

August 7, 2014

CITY COUNCIL AGENDA

Monday, August 11, 2014

4:30 p.m.

Council Chambers, 315 N. Broadway

1. Call to Order
2. Agenda Additions or Deletions
3. Approval of Minutes – 7/29/2014
4. Approval of Accounts Payable Listing
5. Police Chief Report
6. Street/Park Superintendent Report
7. Library Report
8. Financial Report
9. Pelican Valley Health Center – Camper Concerns – Barbara Garrity
10. Utility Bill, Speed Limit and Noisy Trucks – Len Zierke
11. Planning Commission
 - Industrial Park
 - Lot Split
12. Improvement Project No. 79 Request for Payment:
 - PFA Pay Request #12 - \$625,061.75
 - Gridor Construction Pay Request #11 - \$582,754.00
 - SEH Engineering - \$42,307.75
13. Improvement Project No. 82 & 84 Request for Payment
 - Sellin Bros. Construction - \$236,359.62
 - Apex Engineering - \$8,522.12
14. Resolution No. 2014-13 Accepting Monetary Limits on Municipal Tort Liability
15. Resolution No. 2014-15 Business Development Infrastructure Application
16. 2015 Budget

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 08-11-2014

The City Council of Pelican Rapids met in regular session at 4:30 p.m., on Tuesday, 08-11-2014, in Council Chambers, City Hall. Mayor Ben Woessner, Council Members Kevin Ballard, Steve Foster, and James Strand were present. Administrator Don Solga, Clerk-Treasurer Danielle Heaton, Police Chief Jeff Stadum, Street and Park Superintendent Brian Olson, Library Director Annie Wrigg, Barbara Garrity, Len and Annette Zierke, and Steve Strand were also present. Council Member John E. Waller, III was absent.

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

Motion by Strand, seconded by Foster to approve the agenda. Motion carried.

Motion by Foster, seconded by Strand to approve the minutes of 07-29-2014 as presented. Motion carried.

Motion by Foster, seconded by Ballard to approve the Accounts Payable Listing of 08-11-14 as presented for City bills in the amount of \$677,817.09, Liquor Store bills in the amount of \$81,750.95 and Library bills in the amount of \$5,164.73. Motion carried.

The Police Report was given by Police Chief Jeff Stadum. There were 4,579 miles driven while patrolling and responding to 135 calls for service. The department assisted the OTCSO nine times, MSP one time, and other agencies two times. The department also made nine arrests and issued 16 tickets and six DUI's. Total fines collected for the month were \$1,076.25.

The Street and Park Superintendent Report was given by Brian Olson. Projects 82 & 84 are moving along nicely and should be done in three weeks. The projects are still under budget from what was proposed. There were a couple of sinkholes that Olson said they investigated and repaired. There is one more spot on 7th Avenue SW that still needs to be investigated. Most of the curbs and crosswalks have been painted. The Airport Seal Coat Project is complete. Both Pelican Fest and Art in the Park were in July and they have found that there is a need for more picnic tables. He has received many compliments on the park and campground. He handed out copies of two letters he received complimenting the campground. There was also a letter in the newspaper. He is considering closing the pool early as evenings and weekends have been pretty slow.

The Library Report was presented by Library Director Annie Wrigg. The Summer Reading Program for kids has ended. The Friends of the Library will have their annual meeting on August 19, 2014 and the Book Truck will close at the end of August.

Clerk-Treasurer Danielle Heaton presented the 07-31-14 financial reports. There were three investments sold in July for a total amount of 307,000.00 to pay for upcoming bond payments and project expenses. There was \$14,000.00 transferred from the Liquor Store Checking account into the Liquor Store Savings account.

Pelican Valley Health Center's Barbara Garrity addressed Council with concerns about the campground. She stated that campers have entered Riverfront Manor for coffee, A/C and to use the restrooms. There was a trespasser that was arrested but Police Chief Stadum said she was not a camper. Pelican Valley Health Center is going to put in secure doors and no trespassing signs. In the

future when there is a trespasser they will be contacting the Police Department and pressing charges.

Len Zierke asked Council on behalf of a tenant in the trailer court, to forgive part of the utility bill. There was a large leak under the trailer and the water never went through the sewer system. Administrator Solga thought that it was fair to charge them for an average sewer bill and the full amount of the water bill. Zierke then requested Council consider changing the speed limit on 1st Street Northwest to 10 mph. Administrator Solga said the City will look into the possibility of making the change. He also requested when a building project is being considered in the trailer court, he be consulted because the building plans might be against his agreement with the tenants. Administrator Solga suggested meeting with the Building Official to discuss it further. Zierke then made a complaint about noisy trucks at Park Region. There are about five trucks that rev their engines around 10 p.m. Mayor Woessner said he can hear them from his house too. The Police will try and monitor the situation.

Administrator Solga gave a Planning Commission Update. Steve Strand owner of Assembly Engineering Inc., needs to expand from the current location and is asking that the Council quitclaim Parcel No. 76000990864000 in the Industrial Park. He is proposing construction of a 4,000 square foot building and plans to add at least five full time positions in the next five years. The Planning Commission is recommending City Council approve the request. Motion by Strand, seconded by Ballard to quitclaim Parcel No. 76000990864000 in the Industrial Park to Steve Strand of Assembly Engineering, Inc., and authorizes the Mayor and Clerk to sign agreement and quitclaim deed. Motion carried.

Administrator Solga talked about the lot split Pete Hart requested. He would like to split three lots which will become back lots for three different neighbors. The perspective buyers are adjacent property owners. The Planning Commission is recommending the Council approve the lot split. City Attorney Greg Larson addressed the Council and said metes and bounds description would meet city ordinance without having a certified survey because it runs parallel to established section lines, will just be extended southerly approximately 150 feet, and it is rectangular in shape. Motion by Ballard, seconded by Ballard to approve the lot splits. Motion carried.

Motion by Strand, seconded by Foster to approve payment for Improvement Project No. 79 PFA Pay Request No. 12 for \$625,061.75, which includes Gridor Construction Inc., Pay Request No. 11 for \$582,754.00 and SEH Engineering for \$42,307.75. Motion carried.

Motion by Ballard, seconded by Strand to approve the Improvement Project No. 82 & 84 request for payment of Sellin Brothers Construction for \$236,359.62 and Apex Engineering for \$8,522.12. Motion carried.

The Council considered the written resolution entitled **CITY OF PELICAN RAPIDS RESOLUTION NO. 2014-13 ACCEPTING MONETARY LIMITS ON MUNICIPAL TORT LIABILITY** (A complete text of this resolution is part of permanent public record in the City Clerk's office.) The mayor called for a vote. Ayes: Strand, Ballard, Foster, Woessner. Nays: None. Resolution was declared duly adopted.

The Council considered the written resolution entitled **CITY OF PELICAN RAPIDS RESOLUTION NO. 2014-15 LOCAL GOVERNMENT RESOLUTION BUSINESS DEVELOPMENT INFRASTRUCTURE APPLICATION** (A complete text of this resolution is

part of permanent public record in the City Clerk's office.) The mayor called for a vote. Ayes: Strand, Ballard, Foster, Woessner. Nays: None. Resolution was declared duly adopted.

Administrator Don Solga reviewed the proposed 2015 Fire Department Budget in the amount of \$276,250, which is a slight decrease from 2014. Some of this is due to a decrease in capital expenses. Motion by Foster, seconded by Strand to accept and approve the Fire Department Budget for 2015. Motion carried.

Administrator Don Solga reviewed the proposed 2015 Water Fund Budget in the amount of \$447,100 which is a decrease from 2014. Some of this is due to repairs that PeopleService is performing that used to be outsourced. Motion by Ballard, seconded by Foster to approve the Water Fund Budget for 2015. Motion carried.

Motion by Ballard, seconded by Strand to adjourn the City Council meeting at 6:05 p.m. Motion carried.



Danielle Heaton
Clerk-Treasurer