



PELICAN RAPIDS
CITY COUNCIL AGENDA

July 08, 2011

Monday, July 11, 2011

5:30 p.m.

Council Chambers, 315 N. Broadway

1. Call to Order
2. Agenda Additions or Deletions
3. Approval of Minutes – 06/28/11
4. Approval of Accounts Payable Listing
5. Utility Superintendent Report
6. Library Report
7. Police Chief Report
8. Street/Park Superintendent Report
 - Project #77 Update / Extension
 - Pool Fees
 - Pool Personnel
9. Financial Report
10. Planning Commission Report
 - Dilapidated Building letter consideration
11. Liquor Store Pay Request
 - Superior Lakeside - \$10,784.00
 - Sundance Companies - \$17,000.00
12. Liquor Store Personnel
13. Certify Unpaid Curb Stop Repairs to Property Taxes

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 07-11-11

The City Council of Pelican Rapids met in regular session at 5:30 p.m., on Monday, 07-11-11, in Council Chambers, City Hall. Mayor Ben Woessner, Council Members James Strand, Steve Foster, Kevin Ballard and John Waller, III, were present. No one was absent. Administrator Don Solga, Police Chief Jeff Stadum, Street and Park Superintendent Brian Olson, Utilities Superintendent Brent E. Frazier, Library Director Annie Wrigg, and Lou Hoglund of the Pelican Rapids Press were also present.

Mayor Ben Woessner called meeting to order.

There was one deletion to the agenda: Certify Unpaid Curb Stop Repairs to Property Taxes. Motion by Strand, seconded by Foster to approve the agenda with the deletion. Council Members Strand, Ballard, Foster and Waller voted yes and motion passed unanimously.

Motion by Foster, seconded by Waller to approve minutes of 06-28-11 as presented. Motion passed unanimously.

Motion by Waller, seconded by Ballard to approve 07-11-11 Accounts Payable Listing. City Accounts Payable Listing approved is \$82,241.83; Library Accounts Payable total \$8,359.94; Liquor Store Accounts Payable total \$78,179.85. Motion passed unanimously.

Superintendent Brent Frazier discussed various matters at the water and wastewater facilities. Variable Frequency Drive has been installed in the high service pump at the water plant. At the wastewater treatment facility, the annual backflow inspections have been completed. Gridor Construction is still working on the punch list from the phosphorus upgrade.

Library Director Annie Wrigg reported that the Missoula Theater was a huge success. Author Doug Ohman did a book program at the library. King Tut bus trip went well and the summer reading program has resulted in 10,000 hours logged so far. The State shutdown has not affected the library.

Police Chief Jeff Stadum presented his report.

Street and Park Superintendent Olson presented his report. Due to excessive frost heaves this past spring more pot holes need repair. Olson is working to get an estimate to repair. If repairs are to be done this year we will have to exceed the budget.

Superintendent Olson updated the council on Improvement Project No.77. The fabric and gravel base have been placed on Maplewood Drive; however, wet conditions have prevented the contractor from placing fabric and gravel base on SE 5th St. Administrator Solga presented a request from Mark and Brenda Construction to extend the completion date 30 days. Motion by Ballard, seconded by Waller to extend the completion date 30 days, from July 15, 2011 to August 15, 2011. Motion passed unanimously

Superintendent Olson said the swimming pool is opened. One leak was found, another smaller leak remains. We will have to make repairs after the pool season. Due to shorted season Superintendent

Olson recommends pro-rating the pool season passes. Family passes to \$50.00, Adult Single passes to \$25.00, and Child Single passes to \$22.00. Motion by Waller, seconded by Strand to pro-rate the season passes as noted. Motion passed unanimously

Superintendent Olson said pool is in need of additional life guards. Recommends hiring Emily Hexum and Vanessa Cusey at level 1 of pay scale. Motion by Strand, seconded by Ballard to hire life guards Emily Hexum and Vanessa Cusey at level 1 of pay scale as recommended. Motion passed.

Administrator Don Solga presented the City's 06-30-11 Financial Reports regarding checking account and investment account balances. Also presented was the Liquor Store Bank Reconciliation of 06-30-11 with checking account, savings account and inventory totals.

Administrator Don Solga reported on the Planning Commission's 07-06-11 meeting. Sixty-two (62) letters were sent out for non-compliance of public nuisance ordinance after the Planning Commission's Spring Tour. To date all but 22 have been corrected. Those still in non-compliance will be cited as misdemeanor violations.

The commissioners identified 16 properties with deteriorated and/or dilapidated buildings. After consideration of all conditions, the Planning Commission recommended that Council approve issuing letters to owners of deteriorated and/or dilapidated buildings asking that the buildings be repaired to their pre-deteriorated condition or removed from the property. Motion by Waller, seconded by Strand, to accept the Planning Commission's recommendation to issue letters to owners of deteriorated and/or dilapidated buildings. Motion passed unanimously.

Administrator Don Solga reported that most of the landscaping, all the second lift of asphalt and asphalt marking have been completed at the Liquor Store. Recommend payment of Pay Request No.10 for payment to Superior Lakeside in the amount of 10,784.00 and Sundance Companies in the amount of \$17,000.00. Total Pay Request No.10 is \$27,784.00. Motion by Strand, seconded by Ballard to approve Liquor Store Construction Pay Request No. 10 as presented. Motion passed unanimously

Administrator Don Solga reported that liquor store has been very busy this summer. Administrator Solga and Manager Bob Leslie reviewed applications for a vacant sales clerk position. In order to better serve the customers it is apparent that we need to hire two sales clerks. After interviews they recommend hiring Cynthia Moe and Roger Baker as liquor store clerks at level 1 of the pay scale. Motion by Strand, seconded by Foster to approve the hiring as recommended. Motion passed unanimously.

Motion by Waller, seconded by Foster to adjourn meeting at 6:15 p.m. Motion passed unanimously.

Administrator Don Solga, Acting Secretary