

July 25, 2013

CITY COUNCIL AGENDA

Tuesday, July 30, 2013

4:30 p.m.

Council Chambers, 315 N. Broadway

1. Call to Order
2. Additions / Deletions to Agenda
3. Approval of Minutes – 7/9/13
4. Approval of Accounts Payable Listing
5. Liquor Store Report
6. Utility Report – People Service Inc.
7. Water Treatment Plant Filter Evaluation and Pilot Study Proposal
8. Call for Special Assessment Hearing Project 78 – 5th St. SE, 8th Ave. SE, 5th Ave. NE and Highway 59 Frontage Road – 8/27/13, 6 p.m.
9. Improvement Project #82 – SE 1st Street – Apex Engineering
10. Lake Region Professional Building Sign
11. Water, Sewer, and Fire Department 2014 Proposed Budget
12. State Airport Maintenance Agreement
13. Otter Tail Power Company Street Lighting Maintenance Agreement
14. Resolution Accepting Monetary Limits on Liability
15. Small Cities Development Program Lien Assumption for 41 N Broadway
16. Community Pool Meeting – 8/1/13, 6:30 p.m. – Library

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 07-30-13

The City Council of Pelican Rapids met in regular session at 4:30 p.m., on Tuesday, 07-30-13, in Council Chambers, City Hall. Mayor Ben Woessner, Council Members James Strand, Kevin Ballard, John E. Waller, III, and Steve Foster were present. No one was absent. Administrator Don Solga, Clerk-Treasurer Glenys Ehlert, Liquor Store Manager Maggie Johnson, Street/Park Superintendent Brian Olson, Engineer Kris Carlson of Ulteig Engineers, Engineer Bob Schlieman of APEX Engineering Group, Greg Stang and Jordon Plotz of PeopleService Inc., and Lou Hoglund of the Pelican Rapids Press were also present.

Mayor Woessner called meeting to order at 4:30 p.m.

Motion by Strand, seconded by Ballard to approve the agenda with addition of 3.2 % Malt Liquor License application and Highway 59 City Hall approach. Motion carried.

Motion by Waller, seconded by Strand to approve the minutes of 07-09-13 as presented. Motion carried.

Motion by Strand, seconded by Ballard to approve the Accounts Payable Listing of 07-30-13 in the amount of \$140,294.58 for city bills and \$130,541.61 for liquor store bills. Motion carried.

Liquor Store Manager Maggie Johnson presented her report. Mayor Woessner thanked her for her report.

Jordon Plotz of PeopleService, Inc., reported on water and wastewater operations. Operators are repairing the lagoon aerators and placing them according to the original design. They have three aerators re-installed and they are locating them to cover the whole pond. Administrator Don Solga reported a bid opening date of 08-15-13, 3:00 p.m., City Hall for the bids on the Wastewater Improvement Project No. 79. The City anticipates a 15 month construction time period, beginning in 2013 and ending in 2015.

Administrator Don Solga reviewed the Water Treatment Plant Filter Evaluation and Pilot Study Proposal with John Thom of Short Elliot Hendrickson, Inc. Proposal cost is \$13,000. The City expects to save the cost of the proposal by improved media replacement. The money budgeted for media replacement in 2013 will be used to pay the proposal costs and replace Water Treatment Facility roof, reserving balance to replace media in 2014. Motion by Strand, seconded by Foster to approve and authorize the Water Treatment Plant Filter Evaluation and Pilot Study with John Thom of Short Elliot Hendrickson, Inc., at a cost of \$13,000 as proposed. Motion carried.

Engineer Kris Carlson reported on Improvement Project No. 78 and recommended holding the Assessment Hearing on 08-27-13. Motion by Foster, seconded by Ballard to introduce the following written resolution, entitled **RESOLUTION NO. 13-8 RESOLUTION DECLARING COST TO BE ASSESSED AND ORDERING PREPARATION OF PROPOSED ASSESSMENT FOR IMPROVEMENT PROJECT NO. 78**, calling for the Special Assessment Hearing for Improvement Project No. 78 for Street and Utility Improvements to be held at 6:00 p.m., 08-27-13, at Pelican Rapids City Hall Council Chambers. (Complete text of resolution is part of permanent public record in the City Clerk's office.) Motion passed unanimously and resolution declared duly adopted.

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Engineer Bob Schlieman of Apex Engineering Group, presented plans for Improvement Project No. 82 for SE 1st Street Utility and Street Improvements, including Storm Water Improvements and Sanitary Sewer Collection System Improvements.

Administrator Don Solga reviewed the City's policy for these improvements which results in the City paying 69% and School paying 31% of the project costs, estimated at \$132,687. City sewer fund will pay approximately \$22,600, storm water and street costs will be out of General fund for approximately \$109,000.

Engineer Schlieman said he has concerns because of the small size of the project, time of year and current bidding market. If bids come in too high, City could wait until spring to rebid. Administrator Solga said there will be expenses if sewer line freezes up again.

Council decided to plan to start construction in September with substantial completion in October, 2013.

Motion by Waller, seconded by Strand to approve the Plans and Specs for Improvement Project No. 82 for 1st Street SE Utility and Street Improvements. Motion carried.

Council considered engineering costs of \$26,600 for Improvement Project No. 82, and the engineering agreement with APEX. Administrator Don Solga said we could approve the agreement contingent on the City Attorney's approval. Motion by Waller, seconded by Foster to approve the Engineering Agreement with Apex for Improvement Project No. 82. Motion carried.

Street and Parks Superintendent recommended moving the Lake Region Professional Building Sign to the Industrial Park to identify businesses there. Motion by Ballard, seconded by Waller to authorize Superintendent Olson to check on costs to move sign to Industrial Park. Motion carried.

Administrator Don Solga reviewed the proposed Fire Department budget which is a 3% increase over previous year budget. Some of this is actual audit expenses which have not been included in the budget in the past. Motion by Ballard, seconded by Strand to accept and approve the Fire Department Budget for 2014. Motion carried.

Administrator Don Solga reviewed the proposed Water Fund 2014 Budget. The budget is increasing 5%, but he is confident that there will be cost savings with various improvements that PeopleService is accomplishing. The City will rely on the sale of investments to cover the increase to avoid raising water rates. Motion by Waller, seconded by Ballard to approve the Water Fund 2014 Budget. Motion carried.

Administrator Don Solga reviewed the proposed Sewer Fund 2014 Budget. Without the debt service on new project, the operating and maintenance expenses and existing debt service would be a 12% decrease. Because of the added debt service, we would have had to increase rates. However, we will again use the sale of investments to cover the increased expenses to avoid

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raising sewer rates. Motion by Waller, seconded by Strand to approve the Sewer Fund 2014 Budget. Motion carried.

Administrator Don Solga reviewed the State Airport Maintenance Agreement. Motion by Strand, seconded by Foster to approve the Airport Maintenance Agreement with the Minnesota Department of Transportation. Motion carried.

Administrator Don Solga reviewed the cancellation of agreement for Outdoor Lighting Services between Otter Tail Power Company and the City of Pelican Rapids signed 03-28-05. Street/Park Superintendent Olson said he believes that the maintenance agreement should include locating the wiring for the new lighting. Administrator Don Solga will check on adding that to maintenance agreement. Motion by Strand, seconded by Ballard to table Outdoor Lighting Services contract to next meeting, 08-13-13. Motion carried.

Motion by Strand, seconded by Foster to approve written resolution, entitled **RESOLUTION 13-7- RESOLUTION ACCEPTING MONETARY LIMITS ON MUNICIPAL TORT LIABILITY**. (A complete text of this resolution is part of permanent record in the city clerk's office.) Motion carried and resolution declared duly adopted.

Administrator Don Solga explained that the present owners of Jimmy's Pizza have requested that the City Council permit them to assume the Small Cities Development Program improvements lien for the building at 41 N. Broadway. Motion by Waller, seconded by Strand to approve above. Motion carried.

Information was provided to Council that the first community meeting on pool will be 08/01/13, at 6:30 p.m. at the Library.

Motion by Foster, seconded by Waller to approve issuing a 3.2% Malt Liquor License to Sara Jayne Furey as proprietor and on behalf of Zee Zee LLC, DBA Jimmy's Pizza to sell 3.2% Malt Liquor for consumption on the premise at 41 N. Broadway. Motion carried.

Street/Park Superintendent Brian Olson reviewed the expenses for the Highway 59 City Hall approach. Motion by Waller, seconded by Ballard to approve approximate costs of \$7,500 to widen the Highway 59 approach to City Hall. Expenses will be paid out of 2013 Street Maintenance funds. Motion carried.

Motion by Strand, seconded by Ballard to adjourn the meeting at 5:55 p.m. Motion carried.

Glenys Ehlert, CMC
Clerk-Treasurer