

September 21, 2012

**CITY COUNCIL AGENDA**

**Tuesday, September 25, 2012**

**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 – 9/11/12
4. Approval of Accounts Payable Listing
5. Liquor Store Report
6. 3.2% Malt Liquor Ordinance Proposed for Event Center
7. Resolution Supporting Trail Grant Application and Designating City Funding
  - Council Letter of Support
8. Comprehensive Plan – Joel Quanbeck – Ulteig Engineers
9. Chamber of Commerce – Andrew Johnson, Linda Hammer
  - Historic City Hall
  - Website Facelift
  - Raffle Permit – 9/29/12 – VFW
10. Certify Curb Stop Repair Costs to Property
11. Approval to Sell fire Pumper Truck
12. Adjourn to EDA
13. Review EDA Actions

## CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 9-25-12

The City Council of Pelican Rapids met in regular session at 4:30 p.m., on Tuesday, 09-25-12, 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, Joel Quanbeck, Ashley Erickson, Chris Thorson and Kris Carlson of Ulteig Engineers, Andrew Johnson, Renato Molina and Lou Hoglund of the Pelican Rapids Press were also present.

Mayor Woessner called meeting to order at 4:30 p.m. All present stood, addressed the flag and said the Pledge of Allegiance.

Motion by Strand, seconded by Foster to approve the agenda with the addition of Item 14. Verizon Wireless Annual Rent Adjustment. Motion carried.

Motion by Waller, seconded by Strand to approve the minutes of 09-11-12 as presented. Motion carried.

Motion by Foster, seconded by Ballard to approve the Accounts Payable Listing of 09-25-12 as presented for City bills in the amount of \$59,324.86 and the Liquor Store bills in the amount of \$35,438.62 with the addition of the following Liquor Store bills: Total Register Systems, annual software renewal, \$200.00 and Great Plains Natural Gas Co., current gas billing, \$21.37. Motion carried.

Liquor Store Manager Maggie Johnson discussed increase in beer prices which happens in October and February each year. She also provided information that Krista Hanson has resigned as a Liquor Store clerk. Motion by Ballard, seconded by Strand to accept the resignation of Krista Hanson. Motion carried.

Liquor Store Manager Maggie Johnson requested approval to advertise for a 15 to 20 hour a week part time liquor store employee. Motion by Ballard, seconded by Strand to authorize advertising for part time employee. Motion carried.

Administrator Don Solga commented that the Council continues to monitor the liquor store inventory and would like to see decreases rather than increases from 2011. Liquor Store Manager Johnson said beer inventory would be up as she increases purchases prior to price increase.

Clerk-Treasurer Glenys Ehlert reviewed information about Renato Molina's application for a 3.2% Malt Liquor On-Sale License, prior action by Council on 09-11-12, and City Attorney Greg Larson's letter regarding Minn. Stat. 340A.411 and 340A.101. City Attorney Larson recommended that the City Council make a determination whether the proposed Event Center meets the qualifications set out in the two Minnesota Statutes above.

Renato Molina addressed City Council regarding his application. Mr. Molina talked to his attorney and to a liquor license agent at the Minnesota Department of Public Safety Alcohol and Gambling Enforcement Division (AGED). It is Mr. Molina's understanding that the issuance of a 3.2% Malt Liquor On-Sale License is up to the local authority, the City Council.

Council Member Ballard said he thinks Molina's facility meets the state's requirements. Motion by Ballard, seconded by Waller that Mr. Molina's request for a 3.2 percent malt liquor license for his Event Center meets the state's statutes qualification as "an establishment used exclusively for the sale of 3.2 percent malt liquor with the incidental sale of tobacco and soft drinks". Motion carried.

Motion by Strand, seconded by Ballard to request that City Attorney Greg Larson prepare an amendment to city ordinance to include all permitted licenses per Minnesota Statutes 340.411 LICENSE RESTRICTIONS; 3.2 PERCENT MALT LIQUOR LICENSES. Subdivision 1. On-sale licenses. On-sale 3.2 percent malt liquor licenses may only be issued to drugstores, restaurants, hotels, clubs, bowling centers, golf courses, and establishments used exclusively for the sale of 3.2 percent malt liquor with the incidental sale of tobacco and soft drinks. Motion carried.

City Administrator Don Solga discussed the Trail Grant Application and Resolution Supporting the Trail Grant Application. City Administrator Solga suggested the City could commit 10% or \$50,000.00 from Economic Development funds over a period of two years. Motion by Strand, seconded by Ballard to set the non-state cash match at 10% of the project. Motion carried.

Motion by Waller, seconded by Strand to introduce the following written resolution, entitled **RESOLUTION OF SUPPORT FOR PELICAN RAPIDS TRAIL PROJECT APPLICATION TO THE MINNESOTA DEPARTMENT OF NATURAL RESOURCES FOR THE PARKS AND TRAILS LEGACY GRANT PROGRAM.** (A complete text of this resolution is part of permanent public record in the City Clerk's office.) Motion carried.

Motion by Strand, seconded by Ballard to authorize the Mayor to sign the Grant Application Certification Document. Motion carried.

Administrator Don Solga read a proposed City Council letter of support for the project. Motion by Waller, seconded by Foster to approve the City of Pelican Rapids letter of support for the multi-purpose trail. Motion carried.

Administrator Don Solga discussed the City's request of Joel Quanbeck of Ulteig Engineers, to conduct a community meeting and review various plan documents for a new and updated Comprehensive Plan. The Comprehensive Plan proposal was presented by Joel Quanbeck of Ulteig Engineers. Quanbeck said they looked at vision statements, the existing plan, Planning Commission minutes and City Council minutes. Quanbeck continued, "City has a wonderful strong community leader group developed through the Blandin Leadership Program." Quanbeck said he wants to revisit the existing conditions to recognize where the community is today and determine the areas to be studied to prepare a future growth plan and give careful thought to some transportation issues the community may think are out there. Other areas to consider include utility issues and parks and trails and trying to make that link with Maplewood State Park.

As they reviewed the Planning Commission minutes, they identified additional community growth issues including community character, extraterritorial growth, economic development and housing. Quanbeck said the work he has discussed will make no sense unless the constituents are involved in the process so community involvement activities are very important.

Administrator Don Solga said the price for this plan is very similar to what we paid initially. Solga said, "As I reviewed the plan, I recognized that we need to do all these things in order to have a working comprehensive plan."

Timeline will be over six months with committed Council, Planning Commission and community leaders. Motion by Ballard, seconded by Strand to approve the scope of work identified by Joel Quanbeck of Ulteig Engineers and approve the contract with Ulteig Engineers. Motion carried.

Chamber of Commerce representative Andrew Johnson was present to discuss several items.

- Historic City Hall – dampness and musty scent in the building. Administrator Solga said the problems are aggravated by building being closed. Solga also said the heat pump system needs replacement and the building would benefit from an air handling system. The state's program for energy efficiencies may be helpful.
- Website Facelift – Andrew Johnson said the Chamber's website needs updating. He suggests Chamber members look at Perham, Park Rapids and Crosby-Ironton. Administrator Solga said the City uses Gov Office and Avenet to manage the City's website. Other communities combine city, chamber and school on one site.

Clerk-Treasurer Glenys Ehlert discussed the Chamber of Commerce's request for a Raffle Permit for a drawing on 09-29-12 at the Pelican Rapids VFW. Motion by Foster, seconded by Strand to approve the above Raffle Permit request. Motion carried.

Clerk-Treasurer Glenys Ehlert reviewed curb stop repair information. Motion by Waller, seconded by Strand to certify to County Auditor Wayne Stein for curb stop repair cost in the amount of \$1308.04 at 22 NW 3<sup>rd</sup> Ave. for parcel number 76000990104000 for collection with property taxes over a period of four years. Motion carried.

Administrator Solga discussed a proposal to determine value of equipment the City has for sale. He proposed that the Council approve the sale of the fire pumper truck for \$3500 or best offer and grader v-plow for \$500 or best offer. Solga said he plans to list the items for sale on Craig's List and run ad in local paper. Motion by Strand, seconded by Ballard to approve the sale of both items as proposed. Motion carried.

Motion by Ballard, seconded by Foster to approve the annual rent adjustment for Verizon Wireless for their lease on a portion of city building, based on lease agreement and to approve rent increase effective 12-01-12. Motion carried.

Council temporarily adjourned meeting at 5:55 p.m. to Economic Development Authority (EDA) meeting.

Council reconvened at 6:00 p.m.

Motion by Strand, seconded by Foster to approve EDA actions to accept the 08-13-12 minutes and EDA letter of support for the Trail Grant Application. Motion carried.

Motion by Ballard, seconded by Strand to adjourn the City Council meeting at 6:05 p.m. Motion carried.

Glenys Ehlert, CMC  
Clerk-Treasurer