

February 10, 2011

CITY COUNCIL AGENDA

Monday, February 14, 2011

5:30 p.m.

Council Chambers, 315 N. Broadway

1. Call to Order
2. Agenda Additions or Deletions
3. Approval of Minutes – 01/25/11
4. Approval of Accounts Payable Listing
5. Liquor Store Report
6. Police Chief Report
7. Street/Park Superintendent Report
8. Utility Superintendent Report
9. Library Report
10. Financial Report
11. Audit Letter of Engagement
12. Malt Liquor License Application
13. Planning Commission Report – Property Maintenance Inspections
14. USDA Rural Development Fire Truck Grant – Set Public Hearing Date
15. Facility Committee – Old Liquor Store Building
16. Raffle Permit-St. Leonard Church – 5/15/2011
17. Charitable Gambling Permit – Crossroads Corner
18. Plumbers Registration List
19. Liquor Store Payment Requests
 - Total Register Systems - \$3,716.90
 - Sundance Co.
20. Cell Phone Tower Lease Buy Out
21. Annual City-Township Fire Services Meeting – 2/17/11 7 p.m. Fire Hall
 - Two Elected Officials May Attend

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES - 02-14-11

The City Council of Pelican Rapids met in regular session at 5:30 p.m., on Monday, 02-14-11, in Council Chambers, City Hall. Mayor Ben Woessner, Council Members Steve Foster, Kevin Ballard, James Strand and John E. Waller, III were present. No Council Members were absent. Administrator Don Solga, Clerk-Treasurer Glenys Ehlert, Police Chief Scott Jeff Stadum, Street and Park Superintendent Brian Olson, Utilities Superintendent Brent E. Frazier, Library Director Annie Wrigg, Liquor Store Manager Bob Leslie and Lou Hoglund of the Pelican Rapids Press were also present.

Mayor Woessner called meeting to order.

There were no additions or deletions to the agenda. Motion by Strand, seconded by Foster to accept the agenda as written. Motion passed unanimously.

Motion by Waller, seconded by Ballard to approve minutes of 01-25-11 as presented. Motion passed unanimously.

Council reviewed the 02-14-11 Accounts Payable Listing. Motion by Waller, seconded by Foster to approve the 02-14-11 Accounts Payable Listing in the amount of \$91,675.68 for the City bills, \$60,008.55 for Liquor Store bills and \$4,950.25 for library bills with the additions of Minnesota Pollution Control bills for Plotz conference fees in the amount of \$300 and Plotz test fee in the amount of \$15. Motion passed unanimously.

Liquor Store Manager Bob Leslie discussed liquor store sales for January and February, 2011. He discussed a used, walk behind floor scrubber he would like to purchase if the demonstration is favorable. Motion by Waller, seconded by Strand to approve purchase of the used floor scrubber at an approximate cost of \$1600. Motion passed unanimously.

Administrator Don Solga asked Council for direction as to how the Liquor Store sign will be used relevant to community events. Mayor Woessner recommended using the liquor store sign to advertise liquor store products and events only. Council Members agreed.

Administrator Don Solga said Leslie has received some proposals to provide ATM machines from private entities. Solga has requested proposals from the three banks in town.

Police Chief Jeff Stadum presented his report regarding hours worked, miles driven, complaints received, fines collected and departmental training. He said the department has caught two skunks and he hopes that takes care of the problem in the northeast part of town.

Street and Park Superintendent Brian Olson reported various items. He said there has been a problem with the heating system at the Public Works Facility and he recommends moving the propane heater from the cold storage building to the facility as a back-up source of heat. Council Member Foster asked about water on Great Northern Ave. Superintendent Olson said there has been water in the area all fall and as soon as possible he will open the culvert to drain the area to the west.

Utility Superintendent Brent Frazier reported on the water and wastewater departments.

Library Director Annie Wrigg presented her report. She reported that the Legacy Grant will be bringing a children's production to the community on June 13-18.

Clerk-Treasurer Glenys Ehlert presented the 01-31-11 Financial Reports. Motion by Ballard, seconded by Waller to accept the financial reports as presented. Motion passed unanimously.

Clerk-Treasurer Glenys Ehlert reviewed the Auditor's Letter of Engagement for 2010 between the City and Auditor Daniel Rollie. Motion by Waller, seconded by Strand to approve the Auditor's Letter of Engagement for 2010 with Daniel Rollie, approve an audit completion date of 06-30-11 and authorize Clerk-Treasurer Glenys Ehlert and Administrator Don Solga to sign the agreement on behalf of the City. Motion passed unanimously.

Motion by Foster, seconded by Ballard to approve a 3.2 Malt Liquor License to Janet Widman for Jimmy's Pizza for the period of April 1, 2011 through June 30, 2011. Motion passed unanimously.

Administrator Don Solga reported on the Planning Commission's consideration of buildings that are dilapidated and in disrepair. The process would involve the City's Building Inspector, the Planning Commission and possibly the City Attorney. Administrator Solga said the Planning Commission identified four properties that need work now. Council Members asked if the City's costs for inspections and legal expenses could be assessed to the property owners. Administrator Don Solga replied that he would expect the legal costs to be part of the recovered costs. Motion by Foster, seconded by Ballard to authorize the Planning Commission to contact property owners to proceed with inspecting the properties. Motion passed unanimously.

Administrator Don Solga reported on a grant application to the United States Department of Agriculture (USDA) for a Rural Development Fire Truck Grant. The 1975 pumper truck needs to be replaced and the plan is to take delivery of the truck in 2012. The new truck would take a four man crew and carry 1,000 gallons of water. The grant would be for \$35,000 with a loan at 4.375 percent. The grant process is very competitive, but it does not obligate the City. The City Council needs to conduct a public hearing to consider the purchase of a new fire truck, approve the grant application and authorize necessary signatures on the application. Motion by Waller, seconded by Strand to authorize the grant application, authorize signatures and set the public hearing on 03-29-11 at 5:00 p.m., Council Chambers, City Hall. Motion passed unanimously.

Administrator Don Solga reported on clean-up process for the old liquor store building. The facilities committee discussed setting the price of the old liquor store at \$107,000. Administrator Solga recommended the Council consider the price and how to sell the property: notify realtors, listing for sale by owner with a sign out front instead of going the sealed bid process as the City did with the old fire hall. Council discussed what price to place on the property. Mayor Woessner said his opinion is to offer it for sale by owner and allow realtors to show it simultaneously. Council considered a 3% commission to the realtor if the realtor concludes the sale of the building. Motion by Strand, seconded by Foster to list old liquor store building for sale by owner at \$79,900 and instruct Administrator Don Solga to contact all local realtors regarding the Council's willingness to consider payment of a 3% commission to the realtor if the realtor concludes an acceptable sale of the building. Motion passed unanimously.

Motion by Ballard, seconded by Waller to approve St. Leonard Church's application for an exempt permit to conduct a raffle on 05-15-11 at 36 NE 1st Ave. Motion passed unanimously.

Motion by Waller, seconded by Strand to approve Detroit Lakes Shrine Color Guard Premises Permit to conduct Charitable Gambling at Crossroads Corner, 10 South Broadway, Pelican Rapids. Motion passed unanimously.

Motion by Waller, seconded by Strand to add Alan Stadum of Stadum Plumbing and Gravel to the Plumber's Registration List. Motion passed unanimously.

Administrator Don Solga reviewed Liquor Store Project Pay Request No. 7 for Total Register Systems, computer system, in the amount of \$3,716.95. Motion by Waller, seconded by Ballard to approve Pay Request No. 7 for the Liquor Store Project from Total Register Systems in the amount of \$3,716.95. Motion passed unanimously.

Administrator Don Solga reviewed an offer from APWireless Infrastructure Partners, LLC to buy out the City's water tower lease with T-Mobile in the amount of \$140,000. Motion by Waller to decline the offer. Motion died for lack of a second.

Council discussed technology changes and value of lease, which has a potential of running 30 years. Motion by Foster, seconded by Waller to decline the offer of the water tower cell phone lease buy-out from APWireless Infrastructure Partners, LLC. Motion passed unanimously.

Council discussed the Annual City/Township/Fire Services Meeting scheduled for 02-17-11 at 7:00 p.m., Fire Hall. Mayor Woessner and Council Member Strand will attend the meeting.

Motion by Ballard, seconded by Foster to adjourn the meeting at 7:10 p.m. Motion passed unanimously.

Glenys Ehlert, CMC
Clerk-Treasurer