

August 5, 2015

CITY COUNCIL AGENDA

Tuesday, August 11, 2015

5:00 p.m.

Council Chambers, 315 N. Broadway

1. Call to Order
 - Roll Call of Members
 - Welcoming Remarks
 - Pledge of Allegiance
2. Citizen's Comments
3. Agenda Additions or Deletions
4. Approval of Minutes – 7/28/15
5. Approval of Accounts Payable Listing
6. Police Chief Report
 - Personnel
7. Street/Park Superintendent Report
8. Library Report
9. Financial Report
10. Improvement Project No. 79 Request for Payment:
 - PFA Pay Request #24 - \$45,584.70
 - Gridor Construction Pay Request #22 - \$37,850.00
 - SEH Engineering - \$7,734.70
 - Progress Report
11. Municipal Application for Streetlights with Otter Tail Power
12. Fire Department 2016 Budget
13. Planning Commission Report
14. Logo Approval
15. Community Center Update
16. Bridge Removal

The City Council of Pelican Rapids met in regular session at 5:00 p.m., on Tuesday, 08-11-15, in Council Chambers, City Hall.

Mayor Frazier called the meeting to order at 5:00 p.m.

Roll call was taken by Clerk-Treasurer Danielle Heaton.

Mayor Brent E. Frazier and four members of the Council were present at roll call:

Council Member Steve Strand

Council Member Kevin Ballard

Council Member CJ Holl

Council Member Steve Foster

Other city staff present: Administrator Don Solga, Clerk-Treasurer Danielle Heaton, Police Chief Jeff Stadum, Library Director Annie M. Wrigg and Street and Park Superintendent Brian Olson.

General Attendance: Boy Scout 313 Troop Members Reggie Funk, Weston Funk and Zach Ferrian and Lou Hoglund of Pelican Rapids Press were also present.

The Mayor announced the Pelican Rapids Fly-in / Drive-in on Saturday August 15, 2015 from 8 a.m. to 11 a.m. at Pelican Rapids Municipal Airport-Lyon's Field.

All present stood and said the Pledge of Allegiance led by Boy Scout Members Reggie Funk, Weston Funk and Zach Ferrian.

There were no citizen's comments.

Motion by Strand, seconded by Ballard to approve the agenda with the addition of No. 17 Industrial Park Signage update. Motion carried.

Motion by Ballard, seconded by Holl to approve the 07-28-15 council meeting minutes of as presented. Motion carried.

Motion by Foster, seconded by Ballard to approve the Accounts Payable Listing of 08-11-15 as presented for City bills in the amount of \$43,274.13, Liquor Store bills in the amount of \$43,329.86 and Library bills in the amount of \$2,047.82. Motion carried.

Police Chief Jeff Stadum presented the Police Department report. Vandalism was high in July and currently there are no leads. Motion by Strand, seconded by Holl to accept the Police Report as written. Motion carried.

The first round of interviews for a full-time officer are complete. Police Chief Stadum would like to recommend Michael Iverson for full-time Police Officer to fill one of the positions. He has been working for the City of Pelican Rapids as a part-time officer for the last 9 years. Interviews will continue this week for the other full-time position available. Motion by Foster, seconded by Holl to approve the hiring of Michael Iverson as a full-time Police Officer. Motion carried.

The Street and Park Report was presented by Superintendent Brian Olson. The crack sealing project has been finished. The pools last day will be August 21, 2015. The parks additional seasonal help will end this week. Council Member Ballard asked if the stop sign could be moved closer to the intersection of NW 1st Avenue and NW 1st Street. Superintendent Olson said he will talk to MNDOT about it. Motion by Ballard, seconded by Strand to approve the Street and Park report as presented. Motion carried.

Library Director Annie M. Wrigg presented the Library Report. Motion by Strand, seconded by Holl to accept the Library Report as presented. Motion carried.

Clerk-Treasurer Danielle Heaton presented the 07-31-15 Financial Report. Motion by Holl, seconded by Strand to approve the 07-31-15 Financial Reports as presented. Motion carried.

Motion by Holl, seconded by Foster to approve payment for Improvement Project No. 79 PFA Pay Request No. 24 for \$45,584.70 which includes Gridor Construction Inc., Pay Request No.22 for \$37,850.00 and SEH Engineering for \$7,734.70. Motion carried.

Administrator Solga gave a progress report on Improvement Project No. 79. The core samples on the concrete have been tested and passed. The coating issues are still being worked on. Gridor is hoping for substantial completion by the end of August.

Council was asked for authorization for the Clerk to sign the Municipal Application for Streetlights with Otter Tail Power requesting 4 streetlights be added to the current agreement. Motion by Ballard, seconded by Foster to approve Clerk-Treasurer Danielle Heaton signing the application. Motion carried. Abstain: Strand

Administrator Solga, the Budget Committee and Fire Chief Trevor Steeves met to discuss the 2016 Fire Department Budget. There were small increases in wages, education, professional services, capital and insurance. Operating supplies, office supplies, repair and maintenance service decreased this year. Overall, the 2016 Fire Department Budget increased about 2,000.00. Motion by Foster, seconded by Ballard to approve the 2016 Fire Department Budget. Motion carried.

Planning Commission met on August 10, 2015. They are recommending to City Council Ordinance No. 2015-01. The City Attorney has reviewed and approved the ordinance. Motion by Foster, seconded by Holl to introduce **ORDINANCE NO. 2015-01, AN ORDINANCE TO AMEND PELICAN RAPIDS CITY CODE SECTION 905.05 GENERAL REQUIREMENTS SUBDIVISION 8. RESIDENTIAL CONSTRUCTION REQUIREMENTS ADDING ITEM E, RELATING TO SEQUENTIAL REQUIREMENTS IN THE RESIDENTIAL ZONE.** (A complete text of this Ordinance is part of permanent public record in the City Clerk's Office.) Motion passed unanimously and ordinance declared duly adopted and in full force upon publication.

Motion by Foster, seconded by Holl to lift the moratorium for construction of storage buildings on empty lots, or storage buildings as a first building on a lot, or use of unoccupied dwellings to be used as storage, in the residential zones. Motion carried.

The Baseball Association would like to use the city logo and put up a banner for the City's contribution, through liquor store profits, toward the baseball lights. Motion by Foster, seconded by Strand to approve the Baseball Association's use of the City Logo on a banner. Motion carried.

Administrator Solga gave a Community Center update. BHH Architect looked around upstairs at the proposed Community Center. They met with the committee and had some ideas. The committee had some suggestions on a few areas including the commercial kitchen. The

architect will make changes to the floor plan and when the committee agrees they will put a price to it and it will come before council.

Administrator Solga spoke to Otter Tail County about the L5805 bridge removal. Plans and Specs will be put together by Interstate Engineering for bridge removal and they are hoping next year it will be removed. If we wait for the state we could possibly recover some of the engineering costs. If the city decides to remove it ourselves, we cannot recover any of the expenses.

JH Signs, the company installing the Industrial Park Sign, is about 2 weeks out. Meanwhile, the city will be working on the lease agreements with the property owners in the Industrial Park.

Motion by Ballard, seconded by Strand to adjourn the City Council meeting at 6:09 p.m. Motion carried. Opposed: Holl



Danielle Heaton
Clerk-Treasurer