

September 10, 2009

CITY COUNCIL AGENDA

Monday, September 14, 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 No. 11 – Gridor Construction - \$506,627.90
 - WWTF Improvement Pay Request No. 7 – Interstate Engineering - \$16,164.48
 - WWTF Improvement Pay Request No. 3 – Engineering America, Inc.-\$128,988.16
6. Library Report
7. Police Chief Report
 - Administrative Traffic Citations
8. Street/Park Superintendent Report
 - Sewer/Water Service Line Request – 201 5th Ave. NE
9. Utility Superintendent Report
 - Results of Water Monitoring Study
10. Financial Report
11. Preliminary 2010 Budget Presentation and Certification to Otter Tail County Auditor
12. Certify Curb Stop Repair, Utility Bills and Mowing Bill to Otter Tail County Auditor
13. Hydro-Electric Discussion

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES - 09-14-09

The City Council of Pelican Rapids met in regular session at 5:30 p.m., on Monday, 09-14-09, 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, Library Director Anne Wrigg, Engineer Alex Schwarzhoff, Kelley Gorman Pelican Rapids Press, Cristina Saavedra, city employee and translator and Gloria Rosiles 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.

Agenda Addition: Liquor Store Personnel and Site Update. Motion by Foster, seconded by Waller to approve the agenda with the addition. Motion passed unanimously.

Motion by Foster, seconded by Ballard to approve the minutes of 08-10-09 and 08-25-09 as presented. Motion passed unanimously.

Council considered the Accounts Payable listing. Motion by Waller, seconded by Foster to approve Accounts Payable Listing of 09-14-09 for the City in the amount of \$112,111.05, for the Library in the amount of \$3,846.41 and Liquor Store in the amount of \$119,600.89. Motion passed unanimously.

Council Member Peterson arrived at 5:35 p.m.

Mayor Woessner presented the Wastewater Treatment Facility pay requests. Motion by Foster, seconded by Waller to approve Wastewater Treatment Facility Improvements for P-Management, Improvement Project No. 75, payments as recommended for Pay Request No. 11 to contractor Gridor Construction Inc., in the amount of \$506,627.90, Pay Request No. 7 to engineers Interstate Engineering, Inc., in the amount of \$16,164.48, and Pay Request No. 3 to Engineering America, Inc., in the amount of \$128,988.16. Motion passed unanimously.

Library Director Annie Wrigg presented her report. School is in session so they have some time to work with collections. The library is fully staffed. Annie recently met with the Otter Tail County Commissioners. They were very willing to fund the library in 2010 in the same amount as in 2009. Library Director Wrigg said, "I'm very grateful that the city, county, townships and citizens support the Pelican Rapids Library so generously." The library foundation received a \$108,000 donation to the technology fund from the Haarstick family. The Mary Schierman flamingo collection was auctioned for approximately \$1500 in contributions.

Police Chief Jeff Stadum presented his report.

Administrator Don Solga presented background information on the Administrative Traffic Citations. These are for some very specific traffic violations such as a speeding ticket under 10 miles per hour. Looking at the requirements, the City may not even break even for the process. "I think we'd be looking at losing money for the time lost and extra paperwork," said Chief

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES - 09-14-09

Stadum. Administrator Solga agreed said that not many small cities are participating because of the costs.

Administrator Don Solga said he received a Notice to Negotiate from police union. Motion by Waller, seconded by Foster to appoint Mayor Ben Woessner and Administrator Don Solga to the police contract negotiating committee. Motion passed unanimously.

Street and Park Superintendent Brian Olson reported on his departments activities. The airport was inspected by Minnesota Pollution Control Agency and the pool was inspected by the Health Department. Superintendent Olson thanked council for approving the project and Brandon Bakken for accomplishing his Eagle Scout project by improving the Peterson Park Shelter. It looks very nice.

Administrator Don Solga reviewed the request from Guillermo and Gloria Rosiles to have water and sewer service extended to their property at 201 5th Ave. NE due to a failing septic system. Administrator Solga said he thinks a solution to serve the resident is to resize the mains in 2nd St. NE and extend them to 5th Ave. with a short main stub for the service lines. This main would serve other properties who are interested in the extension of service at some point in the future. The cheaper option would be to extend the smaller capacity pipe as a service line. The City will need a 20 ft. utility easement from the church to extend the line through their property.

Council Member Richard Peterson said he sympathizes with the resident but he doesn't think spending these dollars is a good use of economic development funds.

Council discussed other possible solutions and identified number of properties that could be served and assessed by extending the mains to 5th Ave. NE.

Motion by Waller, seconded by Ballard to proceed with securing an easement from First Christian Church and to request a preliminary study for engineering. Motion passed unanimously.

Motion by Waller, seconded by Foster to introduce the following resolution, entitled **RESOLUTION DECLARING ADEQUACY OF PETITION AND ORDERING PREPARATION OF REPORT REGARDING THE IMPROVEMENT OF 5TH AVE. NE.** Motion passed unanimously and resolution was declared duly adopted.

Engineer Alex Schwarzhoff of Interstate Engineering, Inc., reviewed items on the Change Order Summary for various deducts and additions to the improvement project at the Wastewater Treatment Facility (WWTF).

A clarifier should be running by end of tomorrow so testing can begin to ensure that the City will meet the 11-01-09 deadline from Minnesota Pollution Control Agency. Engineer Schwarzhoff reviewed previous change orders and said the change orders on this project are running at about $\frac{3}{4}$ of a percent which is excellent on a project that involved working with so many existing structures. Council reviewed explanations for itemized additions and deductions. Motion by Peterson, seconded by Foster to approve payment for the Change Order Summary for the

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES - 09-14-09

Wastewater Improvement Project No. 75 in the amount of \$7,615.00. Motion passed unanimously.

Utility Superintendent Brent Frazier reported on the water and wastewater facilities. Superintendent Frazier said that the City participated in a voluntary study of Well No. 13, in the north part of Egge's gravel pit. The test results came back fine. The City has also participated in a study to record the amount of pharmaceuticals that are introduced into the stream near the wastewater treatment facility.

Superintendent Frazier requested approval of \$180 registration fee to Minnesota Pollution Control Agency (MPCA) for Dennis Heruth to attend a Bio-Solids class in Detroit Lakes on 09-23-09 and 09-24-09. Motion by Peterson, seconded by Waller to approve payment of training registration fee in the amount of \$180. Motion passed unanimously

Clerk-Treasurer Glenys Ehlert presented financial reports for 08-31-09.

Administrator Don Solga reported on the preliminary proposed 2010 Budget. The General Levy is proposed to increase by about 2% and the goal is to recover from 2008 Local Government Aid (LGA) loss of \$57,000, 2009 LGA loss of \$53,306 and 2010 loss of \$127,895. Motion by Waller, seconded by Ballard to approve the General Fund Budget Levy in the amount of \$590,000 and the Special Levy in the amount of \$132,431, and to set the time and place of public hearing on 12-14-09, 6:00 p.m., Council Chambers, City Hall. Motion passed unanimously.

Administrator Don Solga reported on the proposed 2010 Water Fund Budget and rate increase. Motion by Peterson, seconded by Foster to approve an increase in all water service rates to \$14.00 per month and to increase the rate per thousand to \$1.85, effective 01-01-2010. Motion passed unanimously.

Administrator Don Solga reported on the proposed 2010 Sewer Fund Budget and rate increase. The industrial rate in 2010, will be \$67,100. Motion by Waller, seconded by Peterson to approve an increase in residential and commercial sewer service rates to \$14.00 per month; to increase the industrial service rate to \$67,100 per month and to increase the rate per thousand to \$2.90, effective 01-01-2010. Motion passed unanimously.

Clerk-Treasurer Glenys Ehlert reviewed various unpaid bills for curb stop repair, utilities and mowing. Motion by Waller, seconded by Ballard to approve payment of the curb stop repair bill for parcel no. 76000990536000, to Egge Construction in the amount of \$603.85 and to certify \$603.85 to Otter Tail County Auditor for collection with real estate taxes; to certify \$136.05 to parcel no. 76000990536000 for unpaid utilities; to certify \$262.22 to parcel no. 76000990267001 for unpaid utilities and to certify \$85.00 to parcel no. 76000990630000 for unpaid mowing. Motion passed unanimously.

Administrator Don Solga reviewed the information collected about the potential to generate electricity at the Mill Pond Dam. He explained that Larry Levenson, an engineer and former resident of Pelican Rapids has been interested in and has made generous contributions to the community through the years. Mr. Levenson has been working with former Mayor Wayne

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES - 09-14-09

Runnigen, Mayor Ben Woessner and Administrator Don Solga regarding the possibilities for hydro-electricity in Pelican Rapids. Cost of the turbine could be covered by the sale of power. The City recently hosted a meeting with Larry Levenson, State Senator Dan Skogen, representatives from Otter Tail Power, Lake Region Electric Cooperative and Minnesota Department of Natural Resources (DNR). The DNR expressed concerns about the flows and recognizing that the state and region have been in a wet cycle since early 1990's. Past dry cycles resulted in no flows coming over the dam. Motion by Waller, seconded by Foster to authorize Administrator Don Solga to request proposals for feasibility study. Motion passed unanimously.

Administrator Don Solga confirmed a recommendation from Manager Bob Leslie to hire Colette Hanson. Motion by Peterson, seconded by Waller to hire Colette Hanson at Level 1 of the Liquor Store pay schedule, \$7.40 per hour, effective 09-15-09. Motion passed unanimously.

Administrator Don Solga provided a summary of the liquor store limited site investigation. The City's cost to date after Petrofund reimbursement is about \$1,300 and has provided the site information to date. The next step of the site investigation will be three monitoring wells and these will cost \$20,000 with 90% reimbursement from Petrofund. His recommendation is that the City withdraws from being the volunteer for the site investigation and returns this responsibility to the responsible party. The City could complete the building documents and move forward with the building project. Motion by Waller, seconded by Peterson to withdraw volunteer status from the liquor store limited site investigation and let the responsible party assume the site investigation from this point forward. Motion passed unanimously.

Council discussed getting building plans ready for spring. Council agreed that a spring start would be satisfactory.

Motion by Peterson, seconded by Ballard to adjourn meeting at 8:18 p.m. Motion passed unanimously.

Glenys Ehlert, CMC
Clerk-Treasurer