

September 21, 2011

CITY COUNCIL AGENDA

Tuesday, September 27, 2011

4:30 p.m.

Council Chambers, 315 N. Broadway

1. Call to Order
2. Additions / Deletions to Agenda
3. Approval of Minutes – 9/12/11
4. Approval of Accounts Payable Listing
5. Liquor Store Report
6. Financial Report
 - Recommendation for Purchase of Computer Server - \$3,371, Software - \$1,495
7. Airport
 - Airport Budget – 2012
 - Airport Hangar Rents
8. Culvert Bridge/Parking Lots – Interstate Engineering
9. Approve Plumber Registration
10. West Central Initiative Update – Tom McSparron
11. Public Works Facility Clean-Up – MPCA – Administrator Don Solga
12. Annual Community Promotion Ad Funds
13. LCSC Building Official Service Contract
14. Federal Sign Retroreflectivity Update
15. Veterans' Memorial River Park Dedication - 4:00 p.m. 10/7/11

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 09-27-11

The City Council of Pelican Rapids met in regular session at 4:30 p.m., on Tuesday, 09-27-11, in Council Chambers, City Hall. Mayor Ben Woessner, Council Members James Strand, Steve Foster, John E. Waller, III and Kevin Ballard were present. No one was absent. Administrator Don Solga, Clerk-Treasurer Glenys Ehlert, Liquor Store Manager Bob Leslie, Tom McSparron of West Central Initiative, Patrick Reinsnour and Jon Pauna of Interstate Engineering, Inc., and Lou Hoglund of the Pelican Press were also present.

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

Motion by Strand, seconded by Waller to approve the Agenda as written. Motion carried.

Motion by Waller, seconded by Strand to approve the minutes of 09-12-11 as presented. Motion carried.

Tom McSparron of West Central Initiative presented information about the organization regarding their mission of “serving to improve West Central Minnesota through funding, programs and technical assistance.” He explained establishment of endowment funds. Administrator Don Solga discussed establishment of a swimming pool fund as part of the Pelican Rapids Fund.

Council Member Foster arrived at 4:40 p.m.

Liquor Store Manager Bob Leslie reported on the Liquor Store. Administrator Don Solga reported that they hope to finish the new building construction punch list soon.

Patrick Reinsnour and Jon Pauna of Interstate Engineering, Inc., discussed the width and design of the proposed box culverts and 26 ft. roadway. Present width of culverts is 16 ft. “Do we bend the road to accommodate private property on the east side of the alley?” asked Reinsnour. Reinsnour said another possibility is to request a variance from the State of Minnesota to construct a narrower bridge. Reinsnour said there are some economies to shifting the road; however the library parking lot and municipal parking lot would lose parking spaces.

Council Member Ballard arrived at 5:05 p.m.

Jon Pauna discussed the parking lot improvements to Area 1: the area north of the river; Area 2: area north of the Senior Center and Area 3: area alongside south alley. Area 1 and 2 will need soil corrections which will need to be determined by soil borings. Overall project costs would be \$418,450 for probable construction costs which includes a 20% contingency fund, but does not include administration, engineering, interest or legal costs which could add an additional 30% to the construction costs.

The next step would be a public meeting with the adjoining property owners.

Administrator Don Solga said, “The County is slated to replace the bridge in 2014. The question is does the City want to do any of these projects at the same time as the bridge improvements?” Costs to the City for replacement for the culvert bridge will be billed to the City by the County.

Some questions are: Do we move the road, do we try to make the box culverts fit, should the road be narrower or stay with the 26 feet. Reismour said, "It's a bad place for an accident so it's nice to have the width, but I'm not sure it's necessary for the cost. Should we apply for a variance to narrow the roadway?"

Motion by Foster, seconded by Waller to approve Accounts Payable Listing of 09-27-11 with the additions of Northland Securities, TIF Reports, \$6,720 and U.S. Bank, paying agent fees, \$431.25. The total for City bills is \$94,513.68 plus additions of \$7151.25. Library bills totaled \$175.00 and Liquor Store bills totaled \$34,092.85. Motion carried.

Clerk-Treasurer Glenys Ehlert recommended purchase of a computer server in the amount of \$3,371 and software licenses in the amount of \$1495.00. She said these additions would mean more than one person would be able to use the accounting and utility billing software at a time. Administrator Don Solga said this would make the city office more efficient. He said he previously considered networking the computers, but that cost was more than \$10,000 and seemed too expensive. Motion by Foster, seconded by Strand to purchase the computer server and software. Motion carried.

Motion by Waller, seconded by Ballard to approve the 2012 Airport Budget in the amount of \$36,386.00, as recommended by Administrator Don Solga. Motion carried.

Administrator Don Solga said that through the years the community has supported the airport with the general fund levy. He recommended that the hangar rents increase by \$15 per slot in 2012. Motion by Strand, seconded by Waller to approve a \$15 per month increase in airport hangar rents for Hangar No. 1 from \$60 to \$75 and Hangar No. 2 from \$70 to \$85 for 2012. Motion carried.

Motion by Ballard, seconded by Strand to approve the addition of Scott Nelson of Nelson Plumbing and Heating to the plumber's registration list. Motion carried.

Administrator Don Solga explained that the Minnesota Pollution Control Agency (MPCA) has notified him that the City's investigation and/or cleanup adequately addressed the petroleum tank release at the city garage site. Soil samples from the site indicate that the soil has been adequately treated.

Administrator Don Solga reviewed the funds available for promoting the community. Motion by Foster to approve community promotion funds at \$1500 for 2012. Foster withdrew motion. Motion by Waller, seconded by Strand to set \$1500 as the amount budgeted for community promotion after 2012 and limit contributions to the amount budgeted for 2012. Motion carried.

Administrator Don Solga reviewed the Lakes Country Service Cooperative (LCSC) agreement for building official services, effective 10-01-11. Motion by Waller, seconded by Woessner to approve the contract for building official services and authorize the mayor and administrator to sign the contract. Motion carried.

Administrator Don Solga said the federal mandate to replace street signs has been changed from requiring that all signs be updated by 2015 to permitting governmental units to update to new

requirements as signs need replacing. A street sign assessment and maintenance plan is still required.

The Veterans' Memorial River Park Dedication will be at 4:00 p.m. on 10-07-11 as part of Oktoberfest community activities.

Motion by Strand, seconded by Ballard to adjourn meeting at 6:30 p.m. Motion carried.

Glenys Ehlert, CMC
Clerk-Treasurer