

March 4, 2010

CITY COUNCIL AGENDA

**Monday, March 8, 2010**

**5:30 p.m.**

**Council Chambers, 315 N. Broadway**

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1. Call to Order
2. Agenda Additions or Deletions
3. Approval of Minutes – 02-23-10
4. Approval of Accounts Payable Listing
5. Library Report
6. Police Chief Report
7. Street/Park Superintendent Report
  - a. Airport Beacon
8. Utility Superintendent Report
9. Financial Report
10. Park Board Report on Veterans' Memorial River Park
11. Planning Commission Report – Property Maintenance Update
12. Wine and Strong Beer License Application – Taqueria El Agave, LLC
13. Assess Curb Stop Repairs to Properties
14. Certify Unpaid Utility Bill to County Auditor
15. Ringdahl Ambulance Service Contract Renewal 2010 - \$29,675
16. Instant Alert System Information
17. Loretel Systems Cable Rate Increases
18. Liquor Store Project Update
19. Ducks Unlimited Pelican Rapids Chapter Raffle – 04-09-10 @ VFW

## CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES -03-08-10

The City Council of Pelican Rapids met in regular session at 5:30 p.m., on Monday, 03-08-10, in Council Chambers, City Hall. Mayor Ben Woessner, Council Members Steve Foster, Kevin Ballard and John E. Waller, III were present. Council Member Richard Peterson was absent. Administrator Don Solga, Clerk-Treasurer Glenys Ehlert, Police Chief Jeff Stadum, Street and Park Superintendent Brian Olson, Utilities Superintendent Brent E. Frazier, Park Board Chairman Mel Zierke and Kelley Gorman of the Pelican Rapids Press were also present.

Mayor Woessner called meeting to order. Library Report was deleted from the agenda and moved to 04-12-10 meeting. Motion by Foster, seconded Ballard to approve the agenda with the deletion of the Library Report. Motion passed unanimously.

Motion by Foster, seconded by Waller to accept the 02-23-10 minutes as presented. Motion passed unanimously.

Council reviewed the Accounts Payable Listing of 03-08-10. Clerk-Treasurer Glenys Ehlert requested addition of and approval for Verizon Wireless, cell service, in the amount of \$387.92. Motion by Ballard, seconded by Foster to approve the 03-08-10 Accounts Payable Listing for the City in the amount of \$55,188.39 with addition of Verizon Wireless in the amount of \$387.92; Liquor Store Building Project in the amount of \$7,047.83; Liquor Store February Bills in the amount of \$64,287.57 and Library Accounts Payable in the amount of \$8,648.19. Motion passed unanimously.

Police Chief Jeff Stadum presented his report including miles driven which were 4,014, 114 Initial Complaint Reports, 2 arrests, 2 tickets, 6 assists and fines collected of \$510.63. Chief Stadum requested authorization to review police and police personnel policy and recommend updated revisions to City Council. Motion by Waller, seconded by Ballard to authorize Police Chief Stadum to evaluate police policies and bring recommendations back to City Council. Chief Stadum continued, "Most of the policies go back to 2002 and prior years and when the BCA reviewed policies and code of conduct, they recommended updating." Motion passed unanimously.

Street and Park Superintendent Brian Olson said he's working on a seal coating project for 2010. There are about 98 blocks of crack sealing and seal coating. The city has been setting aside money for the projects and he is looking for most efficient and cost effective way of accomplishing the work.

Superintendent Olson also reviewed changes to the sanitary sewer maintenance policy. Motion by Waller, seconded by Ballard to accept the Sanitary Sewer Maintenance Policy as revised to include lift station procedures and to introduce the following written resolution, entitled **RESOLUTION TO UPDATE THE SANITARY SEWER COLLECTION MAINTENANCE POLICY**. (A complete text of this resolution is part of permanent public record in the City Clerk's Office.) Motion passed unanimously and resolution declared duly adopted.

Superintendent Olson also reported on the City's selection for a state grant to replace the airport beacon, based on the City's 2011 capital improvement program. Estimates for the project are \$1125 for labor and \$3600 for beacon. Olson said, "We have money in our budget for this

project with the City share at approximately \$1,000 to \$1,200.” Motion by Foster, seconded by Waller to approve application to Minnesota Department of Transportation (MNDOT) Aeronautics for a grant to install a new airport beacon. Motion passed unanimously.

Utility Superintendent Brent Frazier presented his report. He said that Well No. 12 and the Water Treatment Plant were tested for benzene. There was no sign of benzene in either area. The Department of Health inspected the Water Control Improvement Project. Superintendent Frazier reported the Wastewater Treatment Facility (WWTF) met phosphorous standards. The contractor and engineer are working on the punch list and have agreed on changing the final completion date from 11-15-09 to 07-01-10, as summarized in Change Order No. 7.

Motion by Waller, seconded by Foster to approve WWTF Project No. 76 Change Order No. 7 which will approve the change in the Contract Documents for the Final Completion date to be changed from 11-15-09 to 07-01-20. Motion passed unanimously.

Clerk Treasurer Glenys Ehlert presented the February Financial Reports. Motion by Waller, seconded by Ballard to approve the Financial Report as written. Motion passed unanimously.

Park Board Chairman Mel Zierke provided drawings for Veterans’ Memorial River Park. Design includes a retaining wall on the north side of the Senior Citizens Center to provide additional parking for the Center. The Lion’s Club or city crew will remove the horseshoe pit. The Senior Citizens have indicated an interest in the awning over the horseshoe pit to provide a cover over their south entrance. Administrator Don Solga said the Senior Center will need to provide a request and plan to the City for the horseshoe pit awning.

Zierke continued with description of improvements to the park which would include trees, curbing, other plantings, tables and benches to match the ones on Broadway and at Pelican Drug. The City has funds set aside for this park and the Oktoberfest Committee has offered to pay \$6,148 for the tables and benches plus \$2,500 for trees.

Expenses include: Irrigation system will be \$5,600; Curbing for flower beds estimate is \$5,000 and Senior Center parking lot retaining wall estimate is \$6,000. Additional items would include two to three lights, decorative paving and a walking path. The Park Board would like to have the City Council commit to spending \$2,500 for site work. Motion by Waller, seconded by Foster to approve \$2,500 for Veterans’ Memorial River Park. Motion passed unanimously.

Administrator Don Solga said these plans will beautify one of the community’s greatest assets.

Administrator Solga said the Planning Commission has reviewed and sent a draft Property Maintenance ordinance to the City Attorney for his review. The Planning Commission wanted to have the City’s litigation attorney look at the draft prior to revising.

The Planning Commission also would like to conduct another Spring Tour to identify nuisance properties. The Commission suggested the City publicize a “Declaration to Clean-Up the City”, in connection with a discount at the Transfer Station. Administrator Solga said the County may be offering a coupon for a \$10 discount at the Transfer Station and Solga would like to use that opportunity to declare that week as City Clean-Up Week.

Commissioners Ballard and Waller said the declaration must be very specific so people don't load up the curbs with debris. Mayor Woessner suggested that the city follow the county's coupon with an additional coupon from the City. Council will reconsider at next council meeting.

Clerk-Treasurer Glenys Ehlert presented an application to sell Wine with Strong Beer and a Malt Liquor License at Taqueria El Agave, LLC. The application meets all requirements. Motion by Waller, seconded by Foster to approve the application for Taqueria El Agave, LLC, issue the City's Malt Liquor License and authorize the Mayor and Clerk to sign the State of Minnesota's Wine with Strong Beer License. Motion passed unanimously.

Clerk-Treasurer Glenys Ehlert reviewed an unpaid bill for repair of a curb stop at 310 1<sup>st</sup> St. SE. Motion by Waller, seconded by Foster to certify the amount of \$274.10 to the property, parcel no. 76000990238000, for collection with real estate taxes. Motion passed unanimously.

Clerk-Treasurer Glenys Ehlert reviewed an unpaid bill for utility service at 37 2<sup>nd</sup> St. NW. Motion by Waller, seconded by Ballard to approve certifying an unpaid utility bill in the amount of \$67.71 for parcel number 76000990375000, to the County Auditor for collection with real estate taxes. Motion passed unanimously.

Motion by Foster, seconded by Ballard to approve the 2010 annual Ambulance Service Contract with Ringdahl Ambulance Service in the amount of \$29,675 and authorize the mayor and clerk to sign the contract. The contract is based on \$12.50 per capita. Motion passed unanimously.

Administrator Don Solga reviewed the Instant Alert System demonstration provided by Detroit Lakes Police Chief Kel Keena. Council discussed the variety of possibilities. Administrator Solga said he would like to gather information from Otter Tail County prior to Council making a decision. Council will consider at next Council meeting.

Council reviewed the Loretel Systems cable television rate increase.

Administrator Don Solga said at this time there are 26 general contractors holding plans and specs for the Liquor Store bid opening scheduled for Thursday, 03-11-10, at 10:00 a.m.

Ducks Unlimited Pelican Rapids Chapter plans to conduct a raffle at the VFW, 29 1<sup>st</sup> Ave. NW, on 04-09-10. Motion by Foster, seconded by Waller to acknowledge raffle as presented. Motion passed unanimously.

Motion by Ballard, seconded by Foster to adjourn the meeting at 7:10 p.m. Motion passed unanimously.

Glenys Ehlert, CMC  
Clerk-Treasurer