

CITY COUNCIL AGENDA Amended April 25, 2008

Tuesday, April 29, 2008

4:30 p.m.

City Hall, Council Chambers

EDA Meeting Immediately Following

1. Call to Order
2. Additions / Deletions to Agenda
3. Approval of Accounts Payable Listing
4. Liquor Store Report
5. Planning Commission Report
6. Public Hearing on TIF 8 – 4:30 p.m.
7. Consider Resolution Amending Municipal Development District No. 2, Establishing Therein Tax Increment District No. 8, and Approving the Programs and Finance Plans Relating Thereto.
8. Fire Department Tanker Fund Pay Request
9. Safe Routes to School Grant Update
10. River Trail Park Update – Engineer Gene Miller
 - Review of Easement – Administrator Don Solga
11. Advertise for Bids for WWTF Phosphorous Management and Water Controls Projects 6/3/08 at 2:00 p.m.
12. Discuss Park and Administration Vehicle Requirements

City Council Continued Agenda April 29, 2008

13. Park Personnel
14. Airport Paving Project
15. Liquor Licenses Renewals
16. Open House Honoring Liquor Store Sales Clerk Curt Hatle – 5/2/08 from 2:00-4:30 p.m.
17. Adjourn to EDA Meeting
18. Review EDA Actions

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES -04-29-08

The City Council of Pelican Rapids met in regular session at 4:30 p.m., on Tuesday, 04-29-08, in Council Chambers, City Hall. Mayor Wayne Runningen, Council Members David Gottenborg, Ben Woessner, Richard Peterson and John E. Waller, III were present. No one was absent. Administrator Don Solga, Clerk-Treasurer Glenys Ehlert, Tax Increment Consultant Dick Asleson, City Attorney Greg Larson, Street and Park Superintendent Brian Olson, Library Director Annie Wrigg, Liquor Store Manager Bob Leslie, Consultant Gene Miller and Kelley Gorman of the Pelican Rapids Press were also present.

Mayor Runningen called meeting to order.

Items added to the agenda included Library Personnel, Park Board Report and Police Car.

Council Member Gottenborg excused himself from the Council table.

Pursuant to due call and published notice thereof, a public hearing was conducted on the proposed establishment of Tax Increment Financing District No. 8 within existing Municipal Development District No. 2 and the proposed adoption of the Tax Increment Financing Plan relating thereto.

Tax Increment Financing Consultant Dick Asleson of Northland Securities reviewed the budget and plan document for Tax Increment Financing District No. 8 for Gottenborg Chiropractic Clinic.

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There are requirements for jobs, but because the total business subsidy is less than \$100,000, the City does not need a separate public hearing. No members of the public had questions or comments. Motion by Woessner, seconded by Waller to close the public hearing. Motion passed unanimously.

Mayor Runningen reviewed and Council considered a resolution amending Municipal Development District No. 2, Establishing Therein Tax Increment District No. 8, and the programs and finance plans relating to the district. Motion by Waller, seconded by Peterson to introduce the following resolution, entitled **RESOLUTION AMENDING MUNICIPAL DEVELOPMENT DISTRICT NO. 2, ESTABLISHING THEREIN TAX INCREMENT DISTRICT NO. 8, AND APPROVING THE PROGRAMS AND FINANCE PLANS RELATING THERETO.** (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.

Council Member Gottenborg rejoined the Council meeting.

City Attorney Greg Larson addressed City Council regarding the proposed easements for the River Trail Park. He worked from an easement provided by River Trail Park Consultant Gene Miller and developed a sample document for Council's consideration.

City Attorney Larson recommended including "Hold Harmless" language in the easement as well as other common key issues. Larson suggested that other items like recognition could be addressed by separate documents with individual landowners.

"The intent of the two different documents is pretty much the same," Larson said. Administrator Don Solga, City Attorney Greg Larson and Consultant Gene Miller will get together to produce a final easement to bring back to Council.

Administrator Don Solga reviewed Consultant Engineer Gene Miller's work on the River Trail Park and discussed the process. Solga said Miller worked an additional 6.5 hours on various items that were not in the budget. "The items accomplished were important things to do, but were not anticipated at budget time," said Solga. Now the Council has a new budget proposal from Gene Miller to continue work on River Trail Park. "I found it was necessary to develop a momentum because people seem to want to wait to see what the rest of the group want to do," Miller said.

Administrator Don Solga said he felt that the City could accomplish some of the work. Miller suggested going forward on a time and materials basis with a not to exceed figure. Council Member Gottenborg said his intent was to find out if we had a document for each property owner to sign. "My question is can you meet with every property owner in this next time period?" questioned Gottenborg. He continued, "I'd like to see if it takes several years to accomplish the trail." Administrator Solga said developing the easement will permit the City to accomplish segments of the trail.

Mayor Runningen said, "Gene has done a good job and the time has been well spent, but I think a document would provide answers to property owners. My question is do we want to give everyone the right to request a survey or do we want to survey at the end?" Miller replied that the

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intent was for the City representative and owner to walk and stake the trail with the survey to be completed at the end. Administrator Solga recommended approval of the proposed agreement with Consultant Gene Miller to continue work on the River Trail Park. Motion by Gottenborg, seconded by Waller to approve an agreement with Consultant Gene Miller for an amount not to exceed \$3230 and recommending that Miller work closely with Administrator Solga. Motion passed unanimously.

Liquor Store Manager Bob Leslie presented the Liquor Store report. He also reported that he will be using part time employees to fill hours created by the retirement of liquor store clerk Curt Hatle.

Motion by Waller, seconded by Gottenborg to approve the Accounts Payable Listing as presented with the addition of Minnesota Department of Revenue for Hazardous Waste Fees in the amount of \$400. Motion passed unanimously.

Administrator Don Solga presented the Planning Commission Report. The Planning Commission discussed the purchase of the former Amoco station at 120 N. Broadway, by the City of Pelican Rapids, possibly as a site for the Municipal Liquor Store. The Planning Commission agrees that the purchase of the property would be in agreement with the City's Comprehensive Plan because it would provide a retail business such as the Liquor Store with a larger lot and it would provide more parking and accessibility for customers and delivery vehicles.

Motion by Gottenborg, seconded by Woessner to accept the Planning Commission's recommendation approving the purchase of the old Amoco property, Parcel No. 76000990135000, and to proceed with the purchase of the property, based on City Council's resolution of 04-14-08. Motion passed unanimously.

Fire Chief Trevor Steeves recommended several purchases to be paid for out of the Tanker Fund including chairs and tables at a cost of \$5,223, a new training dummy at \$900, a smoke machine at \$900 and a rider floor sweeper at \$2600 for a total of \$9473. Motion by Woessner, seconded by Waller to authorize expenditures in the amount of \$9473 for fire equipment from the Tanker Fund. Motion passed unanimously.

Chief Steeves asked if he has to come for approval for every item that the Fire Department personnel authorize him to purchase from the Tanker Fund. He said, "We understood that it has to be under the control of the City, but the firemen could authorize." City policy states that any purchase over \$500 has to be authorized by Administrator Don Solga or the City Council.

Administrator Don Solga reported that the City and School District submitted two grants for the Safe Routes to School Program. The City received the planning grant which is 100% reimbursable, but the School District did not receive the school crossing grant. The State will work with the City or the County to request proposals from engineers for the planning project. Solga will prepare a project memorandum. After the planning is accomplished, it is the intent to reapply for a school crossing grant.

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Library Director Annie Wrigg reported that Kristine Walker has been hired as Children Services Special Projects Coordinator at the first step of the Library Salary Schedule. Motion by Gottenborg, seconded by Waller to approve hiring of Kristine Walker as Children Services Special Projects Coordinator at the first step of the Library Salary Schedule. Motion passed unanimously.

Motion by Waller, seconded by Peterson to introduce the following resolutions setting the bid dates for the Water Controls Project and Wastewater Treatment Facilities Phosphorous Project. The resolutions are entitled, **RESOLUTION FOR WATER TREATMENT PLANT IMPROVEMENTS FOR CONTROLS AND DISINFECTION PROJECT AND RESOLUTION FOR WASTEWATER TREATMENT PLANT IMPROVEMENTS FOR PHOSPHOROUS MANAGEMENT PROJECT.** (A complete text of these resolutions is part of permanent public record in the City Clerk's office. Motions passed unanimously and resolutions declared duly adopted.

Administrator Solga reviewed the process for the Water Treatment Plant Improvements for Controls and Disinfection, estimated at \$237,000, and the Wastewater Treatment Plant Improvements for Phosphorous Management, estimated at \$4.4 million.

Street and Park Superintendent Brian Olson reported that his summer help drives a 1996 Ford F250 that needs to be scrapped. Administrator Solga recommended transfer of the administration's Ford Ranger pick-up to the parks department. He further recommended that the City purchase a used car for the administration's department. Motion by Peterson, seconded by Waller to authorize Administrator Don Solga to purchase a used car for administration's use at a cost of approximately \$10,000. The park department will pay \$3,000 for Ranger pick-up and \$7,000 will come from the general fund administration's capital out-lay budget. Motion passed unanimously.

Street and Park Superintendent Olson recommended hiring Richard Peterson at \$10.33 per hour as a seasonal parks employee. Mayor Runnigen, Council Members Woessner, Gottenborg and Waller voted yes. No one voted no. Peterson abstained. Motion carried.

Administrator Solga reported that the Park Board liked the park entrance concept Council suggested and requested authorization to remove the brick wall at the entrance to E.L. Peterson Park. The estimate for removal of the wall is \$1500. Motion by Peterson, seconded by Waller to approve demolition of the brick wall and replacing it with brick pedestals, small trees and planters. No benches were authorized. Motion passed unanimously.

Administrator Solga reported on the Airport Paving Project. The City needs two quotes. Motion by Peterson, seconded by Gottenborg to hire Ulteig Engineers to write the bid specs to replace 65,000 square feet of tarmac at the airport. Motion passed unanimously.

Mayor Runnigen discussed a resident's concern about snow plowing that results in filling people's driveways. Administrator Solga said the City needs to continue to remind people that the City's Snow Plow Policy calls for plowing one lane for emergency access on all streets and then returning later to remove snow curb to curb. If people open their driveway before the street is completely plowed, the driveway will be filled with snow.

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Motion by Peterson, seconded by Waller to approve the following liquor license renewals: Off-Sale Malt Liquor License to Rick Loerzel at Paul's of Pelican, Inc., Tesoro; Off-Sale Malt Liquor License to Paul Evenson at Southtown C Store; Wine On-Sale with Strong Beer to Terri Gray at Riverside Coffee and Club On-Sale & Sunday Liquor License to Donna Mattern at VFW Gilmore Weik Post 5252. All licenses renew for the period of 07-01-08 through 06-30-09. Motion passed unanimously.

Solga reported that the 2000 Impala police car needs \$1200 worth of front end work. He said the City has spent \$18,000 on repairs on this car to date. The City budgeted \$14,000 per year for the next three years for a new police car. Through Lakes Country Service Cooperative, the City could acquire a new police car on a three year lease purchase program at a cost of \$8500 per year. The materials and labor for equipping the car with equipment and radio would be \$3200. Solga recommended using \$8500 of the police capital outlay budget to lease a new police car and use remaining budget for the equipment and radio. Motion by Waller, seconded by Gottenborg to accept Administrator Solga's recommendation to lease a new police car as proposed. Motion passed unanimously.

Motion by Waller, seconded by Woessner to adjourn at 6:38 to the Economic Development Authority meeting. Motion passed unanimously.

Meeting reconvened at 6:52 p.m.

Motion by Peterson, seconded by Woessner to authorize Economic Development Authority's action in denying R.A. Bristlin & Son's Pay Request No. 8 for the Fire Hall Project. Motion passed unanimously. The EDA and City Council said they would prefer to complete the project, including paving, prior to payment of any amount due to R.A. Bristlin & Son.

City Council meeting adjourned 6:55 p.m.

Glenys Ehlert, CMC
Clerk-Treasurer