

July 9, 2009

CITY COUNCIL AGENDA

Monday, July 13, 2009 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. Project Pay Request
 - WWTF Improvement Pay Request No. 9 – Gridor Construction - \$558,026.00
 - WWTF Improvement Pay Request – Interstate Engineering - \$16,117.36
 - WWTF Improvement Pay Request No. 1 – Engineering America, Inc.- \$305,764.20
6. Library Report
7. Police Chief Report
8. Utility Superintendent Report
 - Water Monitoring Pilot Study
9. Street/Park Superintendent Report
 - 501 1st Ave. SE Mowing
10. Liquor Store Report
 - Personnel
11. Financial Report
12. WWTF Improvement Change Order No. 4 Manhole Modifications - \$5,274.00
13. Assessment Hearing Project No. 72 Update
14. Petition to Pave 10th Ave. SW – Rural Section
15. Old Fire Hall Update
 - Invest Sale of Property – Fire Capital Fund
16. Fire Department Request – Wire Generator, \$3,017.63 – Tanker Fund
17. Certify Unpaid Utility Bill to Otter Tail County

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES - 07-13-09

The City Council of Pelican Rapids met in regular session at 5:30 p.m., on Monday, 07-13-09, in Council Chambers, City Hall. Mayor Ben Woessner, Council Members Richard Peterson, Steve Foster, Kevin Ballard and John E. Waller, III were present. No one was absent. Administrator Don Solga, Clerk-Treasurer Glenys Ehlert, Police Chief Jeff Stadum, Utilities Superintendent Brent Frazier, Street and Park Superintendent Brian Olson, Library Director Annie Wrigg, Liquor Store Manager Bob Leslie and liquor store employee Maggie Johnson, Fire Chief Trevor Steeves, Roger and LuAnne Schleske were also present.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES - 07-13-09

Mayor Woessner called meeting to order at 5:30 p.m. All present stood, addressed the flag and said the pledge of allegiance.

One item deleted was mowing under the Street and Park Superintendent report. Motion by Waller, seconded by Foster to accept the agenda with one deletion. Motion passed unanimously.

Council reviewed the June City Council minutes. Motion by Waller, seconded by Foster to approve the minutes of 06-08-09 and 06-30-09 as presented. Motion passed unanimously.

Council reviewed the Accounts Payable Listing of 07-13-09. Motion by Ballard, seconded by Peterson to approve the Accounts Payable Listing of 07-13-09 as presented in the amount of \$46,359.34 for City, \$107,409.31 for Liquor Store and \$6,224.80 for Library bills. Motion passed unanimously.

Clerk-Treasurer Glenys Ehlert reviewed the Wastewater Treatment Facility (WWTF) Improvements for P-Management, Improvement Project No. 75, requests for payment. Motion by Foster, seconded by Ballard to approve Pay Request No. 9 to contractor Gridor Construction, Inc., in the amount of \$558,026.00, and Pay Request No. 1 to Engineering America, Inc., in the amount of \$305,764.20 as recommended by Engineer Alex Schwarzhoff. Motion passed unanimously.

Motion by Peterson, seconded by Foster to approve payment to Interstate Engineering, Inc., in the amount of \$16,117.36 as reviewed by Administrator Don Solga. Motion passed unanimously.

Library Director Annie Wrigg reported that there are many more people using the library wireless during the day and when the library is closed. Circulation is down slightly, perhaps because parents limiting the number of books checked out due to fines.

Police Chief Jeff Stadum reported on activities in the police department.

Utilities Superintendent Brent Frazier reported that Well No. 9 has been re-installed by Thein Well. Frazier said, "The aerated pond is moving in the right direction. It's a lot better than we had to begin with so it doesn't look like we will have to rent additional aerators." Water monitoring pilot study agenda item was not discussed due to lack of information. City staff will bring to Council's attention if further information is developed.

Utilities Superintendent Brent Frazier and Administrator Don Solga discussed information about municipal processing of sewage from private septic systems. The City of Hawley and City of Moorhead accept sewage from private septic systems from a

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES - 07-13-09

number of haulers. Utilities Superintendent Brent Frazier said it is his recommendation that the City not accept sewage from private septic systems from haulers as he feels that the City would be opening up to the possibility of problems. Council Member Peterson asked what the other cities charge, but Frazier did not ask for that information. Mayor Woessner asked why the sewage from private septic systems would be different than that in the City of Pelican Rapids. Frazier said it shouldn't vary, but it's an unknown. Administrator Don Solga said one concern is that we have an established formula for the turkey plant waste and residential customers. Questions that remain are what should we charge, what are other cities charging, how would we add the waste to the stream at the mechanical plant, what problems did the City of Moorhead encounter, what was the expense to solving the problems and is there a containment system surrounding the manhole if the sewage is accepted at a manhole? City of Moorhead dumps it in a lift station ahead of the plant. Matter is tabled until more information is available.

Liquor Store Report was presented by Liquor Store Manager Bob Leslie. He presented reports on the gross profit which is up \$90,000 from this point in 2008. Leslie says he looks at this report every day to verify that they are charging correctly for stock.

Liquor Store Manager Bob Leslie reviewed personnel situation at the liquor store. He recommended re-hiring Katie Lynnes at \$8.33 per hour and hiring Angie Motz and Kathryn Hurley at 7.40 per hour at the first pay step. Motion by Peterson, seconded by Foster to hire Katie Lynnes at step three on the salary schedule. Motion passed unanimously. Mayor Woessner addressed Manager Leslie and said, "In the future you will contact the administrator or mayor to resolve any personnel issues at the liquor store." Motion by Peterson, seconded by Waller to hire Angie Motz and Kathryn Hurley as liquor store employees at \$7.40 per hour. Motion passed unanimously. Motion by Peterson, seconded by Ballard to pay Sarah Centeno \$7.40 per hour for five hours worked at the liquor store. Motion passed unanimously.

Street and Park Superintendent Brian Olson presented his report on the streets and parks. Dust guard is down earlier than usual and the roads have been graveled. Central Specialties has repaired streets recently. Superintendent Olson brought information to the Council about a storm water utility charge. He also provided the city's ordinance relevant to the repair of water leaks. Superintendent Olson recommended hiring Danielle Kuperus as a lifeguard. Motion by Peterson, seconded Foster to hire Danielle Kuperus as a lifeguard at \$7.94 per hour. Motion passed unanimously.

Clerk-Treasurer Glenys Ehlert presented the Financial Reports for June. Motion by Foster, seconded by Ballard to accept the financial reports. Motion passed unanimously. Ehlert also reported on the "Capitalizing Your Hometown", League of Minnesota Cities conference sessions she attended involving internal controls and state budget and revenue trends.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES - 07-13-09

Council reviewed the breakdown on Wastewater Treatment Facility Improvement Project No. 75, Change Order No. 4 to modify the existing manhole. Motion by Waller, seconded by Peterson to approve Change Order No. 4. Motion passed unanimously.

Administrator Don Solga reported on the appeal on the Assessment Hearing Project No. 72. The judge upheld the City's street improvement assessments to Carey and Elaine Johnson's property. The judge found that Johnson's assessment was adjusted as he was not assessed for the full 200 ft. frontage and others in the project were assessed similarly. No evidence was submitted by Johnson that his property did not increase in value due to the assessment. Engineer Gary Nansen, Attorney Greg Larson, Administrator Don Solga and Clerk-Treasurer Glenys Ehlert all spent time collecting information to defend the assessment and appear in court if necessary and these will be billed to Carey and Elaine Johnson.

Council reviewed the petition to pave 10th Ave. SW without curb and gutter. Roger Schleske said 100% of the property owners signed the petition. Administrator Don Solga said the curb and gutter is a major concern plus the construction requirements to be sure that the grain trucks that travel from the southwest along 10th Ave. SW will not break up the road. Council Member Peterson said we would need to build a five ton road as we do in other areas. Administrator Solga said he checked the last time the City considered this area with other cities and none permitted construction of streets without curb and gutter. "The storm water utility fee might help with situations like this," said Solga. These properties are very large and assessments are typically on a front footage basis. Schleske said the property owners discussed sharing the costs on an equal basis instead of front foot basis. Administrator Don Solga said the City has been working on an assessment policy for larger than normal size lots. Mayor Woessner said he'd make a recommendation to look into the costs of an engineering study. Motion by Ballard, seconded by Peterson to take this petition under advisement with a report at the next meeting. Motion passed unanimously.

Fire Chief and resident Trevor Steeves spoke in favor of paving the road.

Administrator Solga said the Old Fire Hall has been sold to Jim Lund and the Mayor and Clerk signed the closing documents. The City has received the proceeds of the sale in the amount of \$55,000. Administrator Solga and Clerk-Treasurer Glenys Ehlert recommended that the proceeds be deposited to the fire capital fund. Motion by Peterson, seconded by Ballard to transfer the proceeds of \$55,000 to the Fire Capital Fund. Motion passed unanimously.

Fire Chief Trevor Steeves explained that the fire department purchased an emergency generator. Motion by Waller, seconded by Ballard to approve expenses for wiring the emergency generator with payment from the Tanker Fund. Motion passed unanimously.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES - 07-13-09

Fire Chief Steeves said the City has an opportunity to replace the 1973 International city pumper. The equipment committee would like to find a newer used truck with lower mileage to replace this International pumper. He said, "We could get a better truck without imposing additional costs on the taxpayers.

"We don't need a 75 ft. or 100 ft. ladder truck, but an aerial stream would help us deliver water to taller buildings," said Steeves.

Council discussed fire equipment replacement. The vehicle replacement schedule will be in the council packet on 07-28-09.

Motion by Waller, seconded by Peterson to certify unpaid utility bill for parcel no. 76000990550000 in the amount of \$124.58, to Otter Tail County Auditor for collection with the real estate taxes. Motion passed unanimously.

Motion by Waller, seconded by Ballard to adjourn the meeting at 7:45 p.m. Motion passed unanimously.

Glenys Ehlert, CMC
Clerk-Treasurer