

October 20, 2010

CITY COUNCIL AGENDA

Tuesday, October 26, 2010

4:30 p.m.

Council Chambers, 315 N. Broadway

1. Call to Order
2. Additions / Deletions to Agenda
3. Approval of Minutes – 10/11/10
4. Approval of Accounts Payable Listing
5. Liquor Store Project
 - Signage
 - Shelving
6. Building Official
7. Certify Unpaid Utility Bill to Otter Tail County Auditor

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 10-26-10

The City Council of Pelican Rapids met in regular session at 4:30 p.m., on Tuesday, 10-26-10, 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, Mitch Dougherty of Cooper's Office Supply and Lou Hoglund of the Pelican Rapids Press were also present.

Mayor Woessner called meeting to order at 4:30 p.m.

There were no additions or deletions to the agenda. Motion by Foster, seconded by Peterson to accept the agenda as written. Motion passed unanimously.

Council reviewed the minutes of 10-11-10. Motion by Peterson, seconded by Ballard to approve the 10-11-10 minutes as presented. Motion passed unanimously.

Motion by Ballard, seconded by Peterson to approve payment of the Accounts Payable Listing of 10-26-10 as presented in the amount of \$69,894.69 for City bills with the addition of Standard and Poors, bond rating financial services, in the amount of \$4800. Motion passed unanimously.

Liquor Store Manager Bob Leslie presented sales information comparing 2009 to 2010. Leslie said he has staff and additional help lined up to move liquor store stock into the new liquor store on 11-14-10 and 11-15-10. Administrator Don Solga and Leslie discussed existing shelving at the liquor store and some used shelving purchased for use in the new liquor store. They reviewed the quotes received for new liquor store shelving from Britz - \$8945 for new shelves; A&A Equipment - \$5990.05 for new shelves and Cooper's Office Supply - \$5752.50 for reconditioned used shelves. Cooper's quote includes delivery and labor to set up shelving. Mitch Dougherty of Cooper's said he has looked at the shelving the liquor store is currently using and will buy whatever Bob doesn't want to use in the storeroom at the new liquor store at a price of \$25 per section. Dougherty will also look at the used liquor store shelving stored at the public works facility and if it is comparable in quality to the current liquor store shelving, he will make an offer to purchase it as well at \$25 per section. Motion by Ballard, seconded by Foster to accept the quote from Cooper's Office Supply to purchase reconditioned used shelves, including delivery and installation labor, at a cost of \$5752.50. Council discussed Cooper's offer to purchase sections of used shelving. Motion by Ballard, seconded by Foster to amend original motion to include that existing liquor store shelving will be purchased by Cooper's Office Supply. Motion to amend the motion passed unanimously and the original motion passed unanimously.

Administrator Don Solga reviewed a change order for a window to be set into the wall between the vestibule and the liquor store. Change order cost will be \$1516. Motion by Foster, seconded by Peterson to approve a Liquor Store change order to install a window in vestibule wall at a cost of \$1516. Motion passed unanimously.

Council Member John Waller arrived at 4:45 p.m.

Administrator Don Solga reviewed sign quotes from Indigo Signworks, Brushmarks and ScenicSigns. Quotes included a marquee sign and electronic signs with color or monochrome. Motion by Foster, seconded by Ballard to accept the low quote from Indigo Signworks for a marquee sign in blue and yellow as shown in design and a 35 MM monochrome electronic signboard at a cost of \$22,293. Motion passed unanimously.

Administrator Don Solga reviewed status of liquor store project.

Administrator Don Solga reviewed information on City's search for a building inspector. Administrator Solga has talked to Lakes Country Service Coop about offering this service to member communities. He also talked to the City of Fergus Falls about sharing their building official. The City of Fergus Falls would provide the services temporarily for no more than six months. Administrator Solga said the legal expenses to set up the process would not be worth it for such a short period. Administrator Solga, Mayor Woessner and Council Member Peterson met to review the current contract with the prospective qualified candidate, Ron Dick. Ron Dick has the license necessary and responded to the City's ad in September. The monthly retainer was lowered from the current \$500 per month to \$420 per month. Letters to residents about the

building permits will come from the City Administrator on city letter head. The building official will be paid 80% of the building permit charge and the City will keep 20%. Motion by Peterson, seconded by Waller to approve Ron Dick, as recommended by Administrator Don Solga, as the City's Building Inspector effective 11-01-10, for a contract period of one year. Motion passed unanimously.

Motion by Waller, seconded by Foster to certify unpaid utility bill in the amount of \$114.83 to Otter Tail County Auditor Wayne Stein for collection with real estate taxes for Parcel Number 76000990609000. Motion passed unanimously.

Motion by Foster, seconded by Ballard to adjourn at 5:20 p.m. Motion passed unanimously.

Glenys Ehlert, CMC
Clerk-Treasurer