

CITY COUNCIL AGENDA

Monday, May 11, 2009 5:30 p.m.

Council Chambers, 315 N. Broadway

1. Call to Order
2. Agenda Additions or Deletions
3. Approval of Minutes
4. Approval of Accounts Payable Listing
5. T-Mobile Lease Agreement

6. Project Pay Request
 - WWTF Improvement Pay Request No. 7 - \$229,865.87

7. Library Report
8. Police Chief Report

9. Utility Superintendent Report
 - Door Replacement and Bids
 - Digester Change Order

10. Street/Park Superintendent Report
 - Reflective Sign Standards
 - Park Requests

11. Financial Report
 - Liquor Store Credit Card Services
 - Consider Process to Approve Electronic Transfers
 - Consider Employee Paid/Payroll Deducted Dental Insurance

12. Public Hearing - 6:00 p.m. - Annexation
13. Certify Unpaid Utility Bill to OTC
14. City Land Sale Consideration
15. Grabarkewitz Property Consideration

16. OSHA Inspection Update

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES -05-11-09

The City Council of Pelican Rapids met in regular session at 5:30 p.m., on Monday, 05-11-09, in Council Chambers, City Hall. Mayor Ben Woessner, Council Members Steve Foster, Kevin Ballard, Richard Peterson and John E. Waller, III were present. No one was absent.

Administrator Don Solga, Clerk-Treasurer Glenys Ehlert, City Attorney Greg Larson, Police Chief Jeff Stadum, Street and Park Superintendent Brian Olson, Utilities Superintendent Brent Frazier, Curt and Staci Markgraf, Dave Sorenson, Dwayne Wick, Ron Gunderson of T-Mobile and Kelley Gorman of the Pelican Rapids Press were also present.

Meeting called to order by Mayor Woessner. All present stood, addressed the flag and said the Pledge of Allegiance.

Bond Refinancing was added to agenda. Motion by Foster, seconded by Peterson to approve agenda with the addition of bond refinancing. Motion passed unanimously.

Motion by Ballard, seconded by Foster to approve the minutes of 04-13-09 and 04-28-09 as presented. Motion passed unanimously.

Council reviewed the Accounts Payable Listing of 05-11-09. Motion by Peterson, seconded by Ballard to approve the Accounts Payable Listing of 05-11-09 as presented for city, liquor store and library bills. Motion passed unanimously.

Administrator Don Solga reviewed the T-Mobile Lease agreement as developed by the City Attorney and City Administrator, who recommend approval. Council discussed that the lease income would be set aside for water tower or water fund expenses. City Attorney Greg Larson explained terms of the lease, termination requirements. Motion by Foster, seconded by Waller to approve the T-Mobile Lease Agreement and authorize Administrator Don Solga to sign the agreement. Motion passed unanimously.

Motion by Waller, seconded by Foster to authorize T-Mobile to perform an engineering study on the tower's ability to support the communications equipment and to accept a letter certifying that there will be no interference in place of a full interference study. Motion passed unanimously.

Clerk-Treasurer Glenys Ehlert reviewed the Wastewater Treatment Facility (WWTF) Improvement Project No. 75, Pay Request No. 7. Motion by Waller, seconded by Ballard to approve payment to contractor Gridor Construction, Inc., for Pay Request No. 7 for WWTF Improvement Project in the amount of \$229,865.87 as recommended by Pat Reissour of Interstate Engineering, Inc. Motion passed unanimously.

Clerk-Treasurer Glenys Ehlert presented information for Library Director Annie Wrigg regarding the library. The library is getting busier each day with returning summer people. The library will be hosting a Word computer class on Monday, 05-18-09, at 10:00 a.m. Summer reading programs will be for three age groups: K-6th grades, 7th-12th grades and adult programs. Library Director Annie Wrigg expressed appreciation for the funding for the extra reading programs which was generously provided by local business owners and other donors.

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Police Chief Jeff Stadum presented his report regarding arrests, training, fines and DARE graduation.

Utility Superintendent Brent Frazier reported on water and wastewater departments. Administrator Solga and Frazier recommend hiring Jordan Plotz for the water/wastewater operator position with a start date of 06-01-09 at step 1 of salary schedule in the amount of \$14.60.

At 6:00 p.m., pursuant to due call and published notice thereof a public hearing was held on the Annexation of Certain Property Located in Pelican Township to the City of Pelican Rapids, Mn. No members of the public present spoke. Motion by Waller, seconded by Foster to close the hearing at 6:15 p.m. Motion passed unanimously.

Motion by Peterson, seconded by Foster to introduce the following resolution for Ordinance No. 09-01, entitled AN ORDINANCE FOR THE ANNEXATION OF CERTAIN PROPERTY LOCATED IN PELICAN TOWNSHIP TO THE CITY OF PELICAN RAPIDS, MINNESOTA. (A complete text of this resolution is part of permanent public record in the City Clerk's Office.) Motion passed unanimously and ordinance declared duly adopted after approval from the Minnesota Office of Administrative Hearings.

Council Members discussed the recommendation to hire Jordan Plotz as water/wastewater operator. Motion by Foster, seconded by Ballard to accept Administrator Solga's and Superintendent Frazier's recommendation to hire Jordan Plotz for the water/wastewater position, effective 06-01-09, at \$14.60 per hour. Motion passed unanimously.

Administrator Don Solga said that Superintendent Frazier examined the doors at the wastewater treatment facility and obtained quotes from Gridor Construction, Inc. and Northwest Glass for the doors. Motion by Peterson, seconded by Waller to accept the quote of Northwest Glass for replacement of five doors and/or frames at an approximate cost of \$7500. Motion passed unanimously.

Administrator Don Solga said the water plant door also needs replacement. Motion by Peterson, seconded by Ballard to replace the water plant door in the amount of \$1438.27 for the door with labor. Motion passed unanimously.

Administrator Don Solga explained changes to the anaerobic digester at the Wastewater Treatment Facility (WWTF). A line thought to be a process line to be removed is in fact a sewer line and needs to remain in order to provide sewer discharge from the anaerobic digester. The plan is to install a sump and pump to direct the sewer discharge. Although this plan is the least expensive, the City does not have an estimate for the project. Council postponed action to next Council meeting with a request for a project estimate.

Street and Park Superintendent Brian Olson presented his report which included information on a water line break, hydrant flushing and soft spots on various streets. Superintendent Olson also explained that the City presently has Type 1 traffic control signs, older than 7 years and

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that will not meet new requirements of the Federal Highway Administration which will require replacement of the signs by 2017.

Superintendent Olson said the Park Board recommended accepting a donation from the Oktoberfest Committee to replace the community sign. Motion by Waller, seconded by Peterson to accept the donation from Oktoberfest Committee for the community sign at the corner of Broadway and Hwy. 108 West, as recommended by the Park Board. Motion passed unanimously.

Superintendent Olson said the Park Board requested permission to write letters to invite business owners and others to help with donations to buy flowers for the street planters. Motion by Waller, seconded by Ballard to deny the Park Board's request to ask businesses for money to help with costs for flowers in street planters. Motion passed unanimously.

Superintendent Olson recommended hiring returning park employees Kate Woolever and Porfirio Diaz and pool manager Anne Peterson at the 2009 hourly rate for each position. Motion by Peterson, seconded by Foster to approve hiring Kate Woolever, Profirio Diaz and Anne Peterson for summer 2009 as recommended by Superintendent Olson. Motion passed unanimously.

Clerk-Treasurer Glenys Ehlert presented the Financial Report for 04-30-09.

Clerk-Treasurer Glenys Ehlert reviewed changes to the City's main checking account. Due to lower interest rates, the City is discontinuing the Interest Sweep Account on the main checking account and adding a savings account. City staff will have the capability of electronically transferring funds between the checking and savings accounts if authorized by the City Council. Ehlert recommended that one appointed signer on the account and one elected signer on the account authorize these transfers by signing the accounting ledgers. This process would provide the same documentation that is required in the check writing process. Motion by Peterson, seconded by Ballard to authorize electronic transfers between the City's checking account and savings account as recommended. Motion passed unanimously.

Motion by Waller, seconded by Peterson to approve the financial report presented by Clerk-Treasurer Glenys Ehlert. Motion passed unanimously.

Liquor Store Credit Card Services were discussed. Motion by Foster, seconded by Peterson to approve change from Heartland to Wells Fargo for Liquor Store credit card processing fees due to reduced costs with Wells Fargo. Motion passed unanimously.

Motion by Waller, seconded by Ballard to approve payroll deduction for Dental Insurance. Motion passed unanimously.

Clerk-Treasurer Glenys Ehlert and Administrator Don Solga said Monte Eastvold recommends that the City consider setting a threshold of \$20,000 for the bond refinancing proposed for 06-08-09. Council Members discussed the matter and will reconsider at next council meeting.

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Motion by Peterson, seconded by Waller to certify unpaid utility bill for parcel no. 76000990536000 in the amount of \$98.52 to Otter Tail County Auditor for collection with the real estate taxes. Motion passed unanimously.

Administrator Don Solga reviewed an offer from Keith and Bonita Haugrud to purchase 3.66 acres of pastureland for \$900 per acre. He said the estimate to survey the property last fall was \$900 to \$1,000 and to prepare a deed would be about \$200. Administrator Solga recommended that the cost for the survey and legal documents should be paid by the purchaser. The Planning Commission approved the sale of the property at their meeting of 11-07-08. Council Member Peterson said he doesn't think it's a good idea to sell property adjoining the lagoons and transfer station. Motion by Peterson, seconded by Foster to deny request to purchase 3.66 acres. Motion passed unanimously.

Administrator Don Solga said the City has received a proposal to purchase the Grabarkewitz property at \$28,000 or pay for an appraisal of the property and agree to pay the appraised rate. Council discussed the proposals. Motion by Waller, seconded by Peterson to deny the counter offer to purchase the Grabarkewitz property at \$28,000. Motion passed unanimously.

Administrator Don Solga reported that the Fire Department, the Utilities Department and the Street and Park Department had OSHA violations and that they have been corrected. The total fines for the three violations amounted to \$315.00.

Curt and Stacy Markgraf said they were present to discuss their home business, North Woods Taxidermy, at 217 2nd Ave. NE. Administrator Don Solga said the Planning Commission still has additional work on the request before it is brought to City Council. Markgraf's expected that it would be on the agenda. Mayor Woessner said the Planning Commission is still working on the Markgraf's request and that the City Council doesn't have a recommendation from the Planning Commission. Curt Markgraf presented information on the situation at his property.

Dave Sorenson requested permission to erect a 100 ft. radio antenna in a residential area. He read the FCC requirements. Mayor Woessner said the request will be sent to the Planning Commission and they will be contacting Sorenson regarding the request.

Dewaye Wick thanked Council for their swift action on the annexation of the Fox property on Anne Lane. He's encouraged that he will be able to soon build.

Motion by Waller, seconded by Peterson to adjourn at 7:55 p.m.

Glenys Ehlert, CMC
Clerk-Treasurer