

July 3, 2013

CITY COUNCIL AGENDA

Tuesday, July 9, 2013

4:30 p.m.

Council Chambers, 315 N. Broadway

1. Call to Order
2. Agenda Additions or Deletions
3. Approval of Minutes – 6/25/13
4. Approval of Accounts Payable Listing
5. Coalition of Greater Minnesota Cities – Elizabeth Wefel
6. Police Chief Report
7. Street/Park Superintendent Report
8. Financial Report
9. Library Report
10. WWTF Improvement Project 79
 - Construction Agreement
 - Approval to Advertise for Bids
 - West Central Turkey Support Agreement
11. Farm Land Lease
12. Improvement Project 78 – Liquidated Damages
13. Planning Commission Report and Recommendation
 - McCoy SUP – 51 & 53 N. Broadway
 - Baragon SUP – 1212 S. Broadway
 - Soberg Lot Split – 429 NW 1st Ave.
14. Otter Tail Power Company Street Lighting Maintenance Agreement

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

The City Council of Pelican Rapids met in regular session at 4:30 p.m., on Tuesday, 07-09-13, 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, Library Director Annie Wrigg, City Engineer Kris Carlson of Ulteig Engineers, City Engineer Jessica Werder of Short Elliot Hendrickson, Inc., Elizabeth Wefel of Coalition of Greater Minnesota Cities, Bonita and Keith Haugrud and Lou Hoglund of the Pelican Rapids Press were also present.

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

Motion by Waller, seconded by Strand to approve the agenda with Item 14. Otter Tail Power Company Street Lighting Maintenance Agreement, deleted. Motion carried.

Motion by Strand, seconded by Ballard to approve the minutes of 06-25-13 as presented. Motion carried.

Motion by Strand, seconded by Ballard to approve the Accounts Payable Listing of 07-09-13 as presented for City bills in the amount of \$26,730.08 plus the addition of Daniel Rollie, CPA, 2012 Audit Work in Progress of \$11,200.00, Liquor Store bills in the amount of \$56,171.96 and Library bills in the amount of \$6,139.07. Motion carried.

Senior Attorney/Lobbyist Elizabeth Wefel of Coalition of Greater Minnesota Cities addressed Council. There are 83 member cities. She stated the Coalition's biggest goal going into the (state legislative) session was a balanced state budget without shifts and gimmicks. Also wanted Local Government Aid (LGA) reform as LGA has been frozen for a number of years. The passage of LGA reform legislation which included \$80 million new money to the program plus city agreement on the formula represented a very successful effort. Coalition also worked on Greater Minnesota Economic Development Partnership (GMEDP), annexation and transportation for Corridors of Commerce funding provided funds to greater Minnesota cities. Partnership of cities working together to make voices heard.

Administrator Don Solga presented information about quotes for soil boring for Improvement Project No. 82, SE 1st Street Utilities and Storm Drain Improvements. Motion by Strand, seconded by Foster to approve the low quote of \$3244.00 from Braun Intertec Corporation for soil borings for above project. Motion carried.

The Police Report was received by Council in their packet.

Clerk-Treasurer Glenys Ehlert presented the 06-30-13 financial reports. Motion by Waller, seconded by Strand to approve the 06-30-13 financial reports as presented. Motion carried.

Library Director Annie Wrigg presented the library report. Okee Dokee presented to 105 people in the Library on 06-26-13. Library's web site went down several weeks ago, but Lana Grefsrud is working on it and library is hopeful that Friends and Foundation will help with expenses. Library Board recommends appointment of Roger Rotvold to the board. Motion by Waller, seconded by Strand to approve the Library Board's recommendation of the appointment Roger

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Rotvold to the Library Board for the unexpired term of 2012, 2013, 2014 of Kris Thompson. Motion carried.

Wastewater Treatment Facility (WWTF) Improvement Project 79 update was presented by Administrator Don Solga. He reviewed the development of a support agreement with West Central Turkeys, LLC. Motion by Ballard, seconded by Waller to approve and authorize Administrator Don Solga to sign the **PELICAN RAPIDS PUBLICLY OWNED TREATMENT WORKS IMPROVEMENTS AGREEMENT OF 2013** with West Central Turkeys, LLC. Motion carried.

City Engineer Jessica Werder of Short Elliot Hendrickson (SEH) presented information on Improvement Project 79 timeline. She recommended advertising for bids at this time. Motion by Waller, seconded by Strand to authorize SEH to advertise for bids for Wastewater Treatment Facility Improvement Project No.79. Motion carried.

Engineer Werder presented the agreement documents for the construction administration services for WWTF Improvement Project 79, including: Agreement for Professional Services, General Conditions, Exhibit 1 – Scope of Work, Exhibit A-1 Payments to the Consultant and Exhibit B – Duties, Responsibilities of the Resident Project Representative.

Motion by Strand, seconded by Foster to approve construction agreement for WWTF Improvement Project No. 79 with Short Elliot Hendrickson, Inc., and authorize the Administrator to sign contract on behalf of the City. Motion carried.

Bonita and Keith Haugrud were present to discuss farm land leases with the City Council. Administrator Don Solga explained that the farm land lease cycle ends 12-31-13. City received a letter requesting that the City open up process for new leases. Solga previously proposed Council consider an alternative lease process. He has reconsidered and recommends that the City stay with same lease concept. He recommends giving those already leasing a right of first refusal.

Keith Haugrud explained that the land they lease is used primarily to produce alfalfa or other feed and/or straw for livestock. Administrator Solga said that he has researched the average cash rent in Otter Tail County based on crop. Solga found that the City is leasing the land used to produce corn for substantially less cash rent than the county wide rate. The rate for hay land is similar to what City is receiving. Motion by Waller, seconded by Strand to set alfalfa land at \$40.00 per acre and corn land at \$60.00 per acre, and to give current lessees the right of first refusal on new five year contract. Motion carried.

Administrator Don Solga said he would send contracts to current lease holders to accept. If not accepted, then it would be opened up to other bidders.

City Engineer Kris Carlson of Ulteig reported that Improvement Project No. 78 was supposed to be done 07-01-13. Contractor Quam Construction has been notified that they are subject to liquidated damages. Project is under budget on construction and engineering. Motion by Foster, seconded by Strand to authorize Carlson to notify Quam Construction that the City will be

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assessing liquidated damages at daily rate for each day past the deadline of 07-01-13. Motion carried.

Planning Commission report was presented by Administrator Don Solga.

Ron McCoy Special Use Permit request at 51 & 53 N Broadway – Administrator Don Solga had City Attorney Greg Larson to look into city code. Expansion of a residential use would not be permitted. Motion by Strand, seconded by Waller to accept the Planning Commission's recommendation and deny Ron McCoy's request for a Special Use Permit. Motion carried.

Florencio and David Barragan Special Use Permit request at 1212 S Broadway – Administrator Don Solga said Florencio Barragan is in process to fix up barn on his property. He was requesting to expand the footprint of residential use in commercial zone. Planning Commission denied request because city code does not permit expansion of a residential use in the commercial zone. Mr. Barragan previously demolished a lean to and small storage shed. He will be permitted to rebuild both in existing footprint. Motion by Strand, seconded by Ballard to accept the Planning Commission's recommendation to deny Special Use Permit to expand the building size for Florencio and David Barragan. Motion carried.

Administrator Don Solga reviewed the request of Kevin Soberg to approve a lot split at 429 NW 1st Ave. A previous Special Use Permit defined the property incorrectly. Motion by Ballard, seconded by Waller to accept the Planning Commission's recommendation to correct property description. Motion carried.

Administrator Don Solga reviewed the lot split request. The Planning Commission recommended Kevin Soberg's request for a lot split be allowed upon full and complete execution of the agreement by Kevin and Wendy Soberg and Allen and Mickey Haarstad. This agreement is part of public record in the city clerk's office and sets forth that the east part of the parcel will no longer be designated as a commercial special use. It will be a residential use building, garage. Motion by Strand, seconded by Foster to approve the Planning Commission's recommendation above. Motion carried.

Motion by Waller, seconded by Strand to adjourn the City Council meeting at 5:40 p.m. Motion carried.

Glenys Ehlert, CMC, Clerk-Treasurer