

March 5, 2015

CITY COUNCIL AGENDA

**Tuesday, March 10, 2015**

**5:00 p.m.**

**Council Chambers, 315 N. Broadway**

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1. Call to Order
  - Roll Call of Members
  - Welcoming Remarks
  - Pledge of Allegiance
2. Agenda Additions or Deletions
3. Approval of Minutes – 2/24/2015
4. Approval of Accounts Payable Listing
5. Police Chief Report
6. Street/Park Superintendent Report
7. Library Report
8. Financial Report
9. Improvement Project No. 79 Request for Payment:
  - PFA Pay Request #19 - \$155,578.51
    - Gridor Construction Pay Request #17 - \$146,501.00
    - SEH Engineering - \$9,077.51
    - Progress Report
10. MN DOT Easement Request
11. Community Center Discussion
12. City Council Meeting Video Equipment
13. Industrial Park Signage

## **CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 03-10-15**

The City Council of the City of Pelican Rapids met in regular session at 5:00 p.m., on Tuesday, 03-10-15, in Council Chambers, City Hall. Mayor Brent E. Frazier, Council Members Steve Strand, Steve Foster, Kevin Ballard and CJ Holl were present. No one was absent.

Other city staff present: Administrator Don Solga, Clerk-Treasurer Danielle Heaton, Library Director Annie M. Wrigg, Street Park Superintendent Brian Olson, Police Chief Jeff Stadum. General Attendance: Gordon Gugel, Renato Molina and Lou Hوجلund of Pelican Rapids Press.

Mayor Frazier called the meeting to order. All present stood and said the Pledge of Allegiance.

Motion by Ballard, seconded by Strand to approve the agenda with the additions of No. 14 Resolution 2015-4 calling for a public hearing for bond and capital improvement plan, No. 15 Utility Bill Concerns-Gordon Gugel and No. 16 Public Notices. Motion carried.

Motion by Foster, seconded by Strand to approve the minutes of 02-24-15 as presented. Motion carried.

Motion by Foster, seconded by Ballard to approve the Accounts Payable Listing of 03-10-15 as presented in the amount of \$48,289.68 for City bills, \$21,710.59 for Liquor Store bills and \$2,845.89 for Library bills. Motion carried.

The Police Report was given by Police Chief Jeff Stadum. Chief Stadum requested council approval to advertise for a full-time officer. At this time the City has 3 full-time and 6 part-time officers. One full-time officer is usually at the school while school is in session. Motion by Foster, seconded by Strand, to approve the advertising for a full-time officer. Motion carried.

Street and Park Superintendent Brian Olson gave his report. When repairing a water leak, the street department discovered 5 valves that need repairing. A CodeRed message was sent out to the part of town without water, but because of the broken valves many people in other parts of town also lost water that day too. Council thanked Superintendent Olson and his department for the work they did concerning the water leak. They are having some issues with a storm sewer line freezing on 2<sup>nd</sup> Ave SE between 5<sup>th</sup> and 6<sup>th</sup> Street. The Skating Rink is now closed. Motion by Holl, seconded by Strand to accept the street and park report as presented. Motion carried.

Tyler Willson is requesting Council give him pre-approval access to a perpetual easement to 420 NW 1<sup>st</sup> Street. He wants to buy the property, but before he can, he needs to have Council agree to give him an easement to the property after the survey is complete. Motion by Ballard, seconded by Foster to pre-approve an access easement agreement with Mr. Wilson so he can access the property. Motion carried.

The Library Report was given by Library Director Annie M. Wrigg. Motion by Holl, seconded by Strand to approve the Library Report. Motion carried.

The Financial Report for 02-28-15 was presented by Clerk-Treasurer Danielle Heaton. In February, 2 CD's were reinvested for a 6 month period. Also, the budgeted items or projects from the budget 2014 were invested. The liquor store deposited \$14,000.00 into savings. Motion by Strand, seconded by Ballard to approve the report as written. Motion carried.

Motion by Holl, seconded by Strand to approve payment for Improvement Project No. 79 PFA Pay Request No. 19 for \$155,578.51 which includes Gridor Construction Inc., Pay Request No.17 for \$146,501.00 and SEH Engineering for \$9,077.51. Motion carried.

Progress on WWTF Improvement Project 79, MBBR startup is slow because of foaming of the media which is due to the cooler weather. The change order submitted by Gridor to repair/replace damaged electrical conduit and wiring was rejected by SEH, due to contractor handling practices and digging methods that caused the damage. The splitter box concrete wall that was poured after the concrete was rejected will have a petrographic analysis performed to determine wall strength. Preliminary Treatment building is nearing completion and may be turned over to the city in a week or so. Sludge removal from the aerobic digester by city operators could not be done to the extent called out in the specs so with the help of Gridor the work was completed. This may result in some added cost. The contractor has begun some demolition of the grit building and aerobic digester.

MN DOT has a culvert on 108 W (NW 1<sup>st</sup> Ave). No easement was ever put in place. They have to replace the culvert and are asking for a temporary easement to do the replacement and a perpetual easement for the land on which the culvert is placed. They are willing to pay \$700.00 for the perpetual easement. Council approval is needed for the Mayor and City Administrator to sign the Highway easement and Offer to sell and Memorandum of Conditions documents needed by MNDOT. Motion by Holl seconded by Foster to approve the signing of both documents. Motion carried.

The Community Center Taskforce held a meeting to discuss a few final questions. Senior Citizen Center is not interested in joining with the Community Center and a full commercial kitchen is necessary. The Taskforce is recommending moving forward with hiring architect to develop plans and specs. Motion by Holl, seconded by Foster to hire an architect to develop plans and specs for the Community Center. Motion carried.

Council Member CJ Holl updated Council on City Council Meeting Video Equipment. He is recommending Council move forward on broadcasting council meetings. The cost would be \$5,207.03 for a camera, sound system and a hard drive for storage of the meetings. Council Member Steve Strand voiced concerns questioning whether this is really something the residents want. Motion by Holl, seconded by Foster to approve the purchasing of a camera, sound system and hard drive for \$5,207.03. Motion carried. Opposed: Strand

Council Member CJ Holl has looked into Industrial Park Signage. He has met with a sign company to discuss signage and prices. When more information is available they will discuss it with the industrial park tenants.

Administrator Solga reviewed Resolution No. 2015 - 4. Motion by Foster, seconded by Holl to introduce the following written resolution entitled: **RESOLUTION NO. 2015 – 4 RESOLUTION CALLING PUBLIC HEARING ON THE INTENTION TO ISSUE GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN BONDS AND THE PROPOSAL TO ADOPT A CAPITAL IMPROVEMENT PLAN FOR 2015 THROUGH 2019 UNDER MINNESOTA STATUES, SECTION 475.521.** (A complete text of this resolution is part of permanent public record in the City Clerk's Office.) Motion carried and resolution duly adopted.

Gordon Gugel has concerns over his utility bill. He is requesting Council consider waiving the penalties on his utility bill. Council is cautious about setting a precedent. Motion by Holl, seconded by Frazier to deny Gordon Gugel's request to waive penalties on his utility bill. Motion carried.

Renato Molina asked the council if there was any reason he could not hold a Cinco de Mayo event at his event center in mid-week. The event would be confined to the inside of his building, like all his other events. Administrator Don Solga mentioned that this event should be ok as long as it conforms to the noise ordinance, like all other events held at the event center.

Motion by Ballard, seconded by Foster to adjourn the City Council meeting at 6:55 p.m. Motion carried. Opposed: Holl.



Danielle Heaton  
Clerk-Treasurer