August 3, 2017

CITY COUNCIL AGENDA

Tuesday, August 8, 2017 5:00 p.m. Council Chambers, 315 N. Broadway

1. Call to Order
   a) Roll Call of Members
   b) Welcoming Remarks
   c) Announcements
   d) Pledge of Allegiance

2. Citizen's Comments. *Please limit comments to 3 minutes per person. Items brought before the Council will be referred for consideration. Council may ask questions for clarification or explanation, but no council action or discussion will be held on these items.*

3. Agenda Additions or Deletions

4. Approval of Consent Agenda. *The following are non-controversial items intended to be approved with one motion, without discussion. If a council member, staff, or member of the public would like to discuss an item(s), please ask that it be removed and it will be placed elsewhere on the agenda.*
   a) Approval of Minutes – 7/25/17
   b) Approval of Accounts Payable Listing
   c) Staff Reports
      1. Police Chief Report
      2. Financial Report

5. City Hall/Community Center Documents – BHH

6. Street and Park Superintendent Report
   - Bulk Water rates change consideration

7. 2018 Fire Department Budget

8. Source Water Protection Plan Implementation Grant Application

9. Street/Utility Project 87 Pay Request #1 – Hough $601,529.03

10. Daniel L. Rollie, CPA letter of Services to Perform

11. Adjournment

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 08-08-17

The City Council of Pelican Rapids met in regular session at 5:00 p.m., on Tuesday, 08-08-17 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 and Street and Park Superintendent Brian Olson.
General Attendance: Girl Scout Members Ella Schleske and Llavia Deluna Julsrud, Amy Schleske, Angela Van Cleef, Kathy Knuteson-Olson, Ben Sytsma, James Strand, Richard Jenson, Wayne Runningen, Annie M. Wrigg, Scott Block, Judy Tabbut, Paul Tabbut, Arlinda Tollefson, Glenys Ehlert, Ben and Bev Woessner, Chad Borman with BHH, Cody Ellingson with ONE Inc, Cyndy Stotesbery, Phil Stotesbery, Janet Lindberg and Lou Hoglund from the Pelican Press were also present.

The Mayor welcomed everyone to the Council Meeting and announced upcoming events in the community.

All present stood and said the Pledge of Allegiance led by Girl Scout Members Ella Schleske and Llavia Deluna Julsrud.

Motion by Ballard, seconded by Foster to approve the agenda with the addition of No. 12 Library Board Report. Motion passed unanimously.

Motion by Foster, seconded by Holl to approve the consent agenda.
a) Approval of Minutes – 7/25/17
b) Approval of Accounts Payable Listing
c) Staff Reports
   1. Police Chief Report
   2. Financial Report

Motion passed unanimously.

Chad Borman from BHH Partners presented the plans for the City Hall/Community Center. The plans include a Base Bid with an Alternate 1 and Alternate 2. The Base Bid plans include removal of the HVAC on the lower level and splitting the HVAC between the upper and lower levels. It also includes re-roofing. Alternate 1 will be the exterior of the building which includes windows and insulation. Alternate 2 is completing the upper level including HVAC and event center with kitchen. The architect feels that the timeline will still work as planned with the exterior work completed before winter. Next week the city can begin advertising for bids with the bid opening on September 7, 2017. Bids will come before Council at the September 12th meeting. Moving forward through the bidding process, does not commit the City to the project.

Many people from the audience spoke in favor of a Community Center. Discussion between the architect, Council and the audience concerning the building took place. Motion by Holl, seconded by Strand to accept the plans and follow through the bidding process with bid opening taking place on September 7, 2017. Motion passed unanimously.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 08-08-17

Street and Park Superintendent Brian Olson provided Council with his report. Street and Utilities Improvement Project 87 is moving along according to schedule. The river levels are being drawn down to allow for Houston Engineering to evaluate the spillway. Parks are doing well and the campground has been very busy. Superintendent Olson asked Council to consider raising Bulk Water rates. Currently, the charge is $20 a load plus tax. He presented Council with a proposal of 1-1,000 gallon will be $25, 1,001-3,000 gallons will be $35, 3,001-5,000 gallon will be $40 and 5001plus will be $50. Motion by Holl, seconded by Ballard to accept report and approve Bulk Water rate increase. Motion passed unanimously.

Administrator Solga presented the Proposed 2018 Fire Department Budget. Motion by Foster, seconded by Ballard to approve the 2018 Fire Department Budget. Motion passed unanimously.

As part of the Wellhead Protection Plan, the City has to purchase a generator for the Water Treatment Plant. Administrator Solga would like to apply for a $10,000 grant to help pay for the electrical wiring for a generator. Motion by Strand, seconded by Foster to approve Administrator Solga writing a grant for wiring of a generator at the Water Treatment Plant. Motion passed unanimously.

Motion by Strand, seconded by Ballard to approve payment for Improvement Project No. 87 - Street & Utility Improvements, Pay Request No. 1 for $601,529.03 for Hough, Inc. of Detroit Lakes. Motion passed unanimously.

Council reviewed the Daniel L. Rollie, CPA letter of Services to Perform for the Audit year 2016. Council Member Holl suggested doing a RFP for future years since it is too late to do it for the 2016 Audit. Motion by Ballard, seconded by Strand to approve signing the letter. Motion passed. Opposed: Holl

Motion by Strand, seconded by Ballard to approve the Library Board packet as presented. Motion passed unanimously.

Motion by Strand, seconded by Ballard to adjourn the City Council meeting at 6:30 p.m. Motion carried. Opposed: Holl

Danielle Heaton

Danielle Heaton
Clerk-Treasurer