

August 23, 2013

**CITY COUNCIL AGENDA**

**Tuesday, August 27, 2013**

**4:30 p.m.**

**Council Chambers, 315 N. Broadway**

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1. Call to Order
2. Additions / Deletions to Agenda
3. Approval of Minutes – 8/13/13
4. Approval of Accounts Payable Listing
5. Liquor Store Report
6. Utility Report – People Service Inc.
7. Improvement Project 82 SE 1<sup>st</sup> Street Bid Results
8. Improvement Project 79 WWTF Bid Results – Resolution Accepting Bid and Awarding Contract
9. General Fund 2014 Budget with Library Levy
10. MIR3 Notification System Update
11. Parking Ordinance
12. Pool Committee Report
13. Improvement Project 78 Assessment Hearing – 6:00 p.m. – Resolution Adopting Assessment

## **CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 8-27-13**

The City Council of Pelican Rapids met in regular session at 4:30 p.m., on Tuesday, 08-27-13, in Council Chambers, City Hall. Acting Mayor John Waller, III, Council Members James Strand, Kevin Ballard, and Steve Foster were present. Mayor Ben Woessner was absent. Administrator Don Solga, Acting Secretary Danielle Heaton, Street and Park Superintendent Brian Olson, Susan Strand and Jackie Larson of Pool Committee, Jordon Plotz and Terry Gamble of PeopleService Inc., Dustin Maas of SEH Engineering, Steve Strand, Mary Carol Peterson, Galen Teichert, Jim Coleman, and Lou Hoglund of the Pelican Rapids Press were also present.

Acting Mayor John Waller, III called meeting to order at 4:30 p.m.

Motion by Strand, seconded by Ballard, to approve the agenda with no additions or deletions. Motion carried.

Motion by Ballard, seconded by Strand to approve the minutes of 08-13-13 as presented. Motion carried.

Motion by Strand, seconded by Ballard to approve the Accounts Payable Listing of 08-27-13 as presented for City bills in the amount of \$57,893.45 and the Liquor Store bills in the amount of \$34,647.33. Motion carried.

Terry Gamble and Jordan Plotz of PeopleService Inc., presented water and wastewater operations and maintenance report.

Administrator Solga discussed Improvement Project 82, SE 1<sup>st</sup> Street Bid Results. The City received three bids at the bid opening on August 22, 2013. The low bid was sixty thousand higher than the engineers estimate. Administrator Solga and the engineers recommend not accepting bids and try again in the spring. It was discussed that the reason the bid was higher was due to time of year and size of project. Motion by Foster, seconded by Strand to reject the bids and rebid in the spring. Motion carried.

Administrator Solga reviewed bid results for Improvement Project 79 WWTF. Two bids were received and Gridor Construction had the lowest bid of \$6,339,000 which was \$800,000 higher than estimate of \$5.5 million. Engineers reviewed the bid and generally everything was higher with concrete and electrical being significantly higher. The City of Pelican Rapids will now qualify for grants around \$500,000. We will accept alternate #1 which will reduce the bid price by \$66,000 for a total bid price of \$6,273,000 Administrator Solga and engineers recommendation is to accept bid, with Alternate #1. "If we wait, we don't know if the grant money will still be there and interest rates might change" said Administrator Don Solga. Concerns were discussed about the last project done by Gridor Construction. Motion by Strand, seconded by Foster to introduce the following resolution, entitled, **RESOLUTION NO. 13-10 RESOLUTION ACCEPTING BID AND AWARDING THE CONTRACT FOR WASTEWATER TREATMENT FACILITY IMPROVEMENTS PROJECT NUMBER 79.** (A complete text of this resolution is part of permanent public record on file in the City Clerk's Office.) Motion carried unanimously and resolution declared duly adopted.

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Jackie Larson gave the Pool Committee Report. The Pool Committee held two community meetings and received positive feedback. The community thought that Outdoor Pool Option B3 was the best option for the City of Pelican Rapids. The Committee is now asking to start communicating with West Central Initiative in regards to funding and fund raising for Outdoor Pool Option B3. Motion by Ballard, seconded by Strand to move forward with Outdoor Pool Option B3 and proceed with funding options. Motion carried.

Administrator Solga gave an update on MIR3 Notification System. Otter Tail County received a grant to cover costs of MIR3 users on an annual basis. The county believes there will be funding every year to cover cost of having residents sign up for MIR3. Right now it is primarily cities signed up but the County's goal is to eventually go county wide.

Administrator Don Solga reviewed the 2014 General Fund Budget. The total proposed General Budget amount is \$1,735,880.00. The proposed 2014 General levy is \$630,489.00 and the Special Levy is \$157,000.00 . The City will be asking the Liquor Store to give \$30,000.00 in 2014 for the culvert bridge project. He reviewed capital outlay in departments such as library, police, and pool. The library requested an increase in Maintenance of Effort. Administrator Solga and the budget committee recommend increasing the transfer to the library by \$8,000.00. Motion by Strand, seconded by Ballard to accept the preliminary 2014 General Fund Budget in the amount of \$1,735,880.00 . Motion carried.

Motion by Strand, seconded by Ballard to certify a preliminary 2014 General Fund levy of \$630,489.00 and Special Levy of \$157,000.00 . Motion carried.

Administrator Solga reviewed two different sign options for the Parking Ordinance. Council agreed the sign with the No Parking symbol was better than the text version. Different ways to educate the public on the new parking ordinance were also discussed. Motion by Ballard, seconded by Strand to approve the sign with the No Parking symbol and proceed with ordering. Motion carried.

Pursuant to due call and published notice thereof, the City Council conducted a public hearing at 6:00 p.m., to consider the proposed assessment for Improvement No. 78, the sewer, water, storm sewer, and street improvement of Fifth Street SE from Second Avenue SE to 200 feet South of Eighth Avenue SE, Seventh Avenue Circle, Eighth Avenue SE from Maplewood Drive to Fifth Street SE, Fifth Avenue NE from TH59 to First Street NE and the TH59 frontage road from Eleventh Avenue to Ninth Avenue SE. City Engineer Kris Carlson of Ulteig Engineers addressed the Council and public present regarding the purpose of the assessment hearing which is a requirement of Minnesota Statute 429, to present assessment information, to answer questions and to correct any mistakes on assessments. Engineer Carlson presented information on the project location, water main and sanitary sewer improvements, street and drainage improvements, final project costs, project financing, assessment methodology, cost sharing and assessment rates and payment options. He answered various questions about the assessment policy, street elevation, and other project issues. Motion by Strand, seconded by Ballard to close the public hearing. Motion carried.

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Motion by Strand, seconded by Ballard to approve and accept the Special Assessment Roll for Improvement Project No. 78, setting a 15 year period for assessments, an interest rate of 2.6% on assessments. The motion introduced the following written resolution, entitled **RESOLUTION NO. 13-9, RESOLUTION ADOPTING ASSESSMENT FOR IMPROVEMENT PROJECT NUMBER 78**. (A complete text of this resolution is part of permanent public record on file in the City Clerk's Office.) Motion carried unanimously and resolution declared duly adopted.

Motion by Ballard, seconded by Strand to adjourn the meeting.

Meeting adjourned at 6:46 p.m.

Danielle Heaton  
Acting Secretary