

June 22, 2011

CITY COUNCIL AGENDA

Tuesday, June 28, 2011 4:30 p.m. Council Chambers, 315 N. Broadway

1. Call to Order
2. Additions / Deletions to Agenda
3. Approval of Minutes – 6/13/11
4. Approval of Accounts Payable Listing
5. Liquor Store Report
6. Resolution Regarding Municipal Tort Liability Monetary Limits
7. Liquor License Renewal
8. Communications Room Rental - LREC
9. Preliminary Engineering Report Proposed for Bridge – Interstate Engineering
10. Request for Engineering Qualifications
11. Special Assessment Policy
12. Building Official Services
13. MIR 3 Alert System
14. Disabled American Veteran's Peddler Permit for 7/9/2011
15. Sherin Park Electrical Power – Art in the Park

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 06-28-11

The City Council of Pelican Rapids met in regular session at 4:30 p.m., on Tuesday, 06-28-11, in Council Chambers, City Hall. Mayor Ben Woessner, Council Members James Strand, Kevin Ballard, Steve Foster and John E. Waller, III were present. No members were absent. Administrator Don Solga, Clerk-Treasurer Glenys Ehlert, Street and Park Superintendent Brian Olson, Jane Estes of Lakes Country Service Coop, Cyndy Stotesbery, Marlon Restad, Bob Peterson, Chet Nettetstad, Arnold Jentz and Everett Restad were also present. Mel Zierke and Bob Leslie arrived at 5:22 p.m.

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

Small City Development Project Payment was added to agenda. Motion by Strand, seconded by Foster to approve agenda with additions. Motion passed unanimously.

Motion by Foster, seconded by Ballard to approve minutes of 06-13-11 as written. Motion passed unanimously.

Council Member John Waller, III arrived at 4:32 p.m.

Mayor Woessner stated that Council would consider Building Official Services as next item of business. Administrator Don Solga reported that Building Permit Fees averaged \$22,000 per year, leaving out the 2007 year with the large building project at West Central Turkeys, Inc. Rental Housing Inspection income totals \$5500 per year. So the City has \$27,500 per year in revenue to meet the threshold with Lake Country Service Coop for housing and building inspector services. Administrator Solga said, "It's a good way for the City to reduce building inspection costs once we see that we are collecting more money than needed." Jane Estes of Lakes Country Service Cooperative (LCSC) said their Board has decided to invest in the program to get it off the ground. Taxpayers have been supporting the inspection services with a levy of \$8,000 in the past years, according to Administrator Solga. With the City of Pelican Rapids and City of Frazee the program will be able to hire a part time inspector and there is a potential employee who is willing to accept a part time inspector position. Motion by Strand, seconded by Foster to enter into a contract for Building Inspector and Rental Housing Inspector services subject to City of Frazee participating and LCSC hiring an employee for inspections. Motion passed unanimously.

Chet Nettetstad of American Legion and Legion Baseball program was present with a number of additional American Legion members. He said this group has been participating in Art in the Park for many years as their major fundraiser for Legion Baseball. The electrical service needs to be upgraded at the Sherin Park Shelter for them to continue with their food booth.

Administrator Don Solga said a similar situation occurred a few years ago to upgrade the service at Peterson Park for a for profit vendor. At that time the bill for the upgrade was split three ways between Art in the Park, the Chamber of Commerce and the City of Pelican Rapids.

Street and Park Superintendent Brian Olson said the Park Board considered the matter in February and was waiting to hear from Art in the Park about possibly relocating the food vendors to the camping area where electrical plug-ins would be available. Art in the Park Chairman Cyndy Stotesbery said that moving the vendors to the camping spaces would reduce income for the City of Pelican Rapids plus they are prime places for the Art in Park vendors.

Various members of the American Legion spoke about difficulty of dealing with inadequate electrical power in Sherin Park.

Administrator Don Solga said Peterson Park electrical upgrade cost \$900 and this project would cost possibly \$1200 to trench electrical cable from available junction box.

“Legion Baseball has a great location and they don’t want to move,” said Arne Jentz.

“It’s nice to keep the food vendors together,” said Cyndy Stotesbery.

Motion by Waller, seconded by Ballard to have Olson look at costs for installing the necessary power improvements for Sherin Park food vendors. Superintendent Olson said he could put in the 110 and 220 power installation on a pedestal. Council considered short amount of time left to accomplish this prior to Art in Park. Council Member Ballard withdrew his second and Council Member Waller withdrew his motion.

Motion by Waller, seconded by Ballard to direct Superintendent Olson fix Sherin Park electrical problem in the most cost effective way possible. Motion passed unanimously.

Accounts Payable Listing of 06-28-11 was reviewed. Clerk-Treasurer Glenys Ehlert recommend payment of three additional bills.

Motion by Ballard, seconded by Strand to approve payment of the 06-28-11 Accounts Payable Listing in the amount of \$59,822.08 for City bills with addition of Small Cities Development Program for Brian Jorgenson Construction in the amount of \$10,600; Minnesota Secretary of State for Notary License in the amount of \$120 and Dan Rollie for 2010 Audit work in progress in the amount of \$7,900. Motion includes payment of the Liquor Store 06-28-11 Accounts Payable in the amount of \$46,072.69. Motion passed unanimously.

Administrator Don Solga said the striping is complete on the Liquor Store parking lot and it looks great. He reported on various other parking and landscaping items. “Other than the punch list we’re done,” Solga said.

Clerk-Treasurer Glenys Ehlert reviewed the liquor store checking and savings accounts. She said that \$7,000 was transferred from checking to savings for the month of June.

Administrator Don Solga asked Council if they would be willing to give the cooler to Jason Stetz for the new meat locker plant. Motion by Waller, seconded by Strand to offer the cooler to Jason Stetz for removal earlier rather than later at no cost. Motion carried.

Mel Zierke of the Park Board reviewed the Park Board's thoughts on the electrical service at Sherin Park. Council reviewed action taken.

Motion by Waller, seconded by Foster to introduce the following written resolution, entitled **RESOLUTION ACCEPTING MONETARY LIMITS ON MUNICIPAL TORT LIABILITY**. (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.

Motion by Strand, seconded by Ballard to authorize renewal of an On-Sale Intoxicating Liquor License with Sunday Liquor for license period 07-01-11 through 06-30-12 for Alfonso Martinez for Taqueria El Agave. Motion passed unanimously.

Administrator Don Solga discussed a draft lease agreement for Lake Region Electrical Coop for their equipment on the City Hall tower and the communications room in City Hall. Motion by Ballard, seconded by Strand to approve the lease for tower equipment and communications room with Lake Region Electrical Coop. Motion passed unanimously.

Administrator Don Solga reviewed the preliminary engineering report proposal in the amount of \$3800. The design phase is estimated at \$25,000 to \$35,000, and construction services report will be on a time and materials basis at an estimate of \$25,000 to \$35,000 for engineering. Motion by Strand, seconded by Foster to approve \$3800 for the preliminary engineering report for Bridge work with Interstate Engineering. Motion carried.

Administrator Don Solga reviewed the process to issue a Request Engineering Qualifications for United States Department of Agriculture (USDA) funding. This doesn't commit the City to use only one firm. Motion by Foster, seconded by Waller to send out engineering requests. Motion passed unanimously.

Mayor Woessner asked if anyone wanted to serve with Administrator Solga to review the engineering requests. Council Member Strand will do this.

Motion by Foster, seconded by Strand to accept the Special Assessment Policy with the changes as reviewed. Motion passed unanimously.

Tim Brand notified Administrator Solga that Otter Tail County has decided to go with the full MIR3 Alert System. They are going to use the City of Pelican Rapids as the pilot for the system. People will be able to go to the Pelican Rapids web site and there will be a link to the MIR3 for citizens to register for the alert system. Otter Tail City is planning to go on the system also.

Motion by Waller, seconded by Strand to approve a Peddler's Permit for the Disabled American Veterans to sell poppies during the Pelican Fest parade on 07-09-11. Motion passed unanimously.

Motion by Strand, seconded by Ballard to adjourn the meeting at 6:00 p.m. Motion passed unanimously.

Glenys Ehlert, CMC
Clerk-Treasurer