



**PELICAN RAPIDS**  
CITY COUNCIL AGENDA

May 23, 2013

**Tuesday, May 28, 2013**

**4:30 p.m.**

**Council Chambers, 315 N. Broadway**

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1. Call to Order
2. Additions / Deletions to Agenda
3. Approval of Minutes — 5/14/13
4. Approval of Accounts Payable Listing
5. Liquor Store Report
6. Utility Report — People Service Inc.
7. West Central Initiative — Tom MeSparron
8. Library Board Appointments
9. Liquor License Renewals
10. Parking Regulations
11. Letter of Engagement — 2012 Audit
12. Board of Appeal and Equalization Training Course — 7/24/13 – DL

## CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 05-28-13

The City Council of Pelican Rapids met in regular session at 4:30 p.m., on Tuesday, 05-28-13, 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, Liquor Store Manager Maggie Johnson, Andrew Johnson 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 addition of Riverview Place Deck Easement and the deletion of Library Board Appointments. Motion carried.

Motion by Foster, seconded by Strand to approve the minutes of 05-14-13 as presented. Motion carried.

Motion by Waller, seconded by Strand to approve the Accounts Payable Listing of 05-28-13 as presented for City bills in the amount of \$57,810.01 and the Liquor Store bills in the amount of \$45,157.93. Motion carried.

Liquor Store Manager Maggie Johnson presented the Liquor Store Report. Wine tastings have been successful and Memorial Day sales were good considering the weather.

Tom McSparron of West Central Initiative (WCI) reviewed the activities and mission of WCI funds and component funds. People are at the heart of everything WCI does in Otter Tail County. Motion by Strand, seconded by Foster to continue \$2,000 annual support for five years, 2014 through 2018, \$10,000 total, from the City of Pelican Rapids. Motion passed unanimously.

The utility report was given by Greg Steng of PeopleService Inc. Maintenance, flows and chemical use will be part of written reports, beginning with May information presented at 06-25-13 meeting. Former city employee Jordan Plotz has been hired for Pelican Water and Wastewater Facilities. Also Terry Gambel of Ostego PeopleService will be moving up to the Pelican facilities. Former city employee Dennis Heruth has been working part time to provide the A license certification. New media was budgeted for Water Plant in 2013. They plan to test each well. Tom Thom of SEH will provide a quote on testing process. Jordan Plotz reported to Council on various items at the wastewater plant. Decreased alum costs by 40% by treating more effluent at lagoons. There is still a lot of inflow and infiltration due to water table. Council Member Foster asked if the aerators are operational. Jordan said only one motor works at the lagoon. Administrator Don Solga said he will be working with PeopleService staff to get them running again.

Clerk-Treasurer Glenys Ehlert reviewed an application to renew an On-Sale 3.2% Malt Liquor License. Motion by Waller, seconded by Strand to approve an On-Sale 3.2% Malt Liquor License for Janet Widman of Jimmy's Pizza, 41 N. Broadway, for the period of 07-01-13 through 06-30-14. Motion carried.

Administrator Don Solga reviewed proposed parking regulations and discussed signage. Motion by Foster, seconded by Strand to introduce **ORDINANCE NO: 13-02, AN ORDINANCE AMENDING CITY OF PELICAN RAPIDS CITY CODE CHAPTER SEVEN, TRAFFIC, MOTOR VEHICLES, STREETS AND MAINTENANCE, SECTION 701.07, PARKING REGULATIONS.** (A complete text of this Ordinance is part of permanent public record in the City Clerk's Office.) Motion carried and Ordinance 13-02 declared duly adopted. Ordinance will be in full force upon publication and the posting of signs.

## **CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 05-28-13**

Andrew Johnson of Riverview Place presented the proposed easement for a deck extending onto city property. Motion by Ballard, seconded by Foster to approve granting the proposed easement between the City of Pelican Rapids Historic City Hall property and Johnson Properties of Pelican Rapids, LLC. Motion carried.

Clerk-Treasurer Glenys Ehlert reviewed the auditor's Letter of Engagement for 2012 between the City and auditor Daniel Rollie. Motion by Strand, seconded by Waller to approve the Auditor's Letter of Engagement for 2012 with Daniel Rollie, approve an audit completion date of 06-30-13, and authorize Clerk-Treasurer Glenys Ehlert and Administrator Don Solga to sign the agreement on behalf of the City. Motion carried.

Clerk-Treasurer Ehlert announced that the Board of Appeal and Equalization training course will be offered on 07-24-13 in Detroit Lakes.

Motion by Strand, seconded by Foster to adjourn the Council meeting at 5:10 p.m. Motion carried.

Glenys Ehlert, CMC  
Clerk-Treasurer