

February 9, 2012

CITY COUNCIL AGENDA

Tuesday, February 14, 2012

4:30 p.m.

Council Chambers, 315 N. Broadway

1. Call to Order
2. Agenda Additions or Deletions
3. Approval of Minutes – 1/31/12
4. Approval of Accounts Payable Listing
5. Police Chief Report
6. Street/Park Superintendent Report
7. Library Report
8. Utility Superintendent Report
9. Financial Report
10. MN DOT Hwy 59 Redesign
 - Written Opinion Regarding Bicycle and Pedestrian Traffic
11. Plumber Registration
12. Certify Unpaid Utility Bills to Property Taxes
13. Appointment to Park Board
14. Liquor Store
 - Inventory Report
 - Interview Committee
 - Personnel
 - Mercantile on Main

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 02-14-12

The City Council of Pelican Rapids met in regular session at 4:30 p.m., on Tuesday, 02-14-12, in Council Chambers, City Hall. Mayor Ben Woessner, Council Members James Strand, John Waller, III, Kevin Ballard and Steve Foster were present. No one was absent. Administrator Don Solga, Clerk-Treasurer Glenys Ehlert, Police Chief Jeff Stadum, Street and Park Superintendent Brian Olson, Melanie Michels, Joan Ellison, Judy Tabbot and Bud Andrews of Mercantile On Main and Lou Hoglund of Pelican Rapids Press were also present.

Mayor Ben Woessner called meeting to order.

Motion by Strand, seconded by Waller to approve the agenda as presented. Motion carried.

Motion by Waller, seconded by Strand to approve 01-31-12 minutes as presented. Motion carried.

Motion by Strand, seconded by Waller to approve the Accounts Payable Listing of 02-14-12, in the amount of \$26,678.71 for City bills, \$3,819.03 for Library bills and \$35,606.48 for liquor store bills. Motion carried.

Police Chief Jeff Stadum presented his January Report regarding patrol vehicles, ICR's and other items.

Street and Park Superintendent Brian Olson reported on activities in his department. Olson recently passed the state test to be licensed as a boiler operator which means he will be able to operate the City Hall boiler. The City's insurance company recently reviewed various practices at the public works facility as well as work on city streets and parking lots. There is additional equipment that would help provide a safer work environment for employees. The Occupational Safety and Health Administration (OSHA) provide grants for safety equipment. Superintendent Olson discussed applying for a safety grant with OSHA. Motion by Waller, seconded by Strand to authorize Superintendent Olson to apply for a grant with OSHA to help pay for safety equipment. Motion carried.

Administrator Don Solga said due to the underground storage tank at the airport, Superintendent Olson will be completing state requirements to operate the storage tank.

Administrator Don Solga presented the Utility Superintendent Brent Frazier's report on the water and wastewater facilities.

No Library Report was available.

Clerk-Treasurer Glenys Ehlert presented 01-31-12 financial reports.

Administrator Don Solga asked council if they had heard from any businesses regarding the proposals for Hwy. 59 project regarding left turn lanes and cycle paths as

discussed at the 01-31-12 meeting. Council Members said they had not heard comments yet and discussed having a meeting for downtown businesses. Council Member Strand said that if we add the center left turn lane, it will force bikes onto the sidewalks. There isn't enough room to provide three lanes, parking and bikes, especially at intersections.

Council suggested including a survey for residents in the city newsletter. Joan Ellison commented, "Making the highway more bicycle friendly is a good idea." Mayor Woessner suggested making the bike lane on the outside of the sidewalk. Superintendent Olson suggested moving the bikes to NW First Street rather than putting them on the Hwy. 59.

Administrator Don Solga will request a written opinion from Minnesota Department of Transportation on the effects on bicycling within the community if left turn lanes are installed.

Motion by Waller, seconded by Strand to add James King to the Plumbers' Registration list. Motion carried.

Motion by Strand, seconded by Waller to certify unpaid utility bill for parcel number 76000990532000 in the amount of \$73.00 and unpaid utility bill for parcel number 76000990654000 in the amount of \$97.80 to Otter Tail County Auditor Wayne Stein for collection with real estate taxes. Motion carried.

Motion by Waller, seconded by Strand to appoint Len Zierke to the Park Board to fill the remaining term of Mel Zierke. Motion carried.

Administrator Don Solga said the liquor store's inventory is \$172,000. For whatever reason, it appears to be really difficult for the liquor store to keep accurate records in the inventory. Administrator Solga continued, "Over the years I've been completing the annual inventory count at the liquor store, we continue to have a lot of variances in inventory. They either aren't able or aren't willing to spend the time to address inventory regularly." Administrator Solga will continue to work towards establishing cycle counts of inventory rather than relying on an annual inventory.

Council Member Strand said he would like to be on the Liquor Store Manager Interview Committee.

Administrator Solga addressed liquor store personnel. He recommends adding another full time position for improved inventory control and maintaining cycle inventories. He suggests having control of the inventory will save money due to tighter control and would benefit store by having more stability for staffing. Solga said, "I think a full time person will have a more vested interest in the business. Although higher personnel cost is a negative, but it will be offset by inventory controls."

Administrator Solga continued, "We don't know the effect of new Becker County liquor store on Hwy. 59, but need to keep it in mind."

Council Member Strand said, "From the perspective of a department manager: if I have the help I can do more things in managing the store in terms of promoting and moving inventory. If I don't have enough staffing, then I'm just keeping things stocked and serving customers. Motion by Strand, seconded by Waller to create a second full time position at the liquor store. Motion carried.

Administrator Don Solga recommended offering the liquor store full time position to current liquor store employee Margaret Johnson. Motion by Waller, seconded by Strand to offer the liquor store full time position to Margaret Johnson as recommended. Motion carried.

Judy Tabbot presented Mercantile on Main's mission statement to Council Members.

Melanie Michels said, "Twenty-two people got together a year ago to ask what could be done to help the community of Pelican Rapids and make things better? To help people who already live here with items they need and help draw people to shop here. We fixed up one store and then it sold so that's good. Our present location is too small. We feel we need to start making some decisions because spring and busy summer season are just around the corner," she concluded.

Judy Tabbot reviewed building repair costs for the old liquor store building.

Joan Ellison said, "Right now the old liquor store would make a great haunted house, but that's about all. We have energy and excitement about fixing this building. Through the years I have come to the City Council on behalf of projects in the community, it has struck me that you really care about Pelican Rapids. We also really care about the community. We have everything you could possibly want from marshmallow blow guns to fine art (at Mercantile on Main). We can work with this space and we can't really afford much more," Ellison said.

Council Members Kevin Ballard and Steve Foster arrived at 5:30 p.m.

Judy Tabbot said, "We have the renovation expense and we can each throw in a few dollars to make this work."

Melanie Michels, "We'd like to open a door in Pelican Rapids. It sat locked for how long?"

Administrator Don Solga said, "My fear is that to sell it too low, the next day someone would call and offer \$10,000 more for the building." What's that number? I'm thinking look at what you can afford on a monthly basis. If the council is willing to look at a modest monthly payment, no interest contract for deed, then the City will be helping incubate your business," Solga continued.

Melanie Michels, "We're looking at adding things that need to be done and they would be there for the City and we would open another door in Pelican Rapids."

Mayor Woessner said, "The cosmetics will benefit you and enhance the sales of your products. A lawn mower repair shop wouldn't need to do anything cosmetic to the building."

Joan Ellison said, "It is really an incredible gift you are giving us. We are being as cautious as we can be."

Melanie Michels, "We would like to know what's the bottom number Council will accept?"

Administrator Solga asked, "Council, are you willing to incubate a business by offering an extended term contract for deed at no interest, no balloon payment?" Council agreed to these terms. The amount of the monthly payment would determine the price of the building and the 10 years is just to permit more time.

Further discussion of Mercantile On Main and the old liquor store building will be on the 02-28-12 Agenda.

Motion by Strand, seconded by Ballard to adjourn meeting at 6:00 p.m. Motion carried.

Glenys Ehlert, CMC
Clerk-Treasurer