

June 5, 2009

CITY COUNCIL AGENDA

City Council will meet at 4:45 p.m. at the Wastewater Treatment Facility Construction Site to review project prior to convening City Council Meeting. The public is invited to attend.

Monday, June 8, 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. Project Pay Request
 - WWTF Improvement Pay Request Final – Custom Marketing Co. - \$12,631.75
 - WWTF Improvement Pay Request No. 8 – Gridor Construction - \$520,494.25
 - WWTF Improvement Pay Request – Interstate Engineering - \$20,899.23
6. Library Report
7. Police Chief Report
8. Utility Superintendent Report
 - Consumer Confidence Report
 - Change Order to Install Sump & Pump to Digester - \$6,858.00
 - Change Order to Raise Manhole - \$ TBD
 - Update on Pond Aerators
 - Update on Water Controls Project
9. Street/Park Superintendent Report
10. Financial Report
 - Bond Refinancing
11. Liquor Site LSI Update
12. Planning Commission Report
 - Zone Change Recommendation – Fox Property Annexation
 - Ordinance No. 09-02 – Amend City Code Relating to the Official Zoning Map
 - Zoning Ordinance - Interim Use Permits Consideration
 - Maintenance Ordinance Consideration
13. License Approval
 - Temporary Beer License for Jaycee’s – 07-10 & 11-09

- Temporary Beer License for VFW – 07-18-09
 - Liquor License for Crossroads
14. Community Bus Update
 15. City Hall Offices – Facility Committee
 16. Fire Dept USDA Grant Update

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES -06-08-09

Mayor Ben Woessner, City Council Members John E. Waller, III , Steve Foster, Kevin Ballard and Richard Peterson, Administrator Don Solga, Clerk-Treasurer Glenys Ehlert, Utilities Superintendent Brent Frazier and Engineers Alex Schwarzhoff and Pat Reinsour of Interstate Engineering, Inc., met at 4:45 p.m., at the City’s wastewater treatment facility construction site to review potential change orders at the anaerobic digester and a manhole near the final clarifiers.

The City Council of Pelican Rapids met in regular session at 5:30 p.m., on Monday, 06-08-09, in Council Chambers, City Hall. Mayor Ben Woessner, Council Members Richard Peterson, Steve Foster, Kevin Ballard and John E. Waller, III were present. No one was absent. Administrator Don Solga, Clerk-Treasurer Glenys Ehlert, Police Chief Jeff Stadum, Utilities Superintendent Brent Frazier, Street and Park Superintendent Brian Olson, Engineer Alex Schwarzhoff, Mark Sikkink, John Gorton, DeWayne Wick, Jay Ripley and Kelley Gorman of the Pelican Rapids Press were also present.

Mayor Woessner called meeting to order at 5:30 p.m. All present stood, addressed the flag and said the pledge of allegiance.

There were no additions or deletions to the agenda. Motion by Waller, seconded by Peterson to approve the agenda. Motion passed unanimously.

Motion by Foster, seconded by Ballard to approve minutes of 04-15-09, 05-11-09 and 05-26-09 as written and presented. Motion passed unanimously.

Council reviewed the 06-08-09 Accounts Payable Listing. Motion by Waller, seconded by Foster to approve the 06-08-09 Accounts Payable Listing as presented to pay city, liquor store and library invoices. Motion passed unanimously.

Clerk-Treasurer Glenys Ehlert reviewed the Wastewater Treatment Facility (WWTF) Improvements for P-Management, Improvement Project No. 75, requests for payment.

Motion by Waller, seconded by Foster to approve final payment to Custom Marketing Co., Inc., as approved by Engineer Alex Schwarzhoff, in the amount of \$12,631.75, for aerators in the anaerobic lagoon. Motion passed unanimously.

Clerk-Treasurer Glenys Ehlert reviewed the Wastewater Treatment Facility (WWTF) Improvement Project No. 75, Pay Request No. 8 for Gridor Construction, Inc. Motion by Foster, seconded by Ballard to approve Pay Request No. 8 to contractor Gridor Construction, Inc., in the

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES -06-08-09

amount of \$520,494.25, as approved by Engineer Alex Schwarzhoff. Motion passed unanimously.

Motion by Foster, seconded by Ballard to approve payment to Interstate Engineering, Inc., in the amount of \$20,899.23. Motion passed unanimously.

Library Director Annie Wrigg reported on the library which is very busy. Summer reading is planned for three groups. They are doing many technological classes including ipods and gps in addition to computer programs.

Police Chief Jeff Stadum presented the police department report. Mayor Woessner asked about graffiti and Stadum said the larger items appeared about a week and a half ago, between Sunday and Monday evening.

Utilities Superintendent Brent Frazier reported that Stoa Plumbing and Thein Well have been doing maintenance for the Water Department. Thein Well pulled Well Nos. 7 and No. 9. Superintendent Frazier said Dale Peterson retired 05-15-09 and Jordan Poltz began work as water/wastewater operator on 06-01-09.

Superintendent Frazier presented the Consumer Confidence Report for the Drinking Water Quality.

Engineer Alex Schwarzhoff reviewed the need to install a sump pump at the anaerobic digester. The sewer line exits the anaerobic digester below the footing of the building, putting it below the sewer main on site. The change order will include a pump into the drain line from a nearby sink. Motion by Peterson, seconded by Waller to approve the change order as described. Motion passed unanimously.

Engineer Alex Schwarzhoff reviewed the manhole that feeds the final clarifiers. It needs to be sealed to prevent overflowing, with a second manhole cover leaving access so City can get to it if needed in the future.

Utilities Superintendent Brent Frazier reported that the aerators were installed 04-29-09. The dissolved oxygen has gone up at the aerated pond. The color remains pinkish orange and there has not been much change in the odor. It's going to take time to make changes. Administrator Don Solga said the intent is to monitor the pond weekly. The consultant Tom Hinkey had expected a more dramatic improvement in the odor problem and BOD's. Hinkey suggested installing additional aerators on a lease basis to achieve faster results. Mayor Woessner said he would be interested in seeing Hinkey's proposal to help City achieve the desired results.

Utilities Superintendent Brent Frazier said another project accomplished this spring was the Water Control Project. The water control panel has worked well. However, the roto meter on the chlorine ejectors has not worked properly. The proposed solution is to reprogram the controls: One well for each roto meter. Engineer Alex Schwarzhoff said it seems to be a problem of getting enough water to the chlorine ejectors.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES -06-08-09

Street and Park Superintendent Brian Olson reported that the street project is in the final stages with the last layer of pavement to be installed this week. The punch list is complete. Dust guard has been ordered. The pool was scheduled to open today, but the weather delayed it.

Clerk-Treasurer Glenys Ehlert presented the 05-31-09 Cash Recap and Investment Reports. Ehlert invested money in savings from checking for the weekend due to receipt of \$400,000 in June tax levy money last week.

Ehlert said the City will accept applications for a part time receptionist through 06-19-09. She said Administrator Don Solga and she would be interviewing after the 19th and asked if any council member wanted to be involved in the selection process. Council Member Foster spoke for the council and said they would trust Don and Glenys to interview for the position.

Council reviewed the League of Minnesota Cities (LMC) recommendation regarding tort liability limits. Motion by Waller, seconded by Foster to approve a resolution that the City of Pelican Rapids does not waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04. Motion passed unanimously and resolution declared duly adopted.

Clerk-Treasurer Glenys Ehlert reviewed increasing the vehicle deductible from \$250 to \$500 as part of insurance renewal. Mayor would like to know what the savings would be. City staff will check on it. Council Member Peterson recommended leaving the deductible at \$250 until a vehicle has reached its useful life.

Administrator Don Solga said Council Member Foster, Mayor Woessner and he met with Mark Millsop regarding the liquor store limited site inspection. Mark Millsop said he believes that Minnesota Pollution Control Agency (MPCA) will require monitoring wells and vent pipe for the proposed liquor store site, similar to that required at the new Park Region Coop. The City will also need a Development Response Action Plan (DRAP)/contingency plan due to the redevelopment of site through the Brownsfield program. Development of the DRAP is estimated to cost \$1,000.00. The Brownsfield review of the DRAP/contingency plan is estimated to cost \$2,000.00. To implement the MPCA's requirements for monitoring wells, vent pipe, etc. would cost about \$20,000. If the City runs into contaminated materials, the implementation of the DRAP would cost about \$10,000. Both Mark Millsop and the MPCA representative said this was a small problem and Millsop thought the project could go forward now. Of the estimated \$33,000 expenses, \$21,000 can use PetroFund for reimbursement, but \$12,000 under the Brownsfield program would not be reimbursed.

Administrator Don Solga reviewed the Planning Commission's Public Hearing to rezone 805 Ann Lane. Motion by Peterson, seconded by Waller to accept the Planning Commission's recommendation from the Public Hearing conducted on 06-04-09, to rezone property at 805 Ann Lane from Agricultural (A) to Residential (R1). Motion passed unanimously.

Administrator Solga reviewed the Official Zoning Map for 2009. This map represents the changes that have taken place since the Official Map of 2005. Motion by Waller, seconded by Foster to introduce Ordinance No. 09-02, entitled **AN ORDINANCE TO AMEND CITY CODE SECTION 905.03, SUBDIVISION 2 RELATING TO THE OFFICIAL ZONING**

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES -06-08-09

MAP. (A complete text of this ordinance is part of permanent public record in the City Clerk's office.) Motion passed unanimously and this Ordinance is declared duly adopted upon publication.

Administrator Solga reviewed interim use permits which were considered by the Planning Commission. The Planning Commission recommended that the City Council consider authorizing a draft ordinance permitting interim use permits.

Council Member and Planning Commissioner Peterson said he thinks there will need to be very clear language in the ordinance about the way the business is being run today will be what is permitted.

Administrator Solga cautioned that there will be some cost associated with investigating and drafting an ordinance to add interim use permits with staff time and City Attorney costs. Motion by Waller, seconded by Ballard to permit the Planning Commission to proceed on developing an interim use permit draft ordinance. Motion passed unanimously.

Administrator Solga reviewed Planning Commission's consideration of a maintenance ordinance prior to considering allowing steel roofing panels in the residential zone. Again, the Planning Commission would be working with the City Attorney and the League of Minnesota Cities to develop this maintenance ordinance if the Council wishes to consider this type of ordinance. Motion by Foster, seconded by Peterson to permit the Planning Commission to investigate a maintenance ordinance. Motion passed unanimously.

John Gorton of the Pelican Rapids Jaycee's was present to answer any questions regarding their application for a Temporary Beer License. Motion by Peterson, seconded by Foster to approve the Jaycee's Temporary Beer License for Friday, 07-10-09 and Saturday, 07-11-09 with restrictions attached to the license. Motion passed unanimously.

Council reviewed the VFW's request for a Temporary Beer License for 07-18-09. Motion by Ballard, seconded by Waller to approve the VFW's Temporary Beer License for Saturday, 07-18-09 with restrictions attached to the license. Motion passed unanimously.

Motion by Waller, seconded by Peterson to approve the renewal of Crossroads Liquor License as presented and subject to the rules and regulations of the City of Pelican Rapids and State of Minnesota. Motion passed unanimously.

Administrator Don Solga presented information on the community bus resulting from a meeting he had with Transit Alternatives. They discussed a 30 day campaign, hours of operation of 9 a.m. to 4 p.m., incentives for service, mile rates. Transit Alternatives talked to the school about summer recreation and met with Cynthia Stotesbury of Larry's Supermarket regarding flyer distribution. Solga said they are considering a 30 day campaign during July and the City sponsoring one free day to ride each week. Council discussed costs for the three or four days of free rides and decided that it would be both minimal and worthwhile. Motion by Waller, seconded by Foster to sponsor one day a week for free rides on the Transit Bus during the month of July. Motion passed unanimously.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES -06-08-09

Administrator Solga said the Facilities Committee met on 05-28-09. State Bank met with Mayor Woessner and Administrator Solga regarding selling the present City Hall building to the City of Pelican Rapids. Administrator Solga said State Bank paid \$350,000 for the building and pays \$11,000 per year in taxes. State Bank proposed the possibility of purchasing the City's liquor store site. The Facilities Committee wants to move forward with the Liquor Store as proposed.

Motion by Waller, seconded by Peterson to direct the Facilities Committee to decline the proposal from State Bank for the City to purchase the building. Motion passed unanimously.

Council Member Peterson said he wouldn't object to selling the proposed liquor store site to State Bank. Council Member Waller agreed. Mayor Woessner said he didn't really hear them say they wanted the liquor store site. Council Member Peterson said if they propose to buy it, go forward.

Administrator Solga said the City applied for \$150,000 grant for an aerial fire truck through the United States Department of Agriculture (USDA) program. The City was pre-approved for \$125,000 loan with a \$25,000 grant. Amount of the loan and grant can be changed with revised application; need to decide on truck to be purchased; a public hearing will be required; paperwork includes attorney documents, certifications and agreements signed by mayor with council approval and city attorney involvement at cost to city. Administrator Solga says timing is an issue since final state approval could be in 2009 and the first payment could be in 2010. Final payment on the Fire Department's newest truck is 2011. Fire Chief Trevor Steeves and Administrator Solga recommend that the City reapply in 2010. Motion by Waller, seconded by Ballard to postpone applying for this loan. Motion passed unanimously.

Motion by Peterson, seconded by Waller to adjourn the meeting at 7:18 p.m. Motion passed unanimously.

Glenys Ehlert, CMC
Clerk-Treasurer