

March 7, 2014

CITY COUNCIL AGENDA

**Tuesday, March 11, 2014**

**4:30 p.m.**

**Council Chambers, 315 N. Broadway**

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1. Call to Order
2. Agenda Additions or Deletions
3. Approval of Minutes – 2/25/14
4. Approval of Accounts Payable Listing
5. Police Chief Report
6. Street/Park Superintendent Report
7. Financial Report
8. Library Report
9. Improvement Project No. 79 Request for Payment:
  - Gridor Construction Pay Request #5 - \$447,563.00
  - SEH Engineering - \$34,621.94
  - PFA Pay Request #7 - \$482,184.94
10. Improvement Project 79 Request for Change Order No. 1 - \$53,058.00
11. Improvement Project 82 Update & Approval to Advertise for Bids – Apex Engineering
12. Chamber of Commerce Pelican Fest Request – Everett Ballard
13. Park Region Propane Tank Request – Everett Ballard
14. Egge Quiet Title Action – Greg Larson
15. Alley Easement Partial Release Frazee 1<sup>st</sup> Addition Block 11 – Greg Larson
16. Ringdahl Ambulance Subsidy and Contract for 2014
17. Plumber Registration for 2014
18. Pelican Rapids Ducks Unlimited Raffle Permit – 4/11/14, VFW, 26 NW 1<sup>st</sup> Ave.
19. OTC Highways Public Information Meeting – 4/10/14, 7:00 p.m., LREC
20. Personnel

## CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 03-11-14

The City Council of Pelican Rapids met in regular session at 4:30 p.m., on Tuesday, 03-11-14, in Council Chambers, City Hall. Mayor Ben Woessner, Council Members James Strand, Kevin Ballard and John E. Waller, III, were present. Steve Foster was absent. Administrator Don Solga, Clerk-Treasurer Glenys Ehlert, Police Chief Jeff Stadum, Street and Park Superintendent Brian Olson, City Attorney Greg Larson, City Engineer Bob Schlieman, Library Director Annie Wrigg, Everett Ballard and Greg Larson of Park Region Coop, and Lou Hoglund 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.

Motion by Strand, seconded by Ballard to approve the agenda with no additions. Motion carried.

Police Chief Jeff Stadum presented the Police Department report. There were 4,154 miles driven while patrolling and responding to 59 calls for service. The department assisted the State Patrol 1 time, made 2 arrests and issued 6 tickets. Fines collected were \$822.37.

Motion by Ballard, seconded by Strand to approve the minutes of 02-25-14 as presented. Motion carried.

Motion by Waller, seconded by Strand to approve the Accounts Payable Listing of 03-11-14 as presented for City bills in the amount of \$60,825.98, with the addition of Lake Region Electric in the amount of \$326.36, Liquor Store bills in the amount of \$31,054.57 and Library bills in the amount of \$5,831.72. Motion carried.

The Street/Park Superintendent Report was presented by Brian Olson. There have been 16 homes in the City that have experienced frozen water lines and of them seven have been thawed. The library has water again. The jetter is being repaired. Storm water is percolating on Hwy 59. Olson said, "This is normal and often happens during thaws. The skating rink was doing fine until these days of warmer weather. It is closed now and we'll see if it will refreeze during return of cold weather," Olson concluded.

Clerk-Treasurer Glenys Ehlert presented the 02-28-14 Financial Reports. Mayor Woessner thanked Ehlert for her report.

The Library Report was presented by Annie Wrigg. Mayor Woessner thanked Wrigg for her report.

Motion by Strand, seconded by Waller to approve the Improvement Project No.79 request for payment of Gridor Construction Pay Request #5 for \$447,563.00, SEH Engineering for \$34,621.94 and approve the PFA Pay Request #7 for \$482,184.94. Motion carried.

Administrator Don Solga reviewed the request for Improvement Project No. 79 Change Order No. 1 to provide additional electrical materials due to relocation of generator pad; rerouting of the industrial force main through the new preliminary treatment building and providing new flow metering of the industrial flow inside the new preliminary treatment building. Motion by Waller,

seconded by Ballard to approve Gridor Construction's request regarding Improvement Project 79, for Change Order No. 1 for \$53,058.00. Motion carried.

City Engineer Bob Schlieman of Apex Engineering presented Improvement Project 82, engineering report for First Street SE Utility and Street Improvements/ Golf Course Road/ Alleys and Parking Lots – City of Pelican Rapids. Motion by Waller, seconded by Strand to introduce **RESOLUTION NO. 2014-3, ENTITLED RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS – 1<sup>ST</sup> STREET SE UTILITY AND STREET IMPROVEMENTS/GOLF COURSE ROAD/PARKING LOT AND ALLEY IMPROVEMENTS.** Motion sets bid date for 04-24-14, 2:00 p.m., Council Chambers, City Hall. Motion passed unanimously and resolution declared duly adopted.

Chamber of Commerce Pelican Fest Request presented by Everett Ballard. Requested using the city parking lot east of Broadway for activities for Pelican Fest on 07-11-14 and 07-12-14. Motion by Strand, seconded by Ballard. Discussion included possibility of Improvement Project No. 82 paving project occurring during the Pelican Fest as the city parking lot is scheduled for paving as part of this summer, 2014, project. Motion carried.

Park Region Propane Tank Request presented by Everett Ballard and Greg Larson to place a 60,000 gallon propane tank in the City. Administrator Don Solga reviewed the City's Special Use Permit process for propane tanks, which could be permitted in the commercial zone in the City if installation meets the requirements and with the additional condition that installation be approved by the State Fire Marshall's Office.

Edge Quiet Title Action presented by City Attorney Greg Larson. Motion by Strand, seconded by Ballard to accept service of the document and authorize Administrator Don Solga to sign the acknowledgment of service on behalf of the City. Motion carried.

City Attorney Greg Larson presented Alley Easement Partial Release Frazee 2<sup>nd</sup> Addition Block 11. Motion by Ballard, seconded by Strand to approve the Alley Easement Partial Release for Frazee 2<sup>nd</sup> Addition Block 11 as proposed by City Attorney Greg Larson. Motion carried.

Motion by Waller, seconded by Strand to approve the Ringdahl Ambulance subsidy in the amount of \$30,800, which is the same as 2013, and 2014 contract. Motion carried.

Motion by Waller, seconded by Ballard to add James King of Jim's Plumbing to the Plumbers Registration List. Motion carried.

Motion by Ballard, seconded by Waller to approve the Pelican Rapids Ducks Unlimited Raffle Permit for 4-11-14, at the VFW, 26 1<sup>st</sup> Ave. NW. Motion carried.

OTC Highway Public Information Meeting will be held 4-10-14 at 7:00 p.m. at LREC.

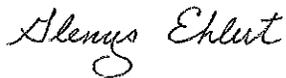
Administrator Don Solga presented the committee's recommendation to appoint Danielle Heaton as Clerk-Treasurer. The committee reviewed the 15 applications for the position, and one applicant rose above every other applicant. Administrator Solga said, "After a thorough review of all candidates, we decided we'd like to promote from within." Motion by Waller, seconded by Strand to accept the Personnel Committee's recommendation to appoint Danielle Heaton as

Clerk-Treasurer, effective 07-01-14, at level one of the Clerk-Treasurer salary schedule. Motion passed unanimously.

Administrator Solga said, "Now we need a new accounting clerk." He outlined process for advertising, hiring and training for the Accounting Clerk position.

Motion by Strand, seconded by Ballard to advertise for Accounting Clerk and increase Danielle Heaton to top level of the accounting clerk pay schedule when new accounting clerk is hired for the transition period through 06-30-14. Motion carried.

Motion by Ballard, seconded by Strand to adjourn the City Council meeting at 6:03 p.m. Motion carried.



Glenys Ehlert, CMC  
Clerk-Treasurer