

June 5, 2014

CITY COUNCIL AGENDA

Tuesday, June 10, 2014

4:30 p.m.

Council Chambers, 315 N. Broadway

1. Call to Order
2. Agenda Additions or Deletions
3. Approval of Minutes – 5/27/14
4. Approval of Accounts Payable Listing
5. Police Chief Report
6. Street/Park Superintendent Report
 - Pool Personnel
7. Financial Report - 5/31/14
 - Check Signing Authorization
 - Financial Software Upgrade
8. Library Report
9. Liquor Store Personnel
10. Temporary 3.2 Malt Liquor License for Jaycees
11. Improvement Project No. 79 Request for Payment:
 - Gridor Construction Pay Request #8 - \$550,900.00
 - SEH Engineering - \$52,707.10
 - PFA Pay Request #10 – \$603,607.01
12. Quality Deer Management Association Chapter Heart O'Lakes Whitetails Raffle Permit Request – 8/16/14, VFW – 26 NW 1st Ave.
13. Planning Commission Public Nuisance Property – 704 NE 1st St. – Resolution No. 2014-8
14. Overtime Policy Change

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 06-10-14

The City Council of Pelican Rapids met in regular session at 4:30 p.m., on Tuesday, 06-10-14, 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, Police Chief Jeff Stadum, Street and Park Superintendent Brian Olson, Library Director Annie Wrigg, Accounting Clerk Danielle Heaton, Tom Runningen and Roger Schleske 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 deletion of Item 14. Overtime Policy Change. Motion carried.

Motion by Foster, seconded by Strand to approve the minutes of 05-27-14 as corrected to show Council Member Kevin Ballard absent. Motion carried.

Motion by Ballard, seconded by Strand to approve the Accounts Payable Listing of 06-10-14 as presented for City bills in the amount of \$61,582.02, with the addition of MN Post Board, police licenses, \$270.00 and Lake Region Electric Cooperative, Airport and Welcome Sign electricity, \$185.60, Liquor Store bills in the amount of \$63,940.09 and Library bills in the amount of \$3,891.06. Motion carried.

The Police Chief Report was given by Police Chief Jeff Stadum. There were 4,432 miles driven while patrolling and responding to 157 calls for service. The department assisted the OTCSO 4 times, other agencies 3 times, made 2 arrests and issued 24 tickets. Fines collected were \$432.42.

The Street/Park Superintendent Report was given by Brian Olson. New street signs are going up. The Street Department began graveling streets in preparation for dust guard delivery. One more frozen water line was fixed in 4th St. SE. He reviewed pool employees for Council appointments. Motion by Waller, seconded by Strand to hire Vanessa Cusey as pool manager, experienced lifeguards Ashlee Olson, Brooke Lammers, Madalin Berube, and Hope Livdahl, experienced life guard and water safety instructor, and Chelsie Olson and Jay Gorton as new lifeguards. Rates of pay are based on experience according to wage schedule. Motion carried.

The Library Report was presented by Library Director Annie Wrigg. She reviewed Summer Reading programs. Library will be closed July 4th and July 5th, by Library Board action.

Clerk-Treasurer Glenys Ehlert presented the 5-31-14 financial reports. Ehlert recommended that City Council grant check signing authorization to incoming City Clerk-Treasurer Danielle Heaton, effective 06-10-14, to allow a smooth transition for Ehlert's retirement on June 30th. Motion by Waller, seconded by Strand to approve recommendation and authorize Danielle Heaton to begin signing on all City of Pelican Rapids accounts, effective 06-10-14. Motion carried.

Clerk-Treasurer Ehlert reviewed the City's financial software. The City uses Banyon Data Systems for utility billing. The City has also used American Fundware since 1987 for general ledger, accounts receivable, accounts payable, payroll and payroll reporting. American Fundware will no longer be supported in 2015. Ehlert has been researching other software for past year and a half. Based on positive experiences with Banyon Data Systems, recommendations by other Minnesota

city clerks and finance officers and reasonable cost to acquire, she recommends purchasing the necessary modules from Banyon to replace American Fundware software. The request is to include \$10,500 in the 2015 budgets for the new software. Motion by Ballard, seconded by Foster to authorize including \$10,500 in the 2015 budget to purchase accounting software from Banyon Data Systems. Motion carried.

Administrator Don Solga recommended hiring Whitney Gravelin as part time Liquor Store Clerk at Step 1 on the pay schedule. Motion by Waller, seconded by Ballard to hire Whitney Gravelin as recommended. Motion carried.

Clerk-Treasurer Glenys Ehlert also reviewed an application for Pelican Rapids Jaycees for a Temporary 3.2 Malt Liquor License to conduct a Beer Garden during Pelican Fest for July 11th and July 12th. Motion by Foster, seconded by Ballard to approve and authorize the Jaycees to conduct a Street Dance with band on July 11th, 6:00 p.m. to 12:00 a.m., and July 12th, 12:00 p.m. to 1:00 a.m., as part of community event, Pelican Fest, and to issue a Temporary Malt Liquor License for the event, subject to receipt of a Certificate of Insurance, letter from Security Agency on company letterhead stating that they are providing security for event and listing names of people providing security and confirming that they are employees of agency and providing a copy of security agency's license from State of Minnesota and security agency's Certificate of Insurance. Motion carried.

Motion by Strand, seconded by Waller to approve the Improvement Project No. 79 request for payment of Gridor Construction Inc., Pay Request No.8 for \$550,900.00, SEH Engineering for \$52,707.10 and PFA Pay Request No. 10 for \$603,607.10. Motion carried.

Clerk-Treasurer Glenys Ehlert reviewed an application for the Quality Deer Management Association Chapter Heart O'Lakes Whitetails to conduct a raffle on 8-16-14 at VFW at 26 NW 1st Ave. Motion by Waller, seconded by Ballard to approve the raffle permit as presented. Motion carried.

Administrator Don Solga reviewed the Planning Commission's findings concerning the public nuisance property 704 NE 1st St. Property owner Roger Schleske says he plans to rebuild the roof. Motion by Waller, seconded by Foster to accept the Planning Commission's recommendation to declare the building to be a hazardous building due to reasons of being a dilapidated building with roof collapsed completely and bearing walls have been pushed out causing the roof to be laying on the main level concrete floor by introducing the following written resolution, entitled **RESOLUTION NO. 2014-8, RESOLUTION ORDERING THE REMOVAL OF HAZARDOUS CONDITIONS LOCATED AT 704 1ST ST. NE, PELICAN RAPIDS, MINNESOTA.** (A complete text of this resolution is part of permanent public record in the City Clerk's Office.) Motion passed unanimously and resolution declared duly adopted.

Clerk-Treasurer Glenys Ehlert reviewed two 3.2% Malt Liquor Licenses that have not submitted an application for renewal. Ehlert pointed out that June 24th will be the last opportunity to renew before the June 30th expiration. If not renewed there will be no opportunity to sell 3.2% Malt Liquor over the July 4th weekend or any days after June 30th.

Motion by Strand, seconded by Foster to adjourn the City Council meeting at 5:05 p.m. Motion carried.

Glenys Ehlert

Glenys Ehlert, CMC
Clerk-Treasurer