

February 3, 2010

CITY COUNCIL AGENDA

Monday, February 8, 2010

5:30 p.m.

Council Chambers, 315 N. Broadway

1. Call to Order
2. Agenda Additions or Deletions
3. Approval of Minutes – 01-26-10
4. Approval of Accounts Payable Listing
5. Library Report
6. Police Chief Report
7. Street/Park Superintendent Report
8. Utility Superintendent Report
9. Financial Report
10. Planning Commission Report
 - Commissioner appointment
11. New Liquor Store Project

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES -02-08-10

The City Council of Pelican Rapids met in regular session at 5:30 p.m., on Monday, 02-08-10, in Council Chambers, City Hall. Mayor Ben Woessner, Council Members Steve Foster, Kevin Ballard and John E. Waller, III were present. Council Member 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, Library Director Annie Wrigg and Kelley Gorman of the Pelican Rapids Press were also present.

Mayor Woessner called meeting to order. Motion by Foster, seconded by Ballard to accept the agenda as presented. Motion passed unanimously.

Motion by Foster, seconded by Ballard to approve the 01-26-10 minutes as presented. Motion passed unanimously.

Clerk-Treasurer Glenys Ehlert updated the 02-08-10 Accounts Payable Listing with the addition of Lake Region Electric Cooperative, welcome sign and airport electricity in the amount of \$131.28 and Verizon Wireless, all departments cell phones in the amount of \$368.82. Motion by Foster, seconded by Waller to approve the 02-08-10 Accounts Payable Listing with the above additions for a total of \$79,370.22 for city bills, \$6,399.43 for library bills and \$62,735.76 for January liquor store bills. Motion passed unanimously.

Police Chief Jeff Stadum presented a monthly report for January, 2010 and a Year End Report, 2009. He said the department is participating in a state program for Safe and Sober which will result in a state grant of up to \$4500 to reimburse the City for additional officer time and mileage.

Street and Park Superintendent Brian Olson reported on snow plowing and street sanding. The department recently purchased additional water meters to continue the replacement program. "The skating rink has been working out well this year," he responded to a question from Mayor Woessner.

Utility Superintendent Brent Frazier presented information on contamination in Well Nos. 5A, 10, 11 and 14 and the need to seal these wells. Superintendent Frazier said the City has adequate water with the addition of Well No. 15, so these wells are not necessary to meet demand. Minnesota Pollution Control Agency says the State has a grant program to assist with these costs. In addition, Well No. 15 should have a variable frequency drive installed and that could be part of this grant request. If the City's grant application is approved, then the work could start after 07-01-10, when the State begins a new year.

Superintendent Frazier continued that regarding the Wastewater Treatment Facility (WWTF), they are not taking water from the lagoon at this time due to a pump being down. Staff is feeding about 300 gallons of aluminum sulfate a day and meeting standards. Superintendent Frazier presented an updated Phosphorous Management Plan for the Pelican Rapids Wastewater Treatment Plant. Motion by Waller, seconded by Ballard to approve the updated plan and authorize Mayor Woessner to sign the report. Motion passed unanimously.

Library Director Annie Wrigg reported that the library inventory was completed in one day. As a matter of information the library is generally open even if school is closed. The Library Board recently approved a policy to ban patrons who are causing a general disturbance in the library.

Clerk-Treasurer Glenys Ehlert presented the Financial Reports for January 31, 2010.

Administrator Don Solga reported on the 02-05-10 Planning Commission meeting. They discussed some different maintenance ordinances and they will have a draft ordinance to present to City Council in March. The Commissioners discussed vacant lots in the residential zone. Some cities only permit the construction of storage buildings on lots with homes on them. Commissioners recommended tabling the matter as it has not been a problem in the past.

Commissioners recommended the appointment of Phil Stotesbery to the Planning Commission. Motion by Ballard, seconded by Foster to accept the Planning Commission's recommendation and appoint Phil Stotesbery to the Planning Commission for 2010, 2011 and 2012. Motion passed unanimously.

Administrator Don Solga discussed site plans for the proposed liquor store. To direct storm water, he recommends paving the south side of the property with a slope to a storm drain basin. The parking lot for the liquor store will be paid for from liquor store funds. However, the south part of the property would be more for public parking and to direct the storm water so these expenses could be paid for from Economic Development funds. Administrator Solga said additional survey work is necessary and the cost will be approximately \$1400. He reviewed the proposed interior lay out and the material color board for the liquor store. Base bid will be standard heating and cooling with an alternate for geo-thermal. All lighting will be 28 watt T-8 fluorescent bulbs and will qualify for a rebate from Otter Tail Power Company. The coolers will be bid separately from the building and will include an alternate for LED lighting.

The City has obtained quotes for financing which will come from one of the local banks. The proposal is that a bank will set up an escrow account and contractors will present bills to be approved by the City and then sent to the bank for payment from the escrow account. Administrator Don Solga said the project was initially estimated at \$450,000. He asked Council to keep in mind that they are talking about paving a lot more than initially proposed.

Motion by Waller, seconded by Foster to authorize surveying the liquor store lot as recommended by Administrator Solga. Motion passed unanimously.

Administrator Don Solga said that it has been proposed to advertise for bids with a bid opening on 03-11-10 and bid letting on 03-30-10. Mayor Woessner suggested requesting bids on paving the south part of the property as an alternate to the main bid. Motion by Foster, seconded by Ballard to authorize the Advertisement for Bids for the Proposed Liquor Store, with a bid opening date of 03-11-10. Motion passed unanimously.

Motion by Foster, seconded by Ballard to adjourn at 6:37 p.m. Motion passed unanimously.

Glenys Ehlert, CMC
Clerk-Treasurer