

May 8, 2008

CITY COUNCIL AGENDA

Monday, May 12, 2008

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. Tanker Fund Requests – Roasters, Coffee Urns, \$447.21; Eyewash Station, \$750; 100th Anniversary Plaque \$250
6. Police Chief Report
7. Utility Superintendent Report
8. Street/Park Superintendent Report
9. Library Report
10. Liquor Store Personnel
11. Financial Report
 - Land Purchase Funding
12. Utility Improvement Project No. 73 Public Hearing – 6:00 p.m.
13. Resolutions Accepting Plans and Specs on Project No. 72 & 73
14. Resolutions Calling for Bids on Project No. 72 & 73 – 6/9/8, 4:00 p.m.
15. Renato Molina
16. Report on Schleske Hearing
17. Oktoberfest Committee Beautification Proposals for Projects
18. 430th Street Project
19. Western Area City County Cooperative 15 Years – 6/5/8
20. Cable Television Basic Rate Added - \$23.00 – 5/1/8
21. LMC Survey Results
22. PRAEDC Park and Fire Hall Meeting Room Request
23. Water Treatment Plant Improvements & WWTF Phosphorous Management Improvements Bid Opening – 6/10/8, 2:00 p.m.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES -05-12-08

The City Council of Pelican Rapids met in regular session at 5:30 p.m., on Monday, 05-12-08, 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, City Engineer Gary Nansen, Jon Olson, Police Chief Jeff Stadum, Street and Park Superintendent Brian Olson, Utilities Superintendent Brent E. Frazier, Library Director Annie Wrigg, Liquor Store Manager Bob Leslie, Consultant Gene Miller, Brenda Sauer, Tammy Magnusson, Edward Jenson, Jose S. Zavala, Ezequiel Hernandez, Isreal Hernandez, Rogelio Gracia, Bob Erickson, Ramon Zavala, Cooper Stewart, Renato Molina, and Kelley Gorman of the Pelican Rapids Press were also present.

Mayor Runningen called meeting to order.

There were no additions or deletions to the agenda.

Gene Miller of the Pelican Rapids Area Economic Development Corporation (PRAEDC) reviewed plans for the Classic Cartours promotion event to serve a catered dinner in the E.L. Peterson Park and use the Fire Hall meeting room for dessert after the tour. Council considered the request for the use of the Fire Hall meeting room and E.L. Peterson Park. Motion by Woessner, seconded by Waller to approve the request to use the Fire Hall meeting room and E.L. Peterson Park on the following dates: 06-19-08, 07-10-08, 07-31-08 and 08-21-08. Motion passed unanimously.

Renato Molina said his purpose in attending the meeting is that he did not receive an invitation or agenda to the meeting where the City Council rejected his liquor license application for an Event Center. Administrator Don Solga said it is City policy that people need to call the office to request agendas.

Renato Molina presented information for two cities with private event centers: Mankato and Stillwater. They serve liquor, but are not open to the public. He also has the names of five other cities. Mayor Runningen and City Council thanked Molina for information and requested that he provide the names of the additional cities to Administrator Don Solga. The City will review the examples and see if the cities are similar to the City of Pelican Rapids regarding the state statutes governing liquor operations in the community. The City of Pelican Rapids operates under the "statutory a" form of government with a municipally owned liquor store.

Brenda Sauer and Tammy Magnusson of the Oktoberfest Committee presented ideas for benches they would like to place on the sidewalk, against buildings. Mayor Runningen said Minnesota Department of Transportation dictates what can be placed on the sidewalk. "We raise money and would like to do things for the community," said Magnusson. Motion by Gottenborg, seconded by Peterson to accept four benches from the Oktoberfest Committee. Motion passed unanimously.

Mayor Runningen introduced City Engineer Gary Nansen to present information on Improvement No. 73.

Pursuant to due call and published notice thereof, a public hearing was held to consider the making of an improvement on 1st St. NE between 3rd Ave. NE and 5th Ave. NE by

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installation of water and sewer mains, pursuant to Minnesota Statutes 429.011 to 429.111.

According to City policy the City will pay 80% of the storm sewer costs and 60% of street reconstruction. In general the costs to the property would be based on the front footage of the property. Estimated costs would be \$30,000 for each of the three properties and \$17,000 for Lake Region Electric Cooperative due to credit for access to water and sewer which is available on 3rd Ave. NE.

Bob Erickson said First Christian Church paid over \$20,000 to have water and sewer mains installed in last two years across the field. Otter Tail County, City of Pelican Rapids and the Church shared in the costs to install a 4 in. water main and 6 in. sewer main. "Right now water and sewer do us zero good because we already have it, but storm drain would benefit us," said Bob Erickson. "We should be given credit for what we have already paid to bring water and sewer to our building," he continued.

Administrator Don Solga and Street and Park Superintendent Brian Olson said there was an agreement that the Church would hook up to water and sewer when it became available. Administrator Solga located the agreement and provided to the Church to review.

Proposed water main is 6 in. and sewer main is 8 in. Storm drain to Church could be added to the project.

Mayor Runnigen said this hearing is to take comment from the public. After the Council closes the hearing, they will decide whether to go forward to have plans and specs drawn and request bids.

Determining who gets what share is up to the Council. "When does Council decide who gets what costs?" asked Erickson.

City could defer the assessment for a couple of years to allow the owner to plan for the improvement. Engineer Nansen said he has seen this done before.

Administrator Solga referenced the letter from the City to the First Christian Church dated August, 2001. The letter states that the Church will be required to hook up to the water and sewer mains when they become available. These costs would be on top of the assessments for the mains.

Council Member Peterson suggested lowering the Church's assessment to \$20,000 and raising Lake Region's assessment to \$20,000 with the assessments to the City and David Gottenborg going to \$34,000 in assessments each.

Ed Jenson from Lake Region Electric Cooperative said they have no plans to stub in water and sewer to their warehouse. Council Member Woessner said if that property is sold or split the new owners might want water and sewer. Ed Jenson agreed that is always a possibility.

Council Member Peterson said the City soccer field has a problem with water from the Church's property so the storm sewer should be extended. The City pays 80% of storm

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sewer in the street. However getting the storm water from the building to the street is the responsibility of property owner.

Administrator Solga suggested assessing two parcels, Lake Region Electric Cooperative (LREC) and First Christian Church, at 18.45% of project and two parcels, City of Pelican Rapids and David Gottenborg at 31.55%.

Motion by Waller, seconded by Peterson to close the hearing. Motion passed unanimously.

Engineer Gary Nanson explained the resolutions before the Council regarding the previous street improvement project and utility improvement project.

For Improvement Project No. 73 on First Ave. NE, street and storm sewer should be assessed to all properties.

Rather than applying a percentage, a suggestion was made to charge First Christian Church and LREC for 150 ft. for water and sewer mains; service laterals will be paid 100% by the property owners. Gottenborg and City would pay 250 ft. for water and sewer. "Sounds fairer to me," Erickson said.

Council Member Gottenborg excused himself from the Council table.

Erikson said in reference to the letter, the Church would not like to be forced to hook up. Council Member Peterson said they have water and sewer, and should pay for a stub, street and storm drain. He did not think they should have to connect to the new mains at this time.

Motion by Peterson, seconded by Waller to give the LREC and Church a 100 ft. credit on water and sewer mains.

David Gottenborg said he doesn't think he should have to pick up the cost for this credit. He is building in a commercial zone one block from Highway 59; this extension will be available for the whole area once it is to the intersection. Council and Administrator Solga discussed that the extension of water and sewer mains will be available to serve property that presently does not have water and sewer service and is perhaps an economic development expense. Council will consider paying the increased costs for the credits on the project as an economic development expense. Voting on the motion: Mayor Runnigen and Council Members Woessner, Waller and Peterson voted yes. No one voted no. Motion carried.

Motion by Waller, seconded by Peterson to introduce the following resolution, entitled **RESOLUTION RECEIVING THE REPORT AND ORDERING THE IMPROVEMENT AND PREPARATION OF PLANS FOR THE FIRST STREET NORTHEAST IMPROVEMENT PROJECT NO. 73, UNDERGROUND UTILITIES AND STREET IMPROVEMENT PROJECT IN THE CITY OF PELICAN RAPIDS.** (A complete text of this resolution is part of permanent public record in the City Clerk's Office.) Mayor Runnigen and Council Members Woessner,

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Waller and Peterson voted yes. No one voted no. Motion carried and resolution declared duly adopted.

City Engineer Gary Nansen says he has plans and specs ready for First Street Northeast Improvement Project No. 73.

Council Member Gottenborg rejoined the Council.

Mayor Runnigen thanked the members of the public present for discussion on improvement project. Council considered permitting the First Christian Church to continue receiving their water and sewer through the installed and paid for smaller mains. Motion by Peterson, seconded by Gottenborg to strike last paragraph from letter of August, 2001 requiring hook up to water and sewer mains when available and authorizing Administrator Don Solga to send new letter confirming this action. Motion passed unanimously.

Engineer Nansen reviewed that they have prepared a project status summary for the three streets to be improved and included the utility project for 1ST St. NE as Section D. The plans are to open bids on 06-09-08 at 4:00 p.m. and have the bids ready for Council's consideration at Council meeting at 5:30 p.m. Motion by Waller, seconded by Woessner to introduce the following resolution, entitled **APPROVING PLANS AND SPECIFICATIONS AND ORDERING THE ADVERTISEMENT FOR BIDS FOR THE GOLF COURSE ROAD-FROM HWY 59 TO THE NORTH APPROXIMATELY 400 FEET; 3RD AVENUE NE-FROM 1ST STREET NE TO 3RD STREET NE; 2ND AVENUE NE-FROM THE PELICAN RIVER TO 3RD STREET NE; 2ND STREET NE-FROM THE PELICAN RIVER TO 3RD AVENUE NE; 3RD STREET NE-FROM THE PELICAN RIVER TO 3RD AVENUE NE; 1ST STREET SW-FROM 10TH AVENUE SW TO 5TH AVENUE SW; 10TH AVENUE SW-FROM 2ND STREET SW TO HWY 59 STREET IMPROVEMENT PROJECT AND FIRST STREET NORTHEAST UNDERGROUND UTILITY AND STREET IMPROVEMENT PROJECT IN THE CITY OF PELICAN RAPIDS.** (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.

Police Chief Jeff Stadum presented the report for the Police Department. Mayor Runnigen thanked Chief Stadum and the department for the help they gave the school and other law enforcement agencies after the band bus accident.

Utility Superintendent Brent Frazier reported on the water and wastewater departments. Administrator Don Solga received an agreement from the Minnesota PCA regarding the City accepting Well No. 15 and he has forwarded it to City Attorney Morrie Kershner for his review.

Frazier reported that the Consumer Confidence Report has been published in the Pelican Rapids Press, one copy provided to the Minnesota Department of Health and one copy to West Central Turkeys, LLC.

Street and Park Superintendent Brian Olson reported on activities in his departments. The laser line striper has been delivered so the City will be able to paint curbs, strip parking lots, paint crosswalks and use it at the swimming pool. Pool Manager Anne Peterson will start next week and lifeguard applicants will be interviewed.

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Library Director Annie Wrigg presented her report. She said the library has been slow during April so they are getting ready for the summer.

Liquor Store Manager Bob Leslie reviewed area liquor store wages identified by Clerk-Treasurer Glenys Ehlert. Motion by Peterson, seconded by Waller to authorize wages in the amount of \$9.50 per hour to Liquor Store employees Margaret Johnson and Curt Hatle and \$8.50 per hour for Mike Melgren. Motion passed unanimously.

Administrator Don Solga announced that the City owns the Amoco lot as a proposed site of the Municipal Liquor Store.

Clerk-Treasurer Glenys Ehlert presented financial reports for April, 2008. She also recommend funding the purchase of the proposed liquor store site at Lots 1, 2 and 3, Block 7 of Original Plat of Pelican Rapids as follows: Inter Fund Loan from Improvement Reserve Fund in the amount of \$31,588.45; Liquor Store Reserve Transfer in the amount of \$40,000 and an Inter Fund Loan from the General Fund in the amount of \$25,000. Motion by Waller, seconded by Woessner to approve land purchase funding as stated. Motion passed unanimously.

Council reviewed minutes. Motion by Woessner, seconded by Peterson to approve the minutes of 04-14-08, 04-16-08, 04-29-08 and 05-01-08 as presented. Motion passed unanimously.

Council reviewed the Accounts Payable Listing of 05-12-08 as presented including Liquor Store and Library bills. Council Member Woessner asked about the Fire Hall boiler and final paving at Fire Hall. City staff said both the boiler and final paving are expected to be completed soon and they will follow-up with the contractors. Motion by Peterson, seconded by Waller to approve payment of the 05-12-08 Accounts Payable List as presented. Motion passed unanimously.

Administrator Don Solga reviewed the requests from the Fire Department from the Tanker Fund. Motion by Woessner, seconded by Gottenborg to approve expenditures of \$1447.21 of Tanker Funds to pay for the Eye Wash Station plumbing in the amount of \$750; roasters and coffee urns in the amount of \$447.21 and the 100th Anniversary Plaque in the amount of \$250 for the Fire Hall. Motion passed unanimously. Council stated again that Fire Chief Trevor Steeves needs to have Council approval to spend tanker funds in advance of spending them.

Administrator Don Solga reviewed conversations with Pelican Township about reconstruction and maintenance of 430th Street. The proposal is that Pelican Township will bid the project out and then come to the City with an agreement that the City pay for half the reconstruct project and Pelican Township will pay for half the maintenance costs. City may want to include the costs of the project in the financing for other spring street projects.

Administrator Don Solga and Council Member Richard Peterson will attend the Western Area County and City Cooperative Celebration on 06-05-08.

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Clerk-Treasurer Glenys Ehlert reviewed the addition by Loretel Cable Company of a Basic Rate, effective 05-01-08, in the amount of \$23.00 per month as provided by the franchise agreement.

City Council discussed the League of Minnesota Cities (LMC) survey that indicates people find that Minnesota cities are good places to live with almost 90% of city residents reporting that they have a good or excellent quality of life. Administrator Don Solga and Clerk-Treasurer Glenys Ehlert will attend the LMC Conference in Rochester, 06-11-08 through 06-13-08.

Administrator Solga reported on Schleske Hearing. The court found Roger Schleske guilty of violating the agreement he had with the City to remove the vehicles. The court convicted and stayed the 30 day sentence, pending compliance by 06-01-08.

Fire Hall Open House will be 05-18-08 from 10:00 a.m. to 2:00 p.m.

Meeting adjourned at 8:35 p.m.

Glenys Ehlert, CMC
Clerk-Treasurer