

August 8, 2013

CITY COUNCIL AGENDA

**Tuesday, August 13, 2013**

**4:30 p.m.**

**Council Chambers, 315 N. Broadway**

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1. Call to Order
2. Agenda Additions or Deletions
3. Approval of Minutes – 7/30/13
4. Approval of Accounts Payable Listing
5. Police Chief Report
6. Street/Park Superintendent Report
  - Parking Signage
7. Financial Report
8. Library Report
9. Improvement Project No. 82, SE 1<sup>st</sup> Street Bid Opening is 8/22/13 2:00 pm., City Hall
10. Otter Tail Power Company Street Lighting Maintenance Agreement
11. Facility Lighting
12. Pelican Rapids to Perham Multi Use Trail
13. Check Return Fee
14. Water Plant Roofing
15. Pelican River Pheasants Forever Raffle Permit – VFW, 29 1<sup>st</sup> Ave. NW – 9/21/13

## CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 08-13-13

The City Council of Pelican Rapids met in regular session at 4:30 p.m., on Monday, 8-13-13, in Council Chambers, City Hall. Mayor Ben Woessner, Council Members James Strand, Kevin Ballard, John E. Waller, III, and Steve Foster were present. No one was absent. Administrator Don Solga, Clerk-Treasurer Glenys Ehlert, Police Chief Jeff Stadum, Street and Park Superintendent Brian Olson, and Lou Hoglund of the Pelican Rapids Press were also present.

Mayor Woessner called meeting to order at 4:30 p.m.

Motion by Ballard, seconded by Strand to approve the agenda. Motion carried.

Motion by Waller, seconded by Strand to approve the minutes of 07-30-13 as presented. Motion carried.

Motion by Strand, seconded by Ballard to approve the Accounts Payable Listing of 08-13-13 as presented for City bills in the amount of \$28,853.85, for Liquor Store bills in the amount of \$76,828.84 and for Library bills in the amount of \$3,736.63. Motion carried.

The Police Report was presented by Chief Jeff Stadum. He reported that 3,970 miles were driven with 166 calls for service, 3 arrests, 13 tickets and fines of \$589.39.

Chief Stadum recommended hiring Shawn Schmitt as a part time police officer. Motion by Strand, seconded by Foster to approve hiring Shawn Schmitt as part time police officer at level one on the Part Time Police Officer Salary Schedule, contingent upon a passing physical examination. Motion carried.

The Street/Park Report was presented by Superintendent Brian Olson. Closing date for the pool is August 23<sup>rd</sup>. He reviewed two options for parking signs.

Clerk-Treasurer Glenys Ehlert presented the 7-31-13 financial reports, including Cash Recap and Investments.

Clerk-Treasurer Glenys Ehlert advised Council that the Library Board meeting minutes of 07-01-13 were available in council packets. Library Director Annie Wrigg was unable to attend City Council meeting.

Improvement Project No. 82, SE 1<sup>st</sup> St. bid opening is 08-22-13 at 2:00 at City Hall. Motion by Waller, seconded by Ballard to introduce the following resolution, entitled RESOLUTION NO. 13-11, RESOLUTION APPROVING PLANS FOR IMPROVEMENT PROJECT NO. 82, SE 1ST STREET UTILITY AND STREET IMPROVEMENTS AND AUTHORIZING ADVERTISEMENT OF BIDS. (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.

Administrator Don Solga reviewed the Otter Tail Power Company Street Lighting Maintenance Agreement. Motion by Waller, seconded by Strand to approve the Street Lighting Maintenance Agreement with Otter Tail Power Company as presented. Motion carried.

## **CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 08-13-13**

Administrator Don Solga explained various city facilities lighting requirements and estimated expenses. He estimated the expenses would be \$25,000 to replace 127 fixtures. Administrator Solga expects rebates of about \$7,000, with a project actual cost of \$18,000. Motion by Ballard, seconded by Strand to approve the city facilities lighting project as presented and approved payment from various department cash balances and 2011 Capital Funds. Motion carried.

Administrator Don Solga reported on meetings regarding the Pelican Rapids to Perham Multi Use Trail. Motion by Waller, seconded by Strand to approve expenses for the Feasibility Study of \$13,180 to be paid out of 2012 Economic Development funds and 2011 Capital Funds. Motion carried.

Administrator Don Solga discussed a check return fee. Motion by Waller, seconded by Strand to set a \$30 check return fee. Motion carried.

Administrator Don Solga discussed two quotes for replacing roofing at the Water Plant. One quote was in the amount of \$22,600 from Herzog Roofing. Herzog would replace scupper boxes. Another quote from Foam Solution is \$14,000 to install foam roof. Fifteen year warranty on both. Motion by Strand, seconded by Ballard to approve acceptance of the Foam Solution quote in the amount of \$14,000. Motion carried.

Motion by Foster, seconded by Strand to approve the Pelican River Pheasants Forever Raffle Permit at VFW, 29 1<sup>st</sup> Ave NW on 9-21-13. Motion carried.

Motion by Strand, seconded by Waller to adjourn the City Council meeting at 5:05 p.m. Motion carried.

Glenys Ehlert, CMC  
Clerk-Treasurer