. Motion by Waller, seconded by Foster to authorize Northland Securities to begin work on possible refunding of 2003 GO Bonds. Motion passed unanimously.

Motion by Strand, seconded by Foster to adjourn meeting at 7:35 p.m. Motion passed unanimously.

Glenys Ehlert, CMC
Clerk-Treasurer