

May 10, 2013

CITY COUNCIL AGENDA

**Tuesday, May 14, 2013**

**4:30 p.m.**

**Council Chambers, 315 N. Broadway**

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1. Call to Order
2. Agenda Additions or Deletions
3. Approval of Minutes – 4/30/13
4. Approval of Accounts Payable Listing
5. Police Chief Report
6. Street/Park Superintendent Report
  - City Hall Hwy 59 Approach – Widen to 32 ft.
7. Financial Report
  - Letter of Engagement from Auditor
8. Library Report
  - Personnel
9. Crossroads Request for License to Temporarily Transfer Location
10. Veterans Memorial River Park Pergola Proposal
11. Greater MN Economic Development Partnership – Administrator Don Solga
12. Street Parking Regulations
13. Liquor License Renewal
14. Safe Routes to School Grant
15. NE 5<sup>th</sup> Avenue Septic Systems
16. Disabled American Veterans' Request to Sell Forget-Me-Nots - 7/13/13, City Sidewalks
17. Walking Route Signage
18. Open House Honoring Brent Frazier – 5/29/13, 2-4 p.m., City Hall

## CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 05-14-13

The City Council of Pelican Rapids met in regular session at 4:30 p.m., on Tuesday, 05-14-13, in Council Chambers, City Hall. Mayor Ben Woessner, Council Members James Strand, Kevin Ballard and John E. Waller, III, were present. Council Member Steve Foster was absent. Administrator Don Solga, Clerk-Treasurer Glenys Ehlert, Police Chief Jeff Stadum, Janet Lindberg representing Partnership for Health, Derek Satter 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 Ballard to approve the agenda with no additions. Motion carried.

Motion by Waller, seconded by Strand to approve the minutes of 04-30-13 as presented. Motion carried.

Motion by Strand, seconded by Ballard to approve the Accounts Payable Listing of 05-14-13 as presented for City bills in the amount of \$82,117.41, Liquor Store bills in the amount of \$62,813.23 and Library bills in the amount of \$7,955.03. Motion carried.

The Police Chief Report was reviewed. Police Chief Jeff Stadum reported that the department drove 4,495 miles, assisted the Sheriff's Department 2 times, made 3 arrests and issued 29 tickets. Fines totaled \$161.91. Chief Stadum asked about plans for the Pelican Music Fest. Mayor Woessner said the organizers anticipate selling 400 tickets.

The Street and Park Superintendent Report was presented by Administrator Don Solga. The Street Department has installed 90 percent of the city for new automated meter readings. Council agreed to permit the department to work summer hours.

Motion by Strand, seconded by Ballard to accept Olson's recommendation to hire Jessica Willson as Pool Manager, Richard Peterson, Arturo Saavedra and Dan Ditch as park employees at the 2013 rates of pay for the positions they held last year. Motion carried.

Administrator Don Solga recommended requesting authorization from Minnesota Department of Transportation (DOT) to widen City Hall Hwy 59 approach to 32 feet. Motion by Waller, seconded by Strand to request authorization from Minnesota DOT to widen City Hall Hwy 59 approach to 32 feet. Motion carried.

Clerk-Treasurer Glenys Ehlert presented the 4-30-13 financial report. Motion by Waller, seconded by Strand to approve the Financial Report as presented. Motion carried. The auditor's letter of engagement has not been submitted at this time.

Clerk-Treasurer Glenys Ehlert presented Library Director Annie Wrigg's recommendation to hire Kay Albright as a library employee. Motion by Strand, seconded by Ballard to accept Library Director Annie Wrigg's recommendation to hire Kay Albright as a part time library employee at level 1 of the pay scale for cataloging/circulation librarian. Motion carried.

## **CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 05-14-13**

Clerk-Treasurer Glenys Ehlert discussed Crossroads request for License to Temporarily Transfer Location to Include the Parking Lot to Consume Intoxicating Liquor & 3.2% Malt Liquor on 06-08-13, from 1:00 p.m. to 3:00 p.m. License conditions include 1) The serving area will be double fenced and all I.D.'s will be checked at the entrance. No one will be allowed in the serving area without a valid I.D. that states they are at least 21 years of age. 2a) Certificate of Insurance for liquor liability extends to parking lot. 2b) 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. Also provide copy of agency's license from State of Minnesota and security agency's Certificate of Insurance. Motion by Ballard, seconded by Strand to approve the request of Jean Satter of Crossroads Corner for License to Temporarily Transfer Location to include the Parking Lot to Consume Intoxicating Liquor & 3.2% Malt Liquor on 06-08-13, from 1:00 p.m. to 3:00 p.m. Motion carried.

Motion by Waller, seconded by Ballard to authorize closing West Mill Ave. on 06-08-13, from 1:00 p.m. to 3:00 p.m. for motorcycle parking during the above event. Motion carried.

Administrator Don Solga reviewed the proposal for the Veterans Memorial River Park Pergola. Motion by Waller, seconded by Strand to approve the Park Board's recommendation to install a Pergola in Veterans Memorial River Park. Motion carried.

Administrator Don Solga reviewed proposal to provide wireless service in Veterans Memorial River Park. Arvig has offered to donate labor and material for the installation. Mayor Woessner said he feels that businesses already pay for this service to draw people into their businesses. Mayor and Council asked if there was a way to boost the library's system so it reaches the park. Administrator Solga said they could check into it. Motion by Waller, seconded by Strand to request city staff determine if the library's wireless service could be boosted to reach the park. Motion carried.

Administrator Don Solga explained the Coalition of Greater Minnesota Cities' Economic Development Partnership to lobby for economic development. So far the larger cities in the area are members. Mayor Woessner suggested analyzing for a year.

Administrator Don Solga discussed the proposed street parking regulations, an example of which has been set into the City Code Section 701.07 Parking Regulations. He suggested Council review. Motion by Waller, seconded by Strand to table Parking Regulations to next meeting. Motion carried.

Clerk-Treasurer Glenys Ehlert reviewed Aurora Escobar's application to renew Taqueria Escobar's License to Sell On-Sale Intoxicating Liquor. Motion by Ballard, seconded by Strand to approve the granting of a License to Sell On-Sale Intoxicating Liquor to Aurora Escobar for Taqueria Escobar at 100 N. Broadway in the City of Pelican Rapids. Motion carried.

Safe Routes to School Grant – Administrator reported that the City scored very highly but just missed the funding range.

## **CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 05-14-13**

Administrator Don Solga and Janet Lindberg representing Partnership for Health discussed walking route signage. There are grant funds for this project. The various distance paths are available on the City's web site. Motion by Strand, seconded by Ballard to approve walking route signage project as presented. Motion carried.

Administrator Don Solga reviewed the problems with NE 5<sup>th</sup> Avenue septic systems. On 01-08-13, City Council requested that the County inspect the septic systems on NE 5<sup>th</sup> Avenue. Ten were tested and six failed. One failure is easily fixed; the others are not. The question for the City is what do we want to do to fix the situation? Do we want to have a meeting with the property owners and discuss whether to install water and sewer lines? Motion by Waller, seconded by Ballard to conduct a public meeting with property owners to discuss installation of public water and sewer. Motion carried.

Clerk-Treasurer Glenys Ehlert reviewed a request from the Disabled American Veterans. Motion by Waller, seconded by Strand to approve the Disabled American Veterans' request for a Transient Merchant License to sell Forget-Me-Nots on 7-13-13, during Pelican Fest on public sidewalks. Motion carried.

An Open House honoring retiring Utilities Superintendent Brent Frazier is scheduled for 5-29-13, from 2-4 p.m., at City Hall.

Motion by Strand, seconded by Ballard to adjourn the City Council meeting at 5:50 p.m. Motion carried.

Glenys Ehlert, CMC  
Clerk-Treasurer