

August 21, 2014

CITY COUNCIL AGENDA

Tuesday, August 26, 2014

4:30 p.m.

Council Chambers, 315 N. Broadway

1. Call to Order
2. Additions / Deletions to Agenda
3. Approval of Minutes – 8/11/14
4. Approval of Accounts Payable Listing
5. Liquor Store Report
6. Personnel
 - Liquor Store
 - Administration
7. Utility Report – PeopleService Inc.
8. Consider Slow Down Signage on NW 1st Street
9. Improvement Project 82/84 Time Extension
10. OTC Collaborative Tourism Consideration
11. Rental Housing Fees
12. 2015 General Fund Budget
13. Preliminary Budget Review – 9/9/14
14. Fire Department DNR Grant
15. Lake Region Electric Cooperative Raffle on 10/20/14
16. Public Hearing on Vacation of an Alley and 4th Avenue Southwest – 6 P.M
17. Resolution 2014-14 Vacating an Alley and 4th Avenue Southwest

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 08-26-14

The City Council of Pelican Rapids met in regular session at 4:30 p.m., on Tuesday, 08-26-2014, in Council Chambers, City Hall. Mayor Ben Woessner, Council Members John E. Waller, III, Kevin Ballard, James Strand and Steve Foster were present. No one was absent. Administrator Don Solga, Clerk-Treasurer Danielle Heaton, Liquor Store Manager Maggie Johnson, Jordan Plotz of PeopleService Inc., Elizabeth Wefel, City Attorney Greg Larson, CJ Holl, Eric Guler 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 add to the agenda, No. 18 Elizabeth Wefel of Coalition of Greater Minnesota Cities and No. 19 City Attorney Greg Larson. Motion carried.

Motion by Ballard, seconded by Strand to approve the minutes of 08-11-14 as presented. Motion carried.

Motion by Waller, seconded by Strand to approve the Accounts Payable Listing of 08-26-14 as presented for City bills in the amount of \$48,033.89 and the Liquor Store bills in the amount of \$37,842.10. Motion carried.

Attorney/Lobbyist Elizabeth Wefel from the Coalition of Greater Minnesota Cities (CGMC) gave a 2014 legislative session update to Council. The legislature passed a \$20 million broadband infrastructure fund. The CGMC's efforts to increase funding for Local Government Aid (LGA) were not as successful as they had hoped and they will continue to try and get those levels increased. The Business Development Public Infrastructure (BDPI) grant program was limited to \$6.2 million. Overall, the 2014 legislative session was good, but not great, stated Wefel.

City Attorney Greg Larson followed up on the lot split contemplated at the August 11, 2014 meeting. City Attorney Greg Larson discussed that the request made by Pete Hart for the proposed lot split is allowable in light of the proposed lots being rectangular in shape and in light of the proposed new lots being transferred to owners of adjacent lots that have frontage on the public road identified as 1st Avenue Southeast. City Attorney Greg Larson distinguished the request made by Pete Hart to a situation in which lots are requested to be transferred to buyers who do not own adjacent lots with public road frontage.

Liquor Store Manager Maggie Johnson presented information on the Liquor Store. She reported to Council that liquor store clerk Katherine Lynnes has resigned. Motion by Ballard, seconded by Waller to accept the resignation of Katherine Lynnes. Motion carried. Johnson recommended hiring Martin Yanish as part time liquor store clerk. Motion by Ballard, seconded by Strand to approve the hiring of Martin Yanish as part time liquor store clerk. Motion carried.

Administrator Don Solga reported on Personnel issues. The Liquor Store is open on holidays and the employees are compensated at their regular hourly pay rate. He asked Council to consider paying them holiday pay at time and a half when they are required to work on City recognized holidays. Motion by Waller, seconded by Strand to allow the part time liquor store employees to earn time and a half on Holiday's they are required to work. Motion carried.

Administrator Solga also addressed staffing at City Hall. He requested having Glenys Ehlert come in for approximately 6-10 hours a week to help with yearend reports. She would also work on the nuisance properties. This will help the current staff focus on getting the new financial software set-up. The 6-10 hours a week could vary depending on the workload. Solga stated that it is not a continuous position and that he was thinking it would end in December. Motion by Waller, seconded by Foster to approve the hiring of Glenys Ehlert as temporary part time office staff. Motion carried.

The utility report was given by Jordan Plotz of PeopleService Inc.

Otter Tail Lakes Country Tourism Association is asking the City to contribute \$2,000.00 to help market tourism in Otter Tail County. So far, Otter Tail County and other communities have agreed to help with funding. Motion by Strand, seconded by Foster to make a contribution of \$2,000.00 to Otter Tail Lakes Country Tourism Association to help with marketing tourism in Otter Tail County in 2015. Motion carried.

At the previous Council meeting, Len Zierke requested lowering the speed limit on 1st Street Northwest by the trailer court but, the state sets the speed limit, not the city. After discussing different options, Council decided to add stop signs on 1st Street Northwest to help slow traffic. Motion by Waller, seconded by Strand to allow Administrator Don Solga and Street Superintendent Brian Olson to strategically place stop signs on 1st Street Northwest to help slow traffic down by the trailer court. Motion carried.

Sellin Brothers, Inc. is asking for a time extension until September 12, 2014 on Improvement Project No. 82 and 84. The request is due to extremely wet conditions and a gas main needing to be replaced. Motion by Strand, seconded by Ballard to approve the time extension request until September 12, 2014. Motion carried.

Administrator Don Solga reviewed the current rental housing process. The city is spending too much time trying to get property owners to respond. He proposed a \$100.00 fee on all rental properties not licensed prior to January 1, by fault of the applicant. For every week after the first, another \$10.00 will be added to the fee until the property is licensed. Motion by Waller, seconded by Ballard to charge a \$100.00 fee to each rental property that has not completed the necessary steps to have a rental license by January 1 and every week after that an additional \$10.00 will be charged until the property is properly licensed. Motion carried.

Fire Chief Trevor Steeves applied for a DNR Grant to help reimburse fire equipment expenses. The fire department was awarded the grant. Motion by Strand, seconded by Foster to approve grant and allow mayor and clerk to sign the papers. Motion carried.

Clerk-Treasurer Danielle Heaton reviewed an application for Lake Region Electric Cooperative (LREC) to conduct a raffle on 10-20-14. Motion by Foster, seconded by Ballard to approve the raffle permit as presented. Motion carried.

At 6:00 p.m. Mayor Woessner opened the Public Hearing on Vacation of an Alley and 4th Avenue SW. Motion by Strand, seconded by Foster to introduce the following resolution entitled **CITY OF PELICAN RAPIDS RESOLUTION NO. 2014-14 A RESOLUTION VACATING AN ALLEY AND 4TH AVENUE SOUTHWEST.** (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. AYES: Strand, Ballard, Woessner, Waller, Foster. NAYES: None.

Administrator Don Solga discussed the 2015 Proposed General Fund Budget. General Taxes went up 5.7% to \$666,387.00. The special levy is increasing to \$172,074.00. The total budget for 2015 is \$1,776,536.00. The Liquor Store will transfer \$30,000 to the general fund this year of which \$10,000 will be for the Baseball Field lights. Some larger increases discussed were Community Center Planning (\$30,000), library roof (\$20,000), Pool (\$50,000) and Trail Development (15,000 and an additional \$50,000 for future development of trail).

2015 Proposed General Fund Budget will be approved and certified at the 09-09-2014.

Motion by Strand, seconded by Foster to adjourn the Council meeting at 6:38 p.m. Motion carried.



Danielle Heaton
Clerk-Treasurer