

November 23, 2010

CITY COUNCIL AGENDA

Tuesday, November 30, 2010

4:30 p.m.

Council Chambers, 315 N. Broadway

1. Call to Order
2. Additions / Deletions to Agenda
3. Approval of Minutes – 11/8/10
4. Approval of Accounts Payable Listing
5. WWTF Improvement Project No. 75 – Interstate Engineering Pay Request No. 13 - \$2,000
6. Improvement Project No. 77 – Ulteig Engineers Pay Request No. 4 - \$7,620.30
7. Liquor Store Report
8. Certify Unpaid Utility Bills to Otter Tail County Auditor
9. Public Hearing – 2011 General Fund Budget and Levy – 12/13/10 6:00 p.m.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 11-30-10

The City Council of Pelican Rapids met in regular session at 4:30 p.m., on Tuesday, 11-30-10, in Council Chambers, City Hall. Mayor Ben Woessner, Council Members Richard Peterson, Steve Foster, Kevin Ballard and John E. Waller, III were present. No one was absent. Administrator Don Solga, Clerk-Treasurer Glenys Ehlert, Liquor Store Manager Bob Leslie, Council Member Elect James Strand and Lou Hogland of the Pelican Rapids Press were also present.

Mayor Woessner called meeting to order at 4:30 p.m. Motion by Waller, seconded by Foster to approve agenda as written. Motion passed unanimously.

Motion by Foster, seconded by Ballard to approve the 11-08-10 minutes as presented. Motion passed unanimously.

Liquor Store Manager Bob Leslie reported that the new liquor store is open. The merchandise from the front room of the old liquor store has been moved. The back room will be moved to the new store during this week. The present liquor store inventory is \$130,000 as of today. Leslie said the cooler has temporary shelving at this time. The permanent shelving should be here and be installed prior to Christmas. Administrator Don Solga asked if Leslie planned to keep the same inventory in the new store as in the old store appropriate to this time of year. Leslie said he expects to eventually increase the inventory and increase sales. Council Member Peterson said he thought Council wanted to keep the inventory about the same in order to not crowd the display area.

Liquor Store Manager Bob Leslie said the rule of thumb in the industry for inventory is 15% of gross sales without sales tax. Mayor Woessner asked if computer system can tell us how fast inventory is moving. Leslie said it can; he hasn't checked it recently. Mayor Woessner asked if Bob would provide a list of items that haven't moved in 45 days when things settle down from the move. Leslie said he would.

Administrator Don Solga said that Total Registry said the life of the cash registers at the Liquor Store is about five years. The present registers and computer system are past their life span. Administrator Solga said the Council could replace the computers now as part of the new liquor store financing. Motion by Waller, seconded by Foster that Manager Bob Leslie request a quote from Total Registry on new registers and computer system for the Liquor Store. Motion passed unanimously.

Administrator Don Solga reported that the Certificate of Substantial Completion was signed by the architect on 11-24-10.

Motion by Peterson, seconded by Waller to approve the Accounts Payable Listing of 11-30-10 in the amount of \$117,273.28 for City bills. Motion passed unanimously.

Motion by Waller, seconded Peterson to approve payment of WWTF Improvement Project No. 75 to Interstate Engineering Pay Request No. 13, for engineering fees in the amount of \$2,000 as recommended by Administrator Don Solga. Motion passed unanimously.

Motion by Ballard, seconded by Foster to approve payment of Improvement Project No. 77 to Ulteig Engineers Pay Request No. 4, engineering fees in the amount of \$7,620.30, as recommended by Administrator Don Solga. Motion passed unanimously.

Motion by Peterson, seconded by Waller to certify two unpaid utility bills to County Auditor Wayne Stein for collection with real estate taxes, one in the amount of \$70.98 for parcel number R76000990138000 and one in the amount of \$130.36 for parcel number R76000270038001. Motion passed unanimously.

Motion by Waller, seconded by Foster to confirm that the City Council will conduct a Public Hearing on 12-13-10 at 6:00 p.m., on the 2011 General Fund Budget and Levy. Motion passed unanimously.

Mayor Woessner welcomed Council Member Elect James Strand who will take office in January, 2011.

Motion by Foster, seconded by Waller to adjourn the meeting at 4:55 p.m. Motion passed unanimously.

Glenys Ehlert, CMC
Clerk-Treasurer