



PELICAN RAPIDS
CITY COUNCIL AGENDA

September 24, 2015

Tuesday, September 29, 2015

5:00 p.m.

Council Chambers, 315 N. Broadway

1. Call to Order
 - Roll Call of Members
 - Welcoming Remarks
 - Pledge of Allegiance
2. Citizen's Comments
3. Additions / Deletions to Agenda
4. Approval of Minutes — 9/8/2015
5. Approval of Accounts Payable Listing
6. Otter Tail Lakes Country Campaign — Mark Hanson
7. Liquor Store Report
8. Utility Report — PeopleService Inc.
9. Library Foundation Donation
10. 2nd Ave SE Utility Corrections — Apex Engineering
11. Brown Soccer Complex — Trevor Steeves
12. Fire Department Federal and State Grant — Trevor Steeves
13. Community Development — Dawn Finn
14. 2014 Audit Report — Dan Rollie
15. Animal Control
 - Facility
 - Fines
16. Wellhead Protection Plan Mapping Proposal
17. Emergency Management/Elected Officials
18. Noxious Weed and Long Grass Notices
19. Mayor for a Day Essay Contest

The City Council of Pelican Rapids met in regular session at 5:00 p.m., on Tuesday, 09-29-15 in Council Chambers, City Hall.

Mayor Frazier called the meeting to order at 5:00 p.m.

Roll call was taken by Clerk-Treasurer Danielle Heaton.

Mayor Brent E. Frazier and four members of the Council were present at roll call:

Council Member Steve Strand

Council Member CJ Holl

Council Member Kevin Ballard

Council Member Steve Foster

Other city staff present: Administrator Don Solga, Clerk-Treasurer Danielle Heaton, Liquor Store Manager Maggie Johnson, Library Director Annie M. Wrigg, Street and Park Superintendent Brian Olson, and Fire Chief Trevor Steeves.

General Attendance: Jordan Plotz of PeopleService, Mark Hanson of Otter Tail Lakes Country, Bob Schlieman of Apex Engineering Group, Carmen Plotz, Dawn Finn, Bridget Holl and Girl Scout Troop 30102 Member Emma Rotz and Daisy Holl, David Brown, Derrick Nelson and Lou Hogle of Pelican Rapids Press were also present.

The Mayor welcomed everyone to the Council Meeting.

The Mayor announced that October 7th -11th is Oktoberfest in the Community of Pelican Rapids.

All present stood and said the Pledge of Allegiance led by Girl Scout Members Emma Rotz and Daisy Holl.

There were no citizen's comments.

Motion by Foster, seconded by Holl to approve the agenda with the deletion of No. 14 2014 Audit Report – Dan Rollie. Motion carried.

Motion by Ballard, seconded by Foster to approve the minutes of 09-08-2015 as presented. Motion carried.

Council voted to approve the Accounts Payable Listing of 09-29-2015 as presented for City bills in the amount of \$75,139.20 and Liquor Store bills in the amount of \$85,935.18. AYES: Frazier, Strand, Ballard, Holl, Foster. NAYES: None.

Mark Hanson on behalf of Otter Tail Lake Tourism presented the Otter Tail Lakes Country Campaign (Find Your Inner Otter). Last year was the first year. They have a magazine and a web-site. They are asking the City of Pelican Rapids to become a member for \$750.00 a year. With a letter of support from the City, Mark will begin contacting area businesses to see if they would like to purchase an ad in the magazine and website. For every 6 ads that Pelican businesses purchase, the City will receive a 2 page spread to promote the community at a cost to the City of \$600.00. If 12 ads are sold to businesses, the City would receive a 4 page magazine spread with a cost to the City of \$1,200. Motion by Holl, seconded by Strand to approve Otter Tail membership of \$750.00 plus \$600 per 2 page magazine spread dependent on the number of ads sold. Motion carried.

Liquor Store Manager Maggie Johnson presented the Liquor Store Report. Winter hours start this Monday because sales have slowed down in the last hour the store is open. Motion by Strand, seconded by Holl to approve the Liquor Store Report as presented. Motion carried.

The Utility Report was presented by Jordan Plotz of PeopleService Inc. They are still having problems with the DL probes and are working on getting this resolved. Two valves were also replaced. PeopleService is using ferric chloride instead of alum. Administrator Solga gave a quick update on the WWTF project. The week of October 5th, the seeding and paving will be completed and then just the punch list items will be left. The contractor will be back in the spring to finish. Plotz added that the hauling of bio solids to the fields has begun. Motion by Strand, seconded by Holl to approve the Utility Report as presented. Motion carried.

Library Director Annie M. Wrigg discussed the Library Foundation Donation. She is asking the city to acknowledge the donation of \$23,000 from the foundation. Library Board and Library Foundation are going to be doing some upgrades on the meeting rooms and also some upgrades on flooring. The Library will be closed on November 9-14 to complete the work. Motion by Holl, seconded by Foster to accept and thank the Library Foundation for the donation to the Library of \$23,000. Motion carried.

Bob Schlieman of Apex Engineering Group discussed the 2nd Ave SE Utility Corrections. Back to give an update. He found that replacing the sanitary sewer depth would be sufficient on 2nd Avenue SE between 5th & 6th Streets. The City Administrator, Park & Street Superintendent and City Engineer sat down to look at other areas in town that need to be done. They came up with 2nd Avenue SE (6th Street to East End of Street), 10th Avenue SE (TH 59 Frontage Road to Maplewood Drive) and Lake Region Avenue (TH 59 to End of Urban Street). 10th Ave SE and Lake Region Avenue would be 10 ton roads to accommodate truck traffic. For all of these areas the estimated cost would be \$1.8 million. There may be some grants available to help pay for replacing infrastructure. Councilmember Holl suggested looking at paving all remaining gravel streets in the City. City Engineer Schlieman will put some more numbers together and come to the next meeting.

Trevor Steeves, David Brown, Derrick Nelson and Brian Olson discussed the Brown Soccer Complex. They would like to make the soccer field larger and also add another field. A bid to do the earth work has been received for \$15,000. Total project with sprinkler system would be approximately \$30,000. They would like to get the earth work done this fall. School will come up with a couple thousand for seeding. For ongoing maintenance costs will be \$1,500 for the City, the school and the soccer league. The City's portion will come out of Parks Capital. Motion by Ballard, seconded by Foster to allow the High School to use the Brown Soccer Field and allocate up to \$8,000 of City funds towards the earth work. Motion carried.

Fire Chief Trevor Steeves reported there is a boat available through the State DNR Excess Property Grant. The Fire Department has used this program before. Currently, there is a boat with 40hp motor and trailer available for a transfer fee of \$500 and cost of \$1. It will be paid through the department fundraising efforts but the city would pay annual maintenance cost. Motion by Strand, seconded by Holl to accept the grant and the City will pay annual maintenance cost. Motion carried.

Trevor received a congratulations letter from FEMA for the grant that was applied for. The fire department asked for \$143,000 for SCBA's, turnout gear and washer and dryer to clean turnout gear

and they were awarded \$16,000. The fire department will pay \$762 as their portion and will be applying for the grant again in the future. Motion by Holl seconded by Foster to accept the FEMA grant for \$15,238. Motion carried.

Dawn Finn made a presentation. She has an employment proposal as a Community Organizer for the Economic Development Authority. Council asked if she would consider speaking to the EDC.

Administrator Don Solga received notice from Weckwerth Animal Hospital. They will no longer be the city impound as of October 1, 2015. Administrator Solga and Police Chief Stadum have met with other boarding facilities in the area and have had no success finding a replacement. The City is looking at temporarily using Well House 14 as a kennel while we look for a solution. Some changes to the animal ordinance will have to be made. Since we will be incurring more expenses and we have many repeat offenders, we would like to increase the impound fees and also the housing and feeding fees. The first offense will be \$25; second offense will be \$75 and third will be \$150. Any offense after the third will be \$150. The boarding fees will be increasing to \$10 feeding fee and \$20 housing fee for a total of \$30 a day. Motion by Strand, seconded by Holl to approve the above fees. Motion carried.

Currently, the City is working on a Wellhead Protection Plan. Interstate Engineering gave a proposal of up to \$6,000 for the required mapping for the Wellhead Protection Plan. Motion by Strand, seconded by Ballard to approve the proposal from Interstate Engineering to complete the mapping for up to \$6,000. Motion carried.

On Tuesday, October 27, 2015 from 1:00 pm to 3:00 pm, there is training for Emergency Management, Roles and Responsibilities for Elected Officials/Senior Leaders.

Administrator Solga gave an update on Noxious Weed and Long Grass Notices He contacted the City attorney and the attorney advised if the violation is taken care of, we have to start the process over from the beginning.

The League of Minnesota Cities is sponsoring a Mayor for a Day Essay Contest. It's an opportunity for 4th, 5th and 6th graders to get them more interested in local government.

Motion by Holl, seconded by Strand to approve contacting the schools to see if they are interested. Motion carried.

Motion by Strand, seconded by Foster to adjourn the City Council meeting at 8:02 p.m. Motion carried.
Opposed: Holl



Danielle Heaton
Clerk-Treasurer