

January 23, 2014

CITY COUNCIL AGENDA

Tuesday, January 28, 2014

4:30 p.m.

Council Chambers, 315 N. Broadway

1. Call to Order
2. Additions / Deletions to Agenda
3. Approval of Minutes – 1/14/14
4. Approval of Accounts Payable Listing
5. Liquor Store Report
 - Personnel
6. Utility Report – PeopleService Inc.
7. City Acquisition of 117 NW 1st Ave – Greg Larson
8. Clerk-Treasurer
 - Board of Review – 4/2/14, 2:00 – 3:00 p.m., City Hall
 - SCDP Project Payment – Superior Lakeside, \$11,759.22 from Generated Income
 - Computer Upgrades – Police, Shop, Clerk
9. Community Center/Senior Center
10. LREC Community Solar – Tim Thompson and Dan Hustad
11. Lawful Gambling Exempt Permit Application – Chamber of Commerce – 3/1/14, PR VFW Post 5252, 26 1st Ave. NW

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 01-28-14

The City Council of Pelican Rapids met in regular session at 4:30 p.m., on Tuesday, 01-28-14, in Council Chambers, City Hall. Mayor Ben Woessner, Council Members James Strand, Kevin Ballard, Steve Foster and John E. Waller, III, were present. No one was absent. Administrator Don Solga, Clerk-Treasurer Glenys Ehlert, Liquor Store Manager Maggie Johnson, Tim Thompson and Dan Husted of Lake Region Electric Cooperative, Jordan Plotz, Chet Nettetstad, Gerald Grefsrud 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 Foster to approve the agenda with the following additions: Airport Seal Coat Project and Grant Agreement, The Muddy Moose Co. Wine License Application and Multi-Use Trail Meetings. Motion carried.

Motion by Foster, seconded by Ballard to approve the minutes of 01-14-14 as presented. Motion carried.

Motion by Waller, seconded by Strand to approve the Accounts Payable Listing of 01-28-14 as presented in the amount of \$51,012.20 for City bills, \$18,635.61 for Liquor Store bills and additional bills for Minnesota Public Finance Authority, interest, \$33,434.32; League of Minnesota Cities Insurance Trust (LMCIT), annual work comp insurance, \$33,527.00 and LMCIT, balance property and liability insurance, \$36,972.50. Motion carried.

Liquor Store Manager Maggie Johnson presented information on the Liquor Store. She reported to Council that liquor store clerk Tasha Osman has resigned. Johnson recommended hiring Katherine Lynnes as part time liquor store clerk at step 1 on the liquor wage scale. Motion by Strand, seconded by Ballard to accept the resignation of Tasha Osman and to approve the hiring of Katherine Lynnes at step 1 on the liquor store wage scale. Motion carried.

Manager Johnson reported that she has completed cycle count for beer inventory. Administrator Don Solga said Maggie has cut non-inventory expenses by 4.54%. She also increased inventory and net sales are showing an income increase of 40%. He concluded, "Good job, Maggie."

Utility report was presented by Jordan Plotz of PeopleService Inc. They are looking at mixing the alum with polymers to help the alum settle. Plotz said he recently worked with Administrator Solga on the bio-solids report. Administrator Solga pointed to substantial savings in the maintenance budget for 2013, and said that the maintenance budget savings are due to the staff obtaining parts and performing maintenance on equipment instead of hiring an outside service.

Council noted that the City will conduct the Local Board of Review on 04-2-14, 2:00 to 3:00 p.m., Council Chambers, City Hall.

Clerk-Treasurer Glenys Ehlert discussed Small Cities Development Program (SCDP) payment to Superior Lakeside for \$11,759.22. She explained that the funds to pay this bill are from income generated when property owners sell the property before the grant has expired. Property owners

are required to pay the City the portion of grant funds remaining on the property. Motion by Waller, seconded by Strand to approve payment to Superior Lakeside in the amount of \$11,759.22 from SCDP generated income funds. Motion carried.

Administrator Don Solga explained that computer upgrades are necessary for police department, city shop and clerk's office due to outdated operating systems and software. Quotes for the three desktops and two laptops total less than \$3500. Motion by Strand, seconded by Foster to approve purchase of three desktops and two laptops from capital equipment funds in the amount of \$3500. Motion carried.

Administrator Don Solga opened discussion on the kitchen planned for the Community Center. Chet Nettetstad and Gerald Grefsrud attended meeting, representing the Senior Center. Nettetstad said the state has mandated kitchen upgrades at the Senior Citizen Center. Nettetstad and Grefsrud asked if Senior Center could be brought into the Community Center.

Council considered information from Nettetstad and Grefsrud about number of meals prepared, number of people served, hours of operation and whether other groups could use the Community Center while seniors were in facility. Grefsrud asked for information on what do other communities do when the senior center is included in the community center and what are the costs to the seniors.

City Attorney Greg Larson discussed acquisition of 117 NW 1st Ave. Attorney Larson said he was asked to do some title work in November regarding above property. Real estate taxes for 2011, 2012, and 2013 are only outstanding items for property. \$2920 is principal amount. 2014 taxes are not yet figured. No other liens against property. City Attorney Greg Larson said he could prepare a deed and email it to the owner's lawyer. Administrator Solga said the costs would be the above expenses, penalties, demolition and modest legal fees. Council discussed whether accepting this property would set a precedent or create problems in the future. City Attorney Larson said that acquiring this property for demolition would not bind the City from property to property. Motion by Strand, seconded by Foster to proceed with the acquisition and demolition of the building at 117 NW 1st Ave., subject to approval by the Planning Commission which will consider the matter on 02-05-14, at 12:00 noon, Council Chambers, City Hall. Motion carried.

Lake Region Electric Cooperative (LREC) Community Solar program was presented by Tim Thompson and Dan Hustad. Tim Thompson addressed Council about the benefits of the Community Solar garden and purchase of a solar panel to use at the municipal airport as a LREC customer. One benefit is pre-paying for 20 years for a portion of electricity. He continued, "If you have an interest in supporting renewable energy, it's a good project. It's local and all the value stays local in our city."

Administrator Don Solga reviewed the proposed agreement between the City of Pelican Rapids and Lake Region Electric Cooperative for the purchase of a panel at a cost of \$1500. Motion by Waller, seconded by Strand to authorize the purchase of one solar panel using airport funds and applying the electricity credit to the airport's electric bill. Motion carried.

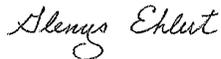
Motion by Foster, seconded by Waller to approve the Chamber of Commerce's request for a Lawful Gambling Exempt Permit to conduct a raffle on 03-01-14 at Pelican Rapids VFW Post 5252, 26 1st Ave. NW. Motion carried.

Administrator Don Solga reviewed the airport seal coat project. Motion by Foster, seconded by Ballard to introduce the following written resolution, entitled, **RESOLUTION NO. 2014 – 1 AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION GRANT AGREEMENT FOR AIRPORT IMPROVEMENT EXCLUDING LAND ACQUISITION**. Resolution identifies State Project No. A5613-19 and designates Mayor Ben Woessner and Administrator Don Solga to execute the agreement on behalf of the City. (A complete text of this resolution is part of permanent public record in the City Clerk’s Office.) Motion carried and resolution duly adopted.

Motion by Strand, seconded by Foster to approve the application of Cheryl King to sell On-Sale Wine at The Muddy Moose Co., 30 N. Broadway, for the period February through June 30, 2014. Motion carried.

Administrator Solga provided information that open house meetings on the Multi-Use Trail would be held at 7:00 p.m., 02-10-14, at LREC in Pelican Rapids and at 7:00 p.m., 02-11-14, at Perham City Hall.

Motion by Ballard, seconded by Strand to adjourn the City Council meeting at 5:55 p.m. Motion carried.



Glenys Ehlert, CMC
Clerk-Treasurer