

October 22, 2015

CITY COUNCIL AGENDA

Tuesday, October 27, 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. Additions / Deletions to Agenda
4. Approval of Minutes – 10/13/2015
5. Approval of Accounts Payable Listing
6. Liquor Store Report
7. Utility Report – PeopleService Inc.
8. Pave 10th Avenue SW – Roger Schleske
9. 2nd Ave SE Utility Corrections – Apex Engineering
10. Certify Curb Stop Repair to Property Taxes
11. Approve Street Light Application
12. Personnel – Accounting Clerk
13. WWTF Project 79 Update and Substantial Completion
14. Parking Ordinance
15. Greater Minnesota Regional Meeting Recap – CJ Holl and Brent E. Frazier
16. Roles and Responsibilities for Elected Officials and Senior Leaders Meeting Recap – Don Solga and Brent E. Frazier
17. Housing Institute Recap – Don Solga

The City Council of Pelican Rapids met in regular session at 5:00 p.m., on Tuesday, 10-27-15 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 CJ Holl

Council Member Kevin Ballard

Council Member Steve Foster

Other city staff present: Administrator Don Solga, Clerk-Treasurer Danielle Heaton, Liquor Store Manager Maggie Johnson, Police Chief Jeff Stadum and Street and Park Superintendent Brian Olson.

General Attendance: Jordan Plotz of PeopleService, Bob Schlieman of Apex Engineering Group, Roger Schleske, Girl Scout Troop 30102 Members Daisy Holl and Kayla Richardson, and Lou Hogle of Pelican Rapids Press were also present.

The Mayor welcomed everyone to the Council Meeting.

All present stood and said the Pledge of Allegiance led by Girl Scout Members Daisy Holl and Kayla Richardson.

The Mayor requested a moment of silence to honor Lisa Rudie the Accounting Clerk for the City of Pelican Rapids who passed away on October 19, 2015.

Council Member Steve Strand thanked CJ Holl for the work he did on the Industrial Park sign and to the Street Department for the streetlights that were recently installed

Motion by Strand, seconded by Holl to approve the agenda with the addition of No. 18 City Hall Parking Lot Lights. Motion carried.

Motion by Ballard, seconded by Foster to approve the minutes of 10-13-2015 as presented. Motion carried.

Motion by Holl, seconded by Strand to approve the Accounts Payable Listing of 10-27-2015 as presented for City bills in the amount of \$488,836.55 and Liquor Store bills in the amount of \$59,647.63. Motion carried.

Liquor Store Manager Maggie Johnson presented the Liquor Store Report. The Liquor Store recently completed a full inventory and there weren't many variances. Motion by Holl, seconded by Strand to approve the Liquor Store Report as presented. Motion carried.

The Utility Report was presented by Jordan Plotz of PeopleService Inc. The hauling of bio-solids is complete. The ferric is working well and it appears the city will save money because it is a lot cheaper than Alum. Motion by Ballard, seconded by Strand to approve the Utility Report as presented. Motion carried.

Bob Schlieman of Apex Engineering Group recapped the Utility and Street Improvements we have discussed at the last few meetings. Administrator Solga, Street and Park Superintendent Olson and City Engineer Schlieman prioritized and eliminated some of the unpaved streets. Council discussed if they would consider putting in a rural section instead of an urban section (curb and gutter). After much discussion, Council Member Foster stated he would like the City to stay away from rural sections because it's just going to cause problems for someone. Council Member Holl said he agreed with Foster and would like to stay away from rural. Schlieman asked for approval to begin the facilities plan for 2nd Ave SE utilities between 5th and 6th Street and 6th Street SE utilities and water loop on Maplewood Drive. The City can still add unpaved streets to the project at a later date. Motion by Foster, seconded by Ballard to approve the facilities plan and preliminary engineering report on 2nd Ave SE and 6th Street SE and the water loop on Maplewood Drive. Motion carried.

Roger Schleske asked Council to consider paving SW 10th Ave without curb and gutter. Mayor Frazier explained that we had just talked about that but no decision has been made.

Motion by Foster, seconded by Ballard to certify curb stop repairs for parcel number 76000990211000 in the amount of \$1,484.41 to Otter Tail County Auditor Wayne Stein for collection with real estate taxes. Motion carried.

Council was asked for authorization for the Clerk to sign the Municipal Application for Streetlights with Otter Tail Power requesting 7 streetlights be added to the current agreement. Four will be added to Swan Blvd and 3 at the High School. Motion by Strand, seconded by Holl to approve Clerk-Treasurer Danielle Heaton signing the application. Motion carried.

Administrator Solga reviewed the need for an Accounting Clerk. Motion by Foster, seconded by Holl to approve the advertising to fill the Accounting Clerk Position. Motion carried.

Administrator Solga presented a status report on Project No. 79 WWTF from SEH Engineering. Gridor, the contractor, has requested substantial completion as of October 19, 2015. Final completion will be sometime in the spring of 2016. They are continuing to work on the punch list as long as weather prohibits.

Administrator Solga asked Council to approve Substantial Completion. Motion by Strand, seconded by Foster to approve the request by Gridor for substantial completion as of October 19, 2015. Motion carried.

Superintendent Olson would like to change City Hall parking lights to LED lights. Motion by Ballard, seconded by Foster to approve the purchase of 5 LED lights for City Hall. Motion carried.

Council discussed the Parking Ordinance. Council Member Holl researched what other communities do. Superintendent Olson explained the issues he has with plowing and street sweeping. Council Member Strand still feels that some changes could be made and he will continue working on it.

Mayor Brent E. Frazier and Council Member CJ Holl reported on the League of Minnesota Cities Regional Meeting they attended on October 21, 2015.

Mayor Brent E. Frazier and Administrator Don Solga reported on the Roles and Responsibilities for Elected Officials and Senior Leaders Meeting they attended earlier today.

Administrator Solga reported on the Housing Institute meeting he attended. The Otter Tail County Housing Study will be completed in the spring of 2016. He would like to put together a Housing Committee for the City and asked any Council Members if they are interested. Typically, from the time you start talking about a housing project it can be 3-4 years before complete. Council Member Holl agreed to be part of the committee. Council Member Strand said he may be interested and will discuss it with Administrator Solga further.

Motion by Strand, seconded by Ballard to adjourn the City Council meeting at 7:02 p.m. Motion carried. Opposed: Holl



Danielle Heaton
Clerk-Treasurer