

November 5, 2015

CITY COUNCIL AGENDA

Tuesday, November 10, 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. Agenda Additions or Deletions
4. Approval of Minutes – 10/27/15
5. Approval of Accounts Payable Listing
6. Police Chief Report
7. Library Report
8. Street/Park Superintendent Report
 - Utility/Street Project #87 Discussion
9. Parking Allowance on Public Properties
10. Financial Report
11. Improvement Project No. 79 Request for Payment: ?
 - PFA Pay Request #26 - \$?
 - Gridor Construction Pay Request #24 - ?
 - SEH Engineering - \$11,384.76
12. Improvement Project # 82 - 1st St SE, Parking Lots, Golf Course Rd, etc
 - Pay Request # 7 for \$22,697.01
 - Certificate of Substantial Completion
13. Animal Control Ordinance change
14. Certify Unpaid Utility Bill to Property Taxes
15. 2016 Water Budget
16. 2016 Sewer Budget
17. Pelican Rapids Jaycees Raffle on November 28, 2015
18. Last Council Meeting in December

The City Council of Pelican Rapids met in regular session at 5:00 p.m., on Tuesday, 11-10-15, 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 Kevin Ballard

Council Member CJ Holl

Council Member Steve Foster

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

General Attendance: Barbara Garrity and Mark Neu from Pelican Valley Nursing Home and Lou Heglund of Pelican Rapids Press were also present.

All present stood and said the Pledge of Allegiance.

There were no citizen's comments.

Motion by Ballard, seconded by Holl to add No. 18 American Education Week Proclamation to the agenda. Motion carried.

Motion by Foster, seconded by Strand to approve the 10-27-15 council meeting minutes as presented. Motion carried.

Motion by Foster, seconded by Ballard to approve the Accounts Payable Listing of 11-10-15 as presented for City bills in the amount of \$51,404.45, Liquor Store bills in the amount of \$18,550.33 and Library bills in the amount of \$14,190.85. Motion carried.

Police Chief Jeff Stadum presented the Police Department report. The Police Department issued 257 parking warnings for the month of October in an effort to re-educate the public about the parking ordinance. Motion by Strand, seconded by Holl to accept the Police Report as presented. Motion carried.

Library Director Annie M. Wrigg was not able to attend the meeting. Motion by Holl, seconded by Foster to accept the Library Report as written. Motion carried.

Administrator Solga reported that the City has received various requests for parking on City property. Barbara Garrity from Pelican Valley Nursing Home asked if their staff can use the Campground for employee parking over the winter while construction is ongoing. They would hire someone to plow snow and they would put up temporary lighting in the Campground. Superintendent Olson does not see a problem as long as they are out by the time the Campground opens for spring 2016. Motion by Strand, seconded by Foster to approve Pelican Valley Nursing Home to use the Campground for employee parking during the winter until campground opens. Motion carried.

Administrator Solga also had a request by Mark's Electric (Nursing Home contractor) to park a construction trailer on the pool lot as close to Hwy 108 as possible. Superintendent Olson has

some concerns and will talk with Mark's Electric to go over the details. Council Member Strand said he is comfortable having Superintendent Olson make the decision.

The VA Hospital contacted Administrator Solga to ask if the VA could leave a vehicle at City Hall for their employees to use. They are basically asking for a permanent parking spot because there would always be a vehicle parked there. Superintendent Olson suggested the north lot of City Hall because it is not used. We can try it and see if it works. Motion by Strand, seconded by Holl to allow the VA to use the North City Hall lot. Motion carried.

The Street and Park Report was presented by Superintendent Brian Olson. They have almost completed the street sweeping. The equipment is ready for winter.

Motion by Foster, seconded by Ballard to approve **RESOLUTION NO. 2015-18 CITY & TOWNSHIP WINTER MAINTENANCE AGREEMENT**. (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 gave a quick update on the High School Construction Project and Pelican Valley Nursing Home Project. Both of these projects are connecting to City utilities in various places. There will also be a small detour by the Nursing Home due to construction.

Superintendent Olson would like approval to advertise for 3-4 Skating Rink Attendants. Motion by Ballard, seconded by Foster to approve the advertising for skating rink attendants. Motion carried.

Administrator Solga and Superintendent Olson reviewed the list of unpaved streets and prioritized the top 3. Council agreed that the project is large enough if we add these 3 areas. Motion by Foster, seconded by Ballard to approve adding 10th Avenue SW, Maplewood Drive, and Ridgecrest to Project No. 87. Motion carried.

Clerk-Treasurer Danielle Heaton presented the Financial Report. Motion by Strand, seconded by Foster to approve the 10-31-15 Financial Reports as presented. Motion carried.

Motion by Strand, seconded by Foster to approve payment for Improvement Project No. 79 PFA Pay Request No. 27 for \$172,272.76 which includes Gridor Construction Inc., Pay Request No.25 for \$160,888.00 and SEH Engineering for \$11,384.76. Motion carried.

Motion by Ballard, seconded by Foster to approve payment for Improvement Project No. 82 – 1st St SE, Parking Lots, Golf Course Rd Pay Request No. 7 for \$22,697.01 for Sellin Brothers and approve the signing of the Certificate of Substantial Competition. Motion carried.

Administrator Solga reported to the Council about some changes that need to be made in Chapter 5. Motion by Ballard, seconded by Strand to introduce the following written resolution entitled **RESOLUTION NO. 2015-17, RESOLUTION AMENDING SECTIONS OF ORDINANCE CHAPTER 5, PART 3. DOGS AND CATS**. (A complete text of this resolution is part of permanent public record in the City Clerk's office.) Motion carried and resolution declared duly adopted.

Motion by Holl, seconded by Strand to certify unpaid utility bill for parcel number 76000990605000 in the amount of \$122.59 to Otter Tail County Auditor Wayne Stein for collection with property taxes. Motion carried.

Administrator Solga reviewed the Proposed 2016 Water Budget. Motion by Foster, seconded by Strand to approve the 2016 Water Budget as presented. Motion carried.

Administrator Solga reviewed the Proposed 2016 Sewer Budget. Motion by Strand, seconded by Foster to approve the 2016 Sewer Budget as presented. Motion carried.

Clerk-Treasurer Danielle Heaton reviewed an application for Pelican Rapids Jaycees to conduct a raffle on November 28, 2015 at the VFW at 26 1st Avenue NW. Motion by Holl, seconded by Strand to approve the raffle permit as presented. Motion carried.

Motion by Holl, seconded by Ballard to approve the America Education Week Proclamation stating Education Week in the City of Pelican Rapids will be November 15-21, 2015. Motion carried.

Council discussed whether to have the last council meeting in December or not. Past Councils have decided to not have a 2nd council meeting in December. Motion by Strand, seconded by Foster to not have a Council meeting on December 29, 2015. Motion carried.

Motion by Foster, seconded by Strand to adjourn the City Council meeting at 6:35 p.m. Motion carried. Opposed: Holl



Danielle Heaton
Clerk-Treasurer