

CITY COUNCIL AGENDA

August 21, 2008

Tuesday, August 26, 2008

4:30 p.m.

City Hall, Council Chambers

1. Call to Order
2. Additions / Deletions to Agenda
3. Approval of Accounts Payable Listing
4. Liquor Store Report
5. Chamber of Commerce
 - Visitor Center Hours
 - 125th Celebration Expenses
6. Street and Utility Improvement Projects
 - Receipt of Bond Sale Funds
 - Pay Estimate No. 1 for Projects No. 72 and No. 73
7. Transit System Update
8. Preliminary Proposed 2009 General Fund Budget
9. Water Treatment Plant Controls Project Report
 - Loan Amortization Schedule
 - Project Schedule
10. WWTF Improvement for Phosphorous Management Project Re-Bid Report
11. St. Leonard's Church Raffle Permit – 10/8/08 – St. Leonard's Church
12. Certify Unpaid Utility Bills to Otter Tail County

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES -08-26-08

The City Council of Pelican Rapids met in regular session at 4:30 p.m., on Tuesday, 08-26-08, in Council Chambers, City Hall. Mayor Wayne Runningen, Council Members David Gottenborg, Richard Peterson and John E. Waller, III were present. Council Member Ben Woessner was absent. Administrator Don Solga, Clerk-Treasurer Glenys Ehlert, Library Director Annie Wrigg, Liquor Store Manager Bob Leslie, Brenda Brand of the Chamber of Commerce, Steve Foster and Kelley Gorman of the Pelican Rapids Press were also present.

Mayor Runningen called meeting to order.

Additions to the agenda included 2009 Truth in Taxation Public Hearing, Airport Change Order and Partial Payment Request and LCSC Regional Alliance Meeting.

Council reviewed the Accounts Payable Listing. Motion by Waller, seconded by Gottenborg to approve the 08-26-09 Accounts Payable Listing as presented. Motion passed unanimously.

Liquor Store Manager Bob Leslie reviewed the Liquor Store Income Statement for August. He reported that Susan Hanson is no longer working at the Liquor Store. He recommended hiring John Cameron at \$7.50 per hour. He also recommended increasing Katie Lynnes's wages to \$7.75 per hour. Motion by Peterson, seconded by Waller to hire John Cameron at \$7.50 per hour as a liquor store clerk. Motion passed unanimously.

Motion by Gottenborg, seconded by Waller to increase Katie Lynnes to \$7.75 per hour effective with pay period beginning 08-23-08. Motion passed unanimously.

Brenda Brand of the Chamber of Commerce reported on the Tourist Information and Visitor Center hours of operation. The Visitor Center will be open: May thru August: M-F 9-5 and Sat-9-1; September thru October: T-F 10-3 and Sat-9-1 (Closed Monday); November thru April: T-F 10-3 and Closed Monday and Saturday.

Motion by Gottenborg, seconded by Peterson to approve payment of the final 125th Anniversary Expenses Accounts Payable Listing of 08-26-08 as presented. Motion passed unanimously.

Brenda Brand said she wanted to thank the City for their help with the Chamber as they spent the past year and a half rebuilding the organization. She especially thanked the Mayor for teaching her about birding and commented that the Birding Trail is also an important part of tourism.

Mayor Runningen said the City appreciated the work Brenda has done.

Clerk-Treasurer Glenys Ehlert reported on receipt of bond sale funds on 08-19-08 in the amount of \$829,132.50, for Street Improvement Project No. 72 and Utility Improvement Project No. 73. Council discussed the Pay Estimate for the projects. Motion by Peterson, seconded by Waller to approve Street and Utility Project Pay Estimate No. 1 to Central Specialties in the amount of \$108,198.63 as recommended by City Engineer Gary Nansen. Motion passed unanimously.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES -08-26-08

Administrator Don Solga reported that the ridership in Pelican Rapids is very, very low and Transit Alternatives is open to some promotional items, including the City sponsoring some free days. The agreement is up for renewal in September and they are discussing a one year extension.

Administrator Don Solga reviewed the 2009 Proposed Budget. Due to capital funds reflected in the budget, the budget will increase 17% over 2008. However, the increase is covered by Local Government Aid. With new construction, residents may well see a decrease in city taxes. Council Member Peterson discussed reducing building permit fees.

Motion by Gottenborg, seconded by Waller to set 12-01-08 as Truth In Taxation hearing date at 7:00 p.m. in Council Chambers, City Hall, and 12-08-08 as continuation hearing if required at 6:30 p.m., also in Council Chambers, City Hall. Motion passed unanimously.

Administrator Don Solga reviewed the proposed agreement for financing the Water Controls Project with the Public Finance Authority. The agreement and financing resolution will be considered at the 09-08-08 City Council meeting.

Motion by Gottenborg, seconded by Peterson to approve Water Treatment Plant Control and Disinfection Improvements Change Order No. 1, changing the Contract Documents Substantial Completion Date from 11-01-08 to 01-01-09 and changing the Final Completion Date from 11-15-08 to 01-15-09. (A complete text of this Change Order is part of permanent public record in the City Clerk's Office.) Motion passed unanimously.

Administrator Don Solga updated Council regarding the Wastewater Treatment Facility (WWTF). Engineer Patrick Reissour notified the Minnesota Pollution Control Agency (MPCA) about re-bidding the project. Administrator Solga said engineering costs for re-scoping the project will be approximately \$24,000. City staff will preview a vacuum bubble aeration system in Thief River Falls. This system may be bid under Package C of the WWTF Re-Bid.

Motion by Peterson, seconded by Gottenborg to approve a Raffle Permit for St. Leonard Church to conduct a raffle on 10-08-08 at the church. Motion passed unanimously.

Motion by Waller, seconded by Peterson to certify unpaid utility bills in the amount of \$174.05 for parcel no. 760002200009000 and \$159.92 for parcel no. 76000270041000 to Otter Tail County Auditor for collection with real estate taxes. Motion passed unanimously.

Administrator Don Solga said on 08-15-08 he was notified that there was soil that had vegetation in it at the airport taxiway and he has met with the engineer and contractor to correct the problem. Motion by Gottenborg, seconded by Waller to approve Change Order No. 1 for Airport Taxiway Improvement Project in the amount of \$5985 as recommended by Administrator Don Solga. Motion passed unanimously.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES -08-26-08

Motion by Peterson, seconded by Gottenborg to approve Pay Estimate No. 1 for Airport Taxiway Improvement Project in the amount of \$70,469.24 to contractor Central Specialties, as recommended by Administrator Don Solga and Engineer Jon Olson.

Meeting adjourned at 6:00 p.m.

Glenys Ehlert, CMC
Clerk-Treasurer