

September 3, 2015

CITY COUNCIL AGENDA

Tuesday, September 8, 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. Agenda Additions or Deletions
4. Approval of Minutes – 8/25/15
5. Approval of Accounts Payable Listing
6. Police Chief Report
7. Street/Park Superintendent Report
 - Apex Engineering
8. Library Report
9. Financial Report
10. Improvement Project No. 79 Request for Payment:
 - PFA Pay Request #25 - \$126,025.74
 - Gridor Construction Pay Request #23 - \$122,806.00
 - SEH Engineering - \$3,219.74
 - Progress Report
11. Planning Commission Spring Tour Properties Clean-up List
12. Noxious Weed and Long Grass Notices
13. Resolution Decertifying TIF District No. 7
14. 2016 Truth in Taxation Public Meeting 12/8/15 6:00 p.m. City Hall Council Chambers
15. Job Classification and Compensation Study Proposal

The City Council of Pelican Rapids met in regular session at 5:00 p.m., on Tuesday, 09-08-15, 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 Kevin Ballard

Council Member CJ Holl

Council Member Steve Foster

Other city staff present: Administrator Don Solga, Clerk-Treasurer Danielle Heaton, Police Chief Jeff Stadum, Library Director Annie M. Wrigg and Street and Park Superintendent Brian Olson.

General Attendance: Bob Schlieman from Apex Engineering Group was also present.

All present stood and said the Pledge of Allegiance.

There were no citizen's comments.

Motion by Foster, seconded by Ballard to approve the agenda with the addition of No. 16 Industrial Park Signage. Motion carried.

Motion by Foster, seconded by Strand to approve the 08-25-15 council meeting minutes as presented. Motion carried.

Motion by Strand, seconded by Foster to approve the Accounts Payable Listing of 09-08-15 as presented for City bills in the amount of \$62,893.11 with an additional bill listing of \$16,063.20, Liquor Store bills in the amount of \$33,543.36 and Library bills in the amount of \$2,115.68. Motion carried.

Police Chief Jeff Stadum presented the Police Department report. Motion by Ballard, seconded by Holl to accept the Police Report as written. Motion carried.

Police Chief Jeff Stadum asked Council for approval to hire a Part-time officer to replace Mike Iverson who was hired for a Full-time position. Motion by Ballard, seconded by Foster to hire an additional part-time Police Officer. Motion carried.

Mayor Frazier has concerns with properties on the nuisance list because they are not getting cleaned up in a timely manner. Administrator Solga outlined the process and the roles of the Police Department and City Hall staff. This year it has taken a step backwards because the Police Department has been so short staffed. The Mayor would like to be more proactive in spring 2016 so we can get these nuisance properties cleaned up.

The Street and Park Report was presented by Superintendent Brian Olson. The Fly-in at the Airport was a big success. Annual sewer jetting will start sometime in September. The Parks will close the middle of October. Motion by Strand, seconded by Holl to approve the Street and Park report as presented. Motion carried.

Bob Schlieman from Apex Engineering Group presented a report on 2nd Avenue SE Sanitary Sewer. Properties adjacent to 2nd Avenue SE between 5th and 6th Street SE are serviced by a very shallow sanitary sewer line. There has been freezing problems with the mainline and adjoining service laterals. He presented two options. Option 1 - Small Grinder Lift Station with an estimated cost of \$140,000. Option 2 - Reconstruct Downstream Gravity Sanitary Sewer with an estimated cost of \$560,000 which would be redoing 6th Street SE and going into 2nd Ave SE to increase the depth of the sewer in the problem area. 6th Street was scheduled to be replaced in 2014. Funding for a project like this would not be available until 2017. The property owners would like something to be done as soon as possible. After much discussion, Council decided to move forward with Option 2. Motion by Strand, seconded by Ballard to allow Apex to go ahead with elevation shots and surveying. Motion carried.

Library Director Annie M. Wrigg presented the Library Report. Motion by Holl, seconded by Strand to accept the Library Report as presented. Motion carried.

Mayor Frazier asked if the Noxious Weed and Long Grass Notice process could be expedited. Superintendent Olson explained the current process. He wondered if the City could send out one notice to property owners for the season. The City Attorney will be consulted to check into the City's options.

Clerk-Treasurer Danielle Heaton presented the 08-31-15 Financial Report. Motion by Ballard, seconded by Holl to approve the 08-31-15 Financial Reports as presented. Motion carried.

Motion by Strand, seconded by Foster to approve payment for Improvement Project No. 79 PFA Pay Request No. 25 for \$126,025.74 which includes Gridor Construction Inc., Pay Request No.23 for \$122,806.00 and SEH Engineering for \$3,219.74. Motion carried.

Administrator Solga gave a progress report on WWTF Improvement Project No. 79. The site work should begin soon. The coating thickness has been corrected. This week, Gridor and SEH Engineering will do a walk through in order to establish the project punch list. Gridor has requested substantial completion but was denied by engineers due to a couple of minor process pump and seal issues. When the issues are corrected substantial completion will be considered. Gridor is now hoping to complete work by the end of September.

Clerk-Treasurer Danielle Heaton updated City Council on Tax Increment District 7 (Park Region). The recommendation of tax increment consultant Tammy Omdal of Northland Securities is to decertify this district effective 12-31-14. The excess tax increment received is \$19,184.07 to be returned to Otter Tail County for redistribution. Motion by Foster, seconded by Holl to introduce the following resolution, entitled **CITY OF PELICAN RAPIDS RESOLUTION NO. 2015-6, A RESOLUTION DECERTIFYING TAX INCREMENT FINANCING DISTRICT NO. 7**. Mayor Frazier, Council Members Strand, Ballard, Holl and Foster voted yes. No one voted no. Motion passed unanimously and resolution declared duly adopted. (A complete text of this resolution is part of permanent public record in the City Clerk's office.)

Certification of Proposed Payable 2016 Truth in Taxation Public Meeting will be on December 8, 2015 at 6:00 p.m. in City Hall Council Chambers.

Administrator Solga presented a Job Classification and Compensation Study Proposal. Every three years the City has to report wages to the State for the Minnesota Pay Equity Act. The last few times the City has been closed to failing or has failed. Administrator Solga has been running scenarios for the 2016 report and it looks like the City is going to fail. He received a proposal from Flaherty & Hood for a wage study. We have had some changes in staff in the last 3 years and the wage study will help ensure that we will pass in the future. It will take about 5-9 months. Motion by Strand, seconded by Holl to accept the proposal and go ahead with the wage study. Motion carried.

Council Member Holl provided a first draft of the Industrial Park Signage as they begin to work with the property owners.

Motion by Foster, seconded by Strand to adjourn the City Council meeting at 6:45 p.m. Motion carried. Opposed: Holl



Danielle Heaton
Clerk-Treasurer