

April 19, 2012

**CITY COUNCIL AGENDA**

**Tuesday, April 24, 2012**

**4:30 p.m.**

**Council Chambers, 315 N. Broadway**

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1. Call to Order
2. Additions / Deletions to Agenda
3. Approval of Minutes – 4/3/12 & 4/10/12
4. Approval of Accounts Payable Listing
5. Liquor Store Report
6. Audit Letter of Engagement
7. Consideration of Improvement Project No. 78 Bids
8. Ridgecrest Stormwater Retention
9. Fair Housing Activity
10. Bike or Walk to Work or School Week Proclamation
11. MIR 3 Alert Update
12. Street Sweeper Lease Purchase Agreement
13. Plumber Registration
14. Liquor License

## CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 04-24-12

The City Council of Pelican Rapids met in regular session at 4:30 p.m., on Tuesday, 04-24-12, in Council Chambers, City Hall. Mayor Ben Woessner, Council Members James Strand, Kevin Ballard, John E. Waller, III, and Steve Foster were present. No one was absent. Administrator Don Solga, Clerk-Treasurer Glenys Ehlert, Liquor Store Manager Maggie Johnson, City Engineer Bob Schlieman of Ulteig Engineers, Patrick Hollister and Lou Hoglund of the Pelican Rapids Press were also present.

Mayor Woessner called meeting to order at 4:30 p.m.

Motion by Strand, seconded by Waller to approve the agenda with the addition of Airport Hangar Site Grading Agreement. Motion carried.

Motion by Ballard, seconded by Strand to approve the minutes of 04-03-12 and 04-10-12 as presented. Motion carried.

Motion by Waller, seconded by Strand to approve the Accounts Payable Listing of 04-24-12 as presented for City bills in the amount of \$87,875.72 and Liquor Store bills in the amount of \$29,823.25. Motion carried.

Liquor Store Manager Maggie Johnson presented the Liquor Store Report. Easter weekend sales were up from \$9,000 in 2011 to \$11,000 in 2012. Wine sale for Easter went well a Mother's Day Sale is also planned. Johnson said she opened the second till for Thursdays, Fridays and Saturday. They've had beer, wine and spirit tastings. Liquor Store has a Facebook Page named Pelican Liquors. May 18<sup>th</sup> is Minnesota Wine Tasting.

Administrator Don Solga and Liquor Store Manager Maggie Johnson recommended hiring Krista Hanson for the liquor store part time position at level one on the wage schedule. Motion by Strand, seconded by Foster to accept the recommendation of Administrator Solga and Manager Johnson to hire Krista Hanson as a part time liquor store sales clerk at level one on the wage schedule. Motion carried.

Clerk-Treasurer Glenys Ehlert reviewed the Auditor's Letter of Engagement for 2011 between the City and Auditor Daniel Rollie. Motion by Waller, seconded by Ballard to approve the Auditor's Letter of Engagement for 2011 with Daniel Rollie, approve an audit completion date of 06-30-12, and authorize Clerk-Treasurer Glenys Ehlert and Administrator Don Solga to sign the agreement on behalf of the City. Motion carried.

City Engineer Bob Schlieman presented the bids for Improvement Project No. 78 which were received and publicly opened at 2:00 p.m. on Thursday, 04-19-12, Council Chambers, City Hall. The low bid in the amount of \$925,918.55 was received from Quam Construction Company, Inc., of Willmar, MN 56201. The bid quantities and calculations have been verified and City Engineer Bob Schlieman recommends accepting the bid. Motion by Foster, seconded by Waller, to introduce the following written resolution, entitled **RESOLUTION ACCEPTING BID FOR IMPROVEMENT PROJECT NO. 78 – FIFTH STREET SE, SEVENTH AVENUE SE, EIGHTH AVENUE SE, FIFTH AVENUE NE AND TH59 FRONTAGE ROAD.** (A

complete text of this resolution is part of permanent public record in the City Clerk's Office.) Motion carried and resolution was declared duly adopted.

Administrator Don Solga discussed the proposed project to install a storm water pond near the intersection of Maplewood Drive and Ridgecrest Drive within the southeast portion of the City of Pelican Rapids. Ulteig Engineers proposed scope of services includes providing preliminary engineering/surveying services in regards to the installation of a storm water pond within the southeast portion of the City of Pelican Rapids. City Engineer Bob Schlieman discussed that they will take some field shots of the location and they will determine whether or not the site can be used as a storm water pond and identify outlets. Proposed fees for above project will be a lump sum of \$2,500. Ulteig will complete the work within forty-five (45) days of written authorization to commence services by the City. Motion by Waller, seconded by Foster to approve the above project and authorize Administrator Don Solga to sign the contract on behalf of the City of Pelican Rapids. Motion carried.

Clerk-Treasurer Glenys Ehlert distributed "Fair Housing" pamphlets to Council Members and people present as part of April's Fair Housing activity for the City's Small Cities Development Program Grant. Council Members discussed briefly and Mayor Woessner asked if there were any comments from the public. Additional pamphlets will be available at City Hall reception desk.

Patrick Hollister explained an event to encourage biking and walking to work and school sponsored by Health Reform Minnesota and Partner SHIP 4 Health made up of Becker, Clay, Otter Tail and Wilkin Counties. In 2012 the organization has included more cities in the event. Anyone who lives, works or attends school in Pelican Rapids may register at <http://bikewalkweek2012.eventbrite.com>. He requested that the City Council recognize the Bike or Walk to Work or School week of May 5<sup>th</sup> to May 13<sup>th</sup> by authorizing the Mayor to sign a proclamation about the week. Motion by Strand, seconded by Ballard to introduce the following written resolution, entitled, **BIKE OR WALK TO WORK OR SCHOOL WEEK PROCLAMATION FOR THE CITY OF PELICAN RAPIDS, MINNESOTA**. (A complete text of this proclamation is part of permanent public record in the City Clerk's Office.) Motion carried and proclamation was declared duly adopted.

Hollister also discussed opportunities in developing and updating the City's Comprehensive Plan. Hollister said a Walking Event Planning Group will meet to design an event to provide fundraising for library, promote the health mission of encouraging walking and biking and publicizing the trails. Hollister's organization can provide some assistance in preparing the trail grant applications and provide letters of support. "We can survey residents about walking, biking and safety concerns," Hollister said.

MIR3 update was presented by Administrator Don Solga. Otter Tail County (OTC) Commissioners have approved expanding the MIR3 emergency alert system. This will enable the system to serve additional cities. Present system would serve 2,000 users and City of Pelican Rapids had 90 of these. The first expansion will add 7,000 users, and additional blocks are available as necessary. The expansion will allow self-registration by community members. OTC Emergency Manager Patrick Waletzko will work with Administrator Solga to develop the registration page which will be linked to the City's web page.

Administrator Don Solga reviewed the lease purchase agreement with Kinetic Leasing, Inc. for the 2012 street sweeper previously approved by City Council. The lease-purchase agreement will be for a period of five years, with the first annual payment of \$37,427.00 due 05-01-12.

City Attorney Greg Larson has reviewed the Lease Purchase Agreement and related documents and approved them.

Administrator Solga recommends that City Council approve and authorize the signing of necessary documents for the purchase of a new street sweeper: an Elgin Pelican NS, at a cost of \$175,879.91. Motion by Ballard, seconded by Waller to introduce the following written resolution, entitled **RESOLUTION RELATING TO LEASE WITH OPTION TO PURCHASE AGREEMENT NO. CIT3586-104, GIVING APPROVAL TO THE ISSUANCE THEREOF; AND APPROVING THE FORMS OF CERTAIN DOCUMENTS RELATING THERETO**, authorizing Administrator Don Solga and Mayor Ben Woessner to sign the Lease With Option To Purchase Agreement No. CIT3586-104 between the City of Pelican Rapids and Kinetic Leasing, Inc., the Escrow Agreement establishing Minnesota National Bank as Escrow Agent and any additional documents relating to this transaction. Motion carried and resolution declared duly adopted. (A complete text of this resolution and all documents are part of permanent public record in the City Clerk's Office.)

Motion by Strand, seconded by Waller to approve the addition of Joe Esser of Esser Plumbing to the Plumbers' Registration List. Motion carried.

Motion by Waller, seconded by Strand to approve the payment of \$37,677 to Kinetic Leasing for the first payment on the street sweeper. Motion carried.

Clerk-Treasurer Glenys Ehlert reviewed applications for Off-Sale 3.2% Malt Liquor License and a Club On-Sale Liquor License. Motion by Strand, seconded by Foster to approve renewal of an Off-Sale 3.2% Malt Liquor License for Rick Loerzel of Paul's of Pelican, Inc., 209 S. Broadway and a Club On-Sale Liquor License for Donna Mattern of the VFW 5252, 26 1<sup>st</sup> Ave. NW. Motion carried.

Motion by Ballard, seconded by Foster to approve the Grant Agreement for Airport Improvement Excluding Land Acquisition between the City of Pelican Rapids and the State of Minnesota for airport site grading and authorizing the mayor and administrator to sign the agreement on behalf of the City of Pelican Rapids. Motion carried.

Motion by Ballard, seconded by Strand to introduce the following resolution, entitled, **RESOLUTION FOR AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION GRANT AGREEMENT FOR AIRPORT IMPROVEMENT EXCLUDING LAND ACQUISITION**. (A complete text of this resolution is part of permanent public record in the City Clerk's Office.) Motion carried and resolution declared duly adopted.

Council meeting adjourned at 5:25 p.m.

Glenys Ehlert, CMC  
Clerk-Treasurer