

May 6, 2014

CITY COUNCIL AGENDA

**Tuesday, May 13, 2014**

**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 – 4/29/14
4. Approval of Accounts Payable Listing
5. Police Chief Report
6. Street/Park Superintendent Report
7. Clerk-Treasurer
  - Financial Report
  - Personnel
8. Library Report
9. Fire Chief Report
  - 2013 Annual Report
  - Resolution No. 2014-4 – Otter Tail County Area Fire Services Mutual Aid Agreement
10. Liquor License Renewals
11. Route 9 Event Center Noise Complaint Issues – Renato Molina
12. Improvement Project No. 79 Request for Payment:
  - Gridor Construction Pay Request #7 - \$574,666.19
  - SEH Engineering - \$37,103.13
  - PFA Pay Request #9 – \$611,769.32
13. Improvement Project No. 80 Bridge Project Diagrams
14. Planning Commission Report
  - 2014 Comprehensive Plan Recommendation
  - Florencio Barragan Special Use Permit Recommendation
15. Letter of Engagement from Auditor
16. Review Draft of Pelican Rapids Tobacco – Free Policy
17. Improvement Project No. 82 – Golf Course Road Public Hearing – 6:00 p.m., 5/27/14

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

The City Council of Pelican Rapids met in regular session at 4:30 p.m., on Tuesday, 05-13-14, 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, Police Chief Jeff Stadum, Street and Park Superintendent Brian Olson, Fire Chief Trevor Steeves, City Engineer Alex Schwarzhoff, David Barragan, Deysi Moreno, Renato Molina, Chris Menk 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 Waller to approve the agenda with no additions. Motion carried.

Motion by Ballard, seconded by Strand to approve the minutes of 04-29-14 as amended, correcting Ernesto Molina to Renato Molina. Motion carried.

Renato Molina addressed Council regarding repeated noise complaints at Route 9 Event Center. He said he doesn't understand why he only has complaints intermittently. He talked to an acoustic person who said a base is a base and the noise would be an issue every occasion.

Administrator Don Solga said Chris is not the only person to complain, and two other people also heard and objected to the noise. Administrator Solga said, "I want to clarify the ordinance says at no time shall a person make or cause to be made any distinctly and audible noise that unreasonably annoys, disturbs, injures or endangers the comfort of any person or precludes their enjoyment of property or affects their property's value.

"Any time noise goes beyond property line, it is a violation of the City ordinance. The City's expectation is that the noise cannot go beyond your property line," concluded Administrator Solga. Responding to Renato Molina's comments that he wants the rules to apply to everyone, Administrator Solga said, "No property owner has been allowed to create noise going beyond their property line."

Neighboring resident and Pelican Motel owner Chris Menk said the noise is bothersome. "We hear the base in our basement," he said.

Motion by Waller, seconded by Strand to approve the Accounts Payable Listing of 05-13-14 as presented for City bills in the amount of \$25,177.32 and the addition of Pelican Rapids Press in the amount of \$1142.64 for publications, Liquor Store bills in the amount of \$35,382.95 and Library bills in the amount of \$4864.47. Motion carried.

Police Chief Jeff Stadum presented the Police Department report. There were 4,042 miles driven while patrolling and responding to 123 calls for service. The department assisted the OTCSO 2 times, other agencies 2 times, made 2 arrests and issued 18 tickets. Fines collected were \$703.26. He thanked Brian Olson and his department for their assistance with skunk problems.

Administrator Don Solga commented that there were six noise complaints on the Police Report. Chief Stadum said the calls were not all for the Route 9 Event Center, but the same procedure was followed for all complaints.

Fire Chief Trevor Steeves presented the Fire Department's annual report. Chief Steeves said the department was able to upgrade a truck for \$15,000, with a combination of Fire Department funds raised by department and budgeted capital equipment funds.

Chief Steeves also said the department is putting money away to replace 18 air packs. They will be hiring a grant writer to do an application for them. Next truck for replacement is Tanker 2 in about three years.

Fire Chief Steeves discussed the mutual aid agreement which was recently updated by agreement with the area fire chiefs. This mutual aid agreement will be in effect on 01-01-15 and continue through 12-31-2024. The first four hours are no charge, but after that the Mutual Aid Agreement establishes the rates. Motion by Foster, seconded by Strand to approve the following written resolution, entitled **RESOLUTION NO. 2014-6, OTTER TAIL COUNTY AREA FIRE SERVICES MUTUAL AID AGREEMENT**. (A complete text of this resolution is part of permanent public record in the city clerk's office.) Motion passed unanimously and resolution declared duly adopted.

The Street/Park Superintendent Report was presented by Brian Olson. He reviewed water service line repairs due to freeze up. His department has been sweeping streets early mornings or late at night in the business area. "I have had some complaints this year, but I don't know any other way to get these areas done," Superintendent Olson commented. They are working in the parks to get them ready for the summer. Two employees have completed their pool certification, and they will be good for five years.

Superintendent Olson would like authorization to hire Richard Peterson as summer street employee, two more seasonal employees for the park, lifeguards and an aquatics director. Motion by Strand, seconded by Foster to approve hiring Richard Peterson as summer street employee and authorizing additional staff as noted above. Motion carried.

Administrator Don Solga explained that the Planning Commission recommended approval of the 2014 Comprehensive Plan. Motion by Waller, seconded by Strand to accept the Planning Commission's recommendation and approve the 2014 Comprehensive Plan as presented. Motion carried.

Administrator Solga reviewed the Planning Commission's recommendation regarding Florencio Barragan's application for a Special Use Permit. Motion by Ballard, seconded by Foster to accept the Planning Commission's recommendation to approve the Special Use Permit of Florencio Barragan to allow the residential use of the house at 1214 S. Broadway with the additional requirement: 1. The property contemplated above must have documentation from the county stating the property has a legal septic system servicing the two dwellings or proof of a new septic system having been installed that meets the requirements for two dwellings. Motion carried.

City Engineer Alex Schwarzhoff of Interstate Engineering explained the three diagrams for Improvement Project No. 80, Bridge No. L5805. Figure 3 shows a retaining wall to allow

parking behind Strand Hardware. A concern is that semis will not be able to back up to the businesses. A couple of businesses questioned why replace the bridge. They suggested constructing a pedestrian bridge. Project cost is upwards of \$900,000. A concern is that shifting the bridge further west will incur additional costs and city will lose parking. Figure 2 is the best solution for trucks unloading into hardware store and carpet store. It may increase costs. Mayor Woessner said, "We're not looking at a bridge for 10 years, we're looking at 100 years." Most parking will be provided by Figure 2. Administrator Solga asked if conversations are continuing with Minnesota Department of Transportation for a smaller bridge. Mayor Woessner said his opinion is to keep the 28 ft. bridge. "We have to have some vision for the future," he concluded. Motion by Waller, seconded by Strand to approve Figure 2 as the preferred design for Improvement Project No. 80 Bridge L5850. Council Member Ballard said that in his opinion semi drivers would be able to make the turn in Figure 3, keeping more parking. Administrator Solga said there is plenty of time if Council would prefer to wait and talk to property owners before deciding which design to use. Council Member Waller withdrew his motion and Council Member Strand withdrew his second. Bridge Design will be on agenda for 05-27-14.

Clerk-Treasurer Glenys Ehlert presented the 04-30-14 Financial Reports. She reviewed the cash balances in Funds 1 through 15, and investment balances. Several investments were sold in April to pay project costs.

Council Member James Strand left Council Chambers at this time, 5:55 p.m.

Administrator Don Solga discussed City Hall office staff. He said that some time ago city hall was run with three full time positions and one part time position. When the full time receptionist resigned, the City hired an additional part time employee as receptionist. The office was organized with part time receptionist and part time utility clerk. "The person doing the job has done a fabulous job of learning the utility billing software," Solga said.

With the contracting of city water and wastewater operations, Administrator Solga has been doing some of the required state reporting for these departments. "In addition I need to spend more time dealing with economic development and housing," he said. "Shifting these reports to the utility clerk will be a big help and the utility clerk will be able to help train the new accounting clerk on software." Added costs will be medical insurance out of the utility funds. General Fund would have no increase.

Administrator Solga said, "This is something we need to do for me to shift my focus." Motion by Ballard, seconded by Waller to authorize increasing the Utility Clerk position from 30 hours a week to full time, 40 hours a week with benefits. Motion carried.

Accounting Clerk position interviews have concluded. Personnel Committee recommends hiring Lisa Rudie at Step 2 on the pay scale with review of performance and possibility of moving to Step 3 at six months. Motion by Waller, seconded by Ballard to approve the hiring of Lisa Rudie as Accounting Clerk as recommended above. Motion carried.

Council Member James Strand returned to Council Chambers at 6:05 p.m.

Library minutes of 03-05-14 were included in Council packet. Library Director Annie Wrigg was unable to attend meeting.

Clerk-Treasurer Glenys Ehlert reviewed Liquor License renewals. Motion by Foster, seconded by Strand to approve renewal of a 3.2% Malt Liquor Off-Sale License to Rick Loerzel, as proprietor or manager, on behalf of Paul's of Pelican, Inc. Tesoro at 209 S. Broadway for the term of one year, beginning 07-01-14; renewal of a 3.2% Malt Liquor On-Sale License to Cheryl King as manager, on behalf of Muddy Moose Company LLC to sell 3.2% Malt Liquor for consumption on the premise at 30 N. Broadway for the term of one year, beginning 07-01-14 and renewal of an On-Sale Wine License to Muddy Moose Company LLC to sell Wine for consumption on the premise at 30 N. Broadway for the term of one year, beginning 07-01-14. Motion carried.

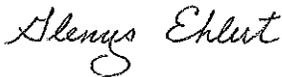
Motion by Waller, seconded by Strand to approve the Improvement Project 79 request for payment of Gridor Construction Pay Request No.7 for \$574,666.19, SEH Engineering for \$37,103.13 and PFA Pay Request No. 9 for \$611,769.32. Motion carried.

The final draft of Pelican Rapids Tobacco-Free policy will be considered at 05-27-14 meeting.

Motion by Waller, seconded by Strand to approve **RESOLUTION NO. 2014-5, RESOLUTION OF SUPPORT FOR THE PELICAN RAPIDS TO PERHAM REGIONAL TRAIL MASTER PLAN.** (A complete text of this resolution is part of permanent public record in the city clerk's office.) Motion passed unanimously and resolution declared duly adopted.

A public hearing is scheduled for Golf Course Road on 05-27-14, 6:00 p.m. in Council Chambers, City Hall.

Motion by Ballard, seconded by Strand to adjourn the City Council meeting at 6:15 p.m. Motion carried.



Glenys Ehlert, CMC  
Clerk-Treasurer