

CITY COUNCIL AGENDA

Tuesday, November 24, 2009

4:30 p.m.

Council Chambers, 315 N. Broadway

1. Call to Order
2. Additions / Deletions to Agenda
3. Approval of Minutes – 11/09/09
4. Approval of Accounts Payable Listing
5. Liquor Store Report
 - New Site Update
6. Census 2010 – Cynthia Madigan
7. Small Cities Development Public Hearing – 5:00 p.m.
8. Raffle Permit – Pelican Rapids Jaycees – 11-28-09 – VFW Post 5252
9. Certify Unpaid Utility Bills to Otter Tail County Auditor
10. Mileage Policy
11. City Hall Personnel
12. Vacuum Bubble Technology Proposal for WWTF Digesters

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 11-24-09

The City Council of Pelican Rapids met in regular session at 4:30 p.m., on Tuesday, 11-24-09, in Council Chambers, City Hall. Mayor Ben Woessner, Council Members Richard Peterson, Steve Foster, Kevin Ballard and John E. Waller, III were present. No one was absent. Administrator Don Solga, Clerk-Treasurer Glenys Ehlert, Liquor Store Manager Bob Leslie, Dennis Christenson of Fergus Falls HRA, Census Partnership Specialist Cynthia Madigan and Bev Motschbaeher, Evie Beste and Tiffany Thompson, also Census workers; Erling Opskar, Les Rotz, and Dennis Carlblom of Scambler Township; Paul Restad of Pelican Township and Kelley Gorman of the Pelican Rapids Press were also present.

Mayor Woessner called meeting to order at 4:30 p.m. All present stood, addressed the flag and said the Pledge of Allegiance.

The following items were added to the agenda: Public Finance Authority (PFA) Wastewater Infrastructure Fund and Budget Hearing of 12-14-09 at 6:00 p.m. Motion by Foster, seconded by Ballard to approve agenda additions. Motion passed unanimously.

Motion by Peterson, seconded by Ballard to approve the minutes of 11-09-09 as presented. Motion passed unanimously.

Census Partnership Specialist Cynthia Madigan explained the goal of the census is to count all the residents living in the United States on 04-01-10, Census Day. The Census Bureau has conducted address testing, set up census offices (nearest local is in Bemidji). They are looking for “Be Counted Sites” and they are looking for bi-lingual census workers. In summer 2010, there will be a thank you celebration for partners. Census information may be used freely to promote the census. The web site, 2010.census.gov, has fact sheets available. “We really want to continue educating our foreign born immigrants that the census is safe and we want to work through challenges of diverse living arrangements and language barriers,” Madigan explained. Dennis Johnson is regional director at the Bemidji office.

Motion by Peterson, seconded by Foster to approve the Accounts Payable List of 11-24-09 as corrected for the City in the amount of \$121,509.51. Motion passed unanimously.

Motion by Ballard, seconded by Waller to approve a Raffle Permit to the Pelican Rapids Jaycees to conduct a raffle on 11-28-09 at VFW Post 5252. Motion passed unanimously.

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Motion by Waller, seconded by Foster to approve certifying an unpaid utility bill in the amount of \$148.52 for parcel number 76000990336000, to the County Auditor for collection with real estate taxes. Motion passed unanimously.

Motion by Waller, seconded by Ballard to establish policy that the City of Pelican Rapids will reimburse mileage at the rate established by the IRS. Motion passed unanimously.

Motion by Ballard, seconded by Foster to accept City Administrator Don Solga and Clerk-Treasurer Glenys Ehlert's recommendation to hire Leslie Jean Albright as part time receptionist at level one of the administrative office salary schedule. Motion passed unanimously.

Council was reminded that the 2010 General Fund Budget Public Hearing will be 12-14-09 at 6:00 p.m., Council Chambers, City Hall.

Pursuant to due call and published notice thereof, Dennis Christenson presented a report of the Small Cities Development Program (SCDP) Proposed Rehabilitation Program regarding owner occupied housing rehab and commercial rehab. He reviewed requirements of the grant that specify the funds will be made available to cities of Erhard and Pelican Rapids first and then to the townships. Christenson explained that in addition to the SCDP funds, his agency may have access to other programs that applicants would be able to use. He explained that the HRA typically interviews some applicants who will not qualify or will have completed the improvements on their own and that will increase the pool of money that could be available to the townships. Pelican Township Supervisor Paul Restad said that Pelican Township will be meeting on 12-09-09 or 12-10-09 to take action on the application for their entity.

Mayor Woessner closed the public hearing at 5:16 p.m.

Motion by Peterson, seconded by Foster to introduce the following resolution, entitled **LOCAL GOVERNMENT APPLICATION RESOLUTION FOR SMALL CITIES DEVELOPMENT PROGRAM**. (A complete text of this resolution is part of permanent public record in the City Clerk's Office.) Mayor Woessner and Council Members voted yes. Motion passed unanimously and resolution was declared duly adopted.

Motion by Peterson, seconded by Foster to accept the **COOPERATIVE AGREEMENT FOR THE SMALL CITIES DEVELOPMENT PROGRAM (SCDP) GRANT BETWEEN THE CITIES OF PELICAN RAPIDS AND ERHARD AND THE TOWNSHIPS OF PELICAN AND ERHARD'S GROVE**. (A complete text of this agreement is part of permanent public record in the City Clerk's Office.) Motion passed unanimously.

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Motion by Ballard, seconded by Foster to pass the **RESOLUTION IDENTIFYING “SLUM AND BLIGHTING” CONDITIONS**. (A complete text of this resolution is part of permanent public record in the City Clerk’s Office.) Motion passed unanimously and resolution was declared duly adopted.

Liquor Store Manager Bob Leslie reported that sales are down but gross profit is up by \$10,242.61. There were no changes to the employees. A wine sale is being conducted for the holidays. Leslie plans to clean up and paint both restrooms.

Administrator Don Solga provided an update on the liquor store new building plans and the site. Mayor Woessner, Council Member Steve Foster and Administrator Solga met with the architect Ron Dick of Design 7 to develop and review the plans and specs for the new liquor store. The base bid will include standard heating, ventilation and air conditioning with alternates for ground source heating cooling systems and heat pumps.

Administrator Don Solga reported that the City completed paperwork to submit to Petrofund for city expenses on the limited site investigation that the City conducted on the liquor store site.

Administrator Don Solga reviewed the vacuum bubble technology proposal for the wastewater treatment facility digesters. The engineers pointed out that the pumps would need to be explosion proof pumps. The manufacturer’s representative Tom Hickey said that would basically add about \$200 to each pump price. The matter will be on the agenda again when more information is available.

Administrator Don Solga reviewed the Wastewater Infrastructure Fund Worksheet. He requested authorization from Council to work with Ulteig Engineers to complete the worksheet and apply for United States Department of Agriculture (USDA) funds. Motion by Peterson, seconded by Ballard, to authorize Ulteig Engineers to work with Administrator Solga to complete worksheet and application to the USDA for funding for wastewater infrastructure improvements. Motion passed unanimously.

Council Member Peterson said he talked to Otter Tail Power (OTP) about geothermal money that is available through OTP and the federal government. It appears to be a good possibility for help with funding the new liquor store’s geothermal heating system.

Motion by Peterson, seconded by Waller to adjourn at 5:47 p.m. Motion passed unanimously.

Glenys Ehlert, CMC
Clerk-Treasurer