

January 7, 2010

CITY COUNCIL AGENDA

Monday January 11, 2010

5:30 p.m.

Council Chambers, City Hall

1. Call to Order
2. Agenda Additions or Deletions
3. Approval of Minutes
4. Approval of Accounts Payable Listing
 - Lakes Country Service Cooperative Membership Renewal
5. Election of Acting Mayor
6. Appoint Clerk-Treasurer Glenys Ehlert
7. Set Time, Place, & Date of Regular Meeting
 - A. Second Monday, 5:30 p.m., Council Chambers, City Hall
 - B. Last Tuesday, 4:30 p.m., Council Chambers, City Hall
8. Appoint City Attorneys: Krekelberg & Skonseng and Svingen, Karkela, Cline, Haugrud, Hunt, Larson & Jensen PLLP
9. Resolution Designating Official Newspaper: Pelican Rapids Press
10. Resolution Designating Official Depositories: Wells Fargo, Minnesota National Bank, Wells Fargo Investments and State Bank and Trust
11. Resolution Approving Expenses to State Fire School
12. Resolution Approving Expenses for Water, Wastewater and Bio Solids Schools, Police Training, Liquor Store, Police Chiefs', Clerks' and Mayors' Conferences, LMC Conference, and Regional Meetings.
13. Approve Payment of Administrator and Clerk-Treasurer Bonds
14. Approve Payment of Liquor Store Bond
15. Library Report- Board Appointment

16. Police Chief Report
17. Utility Superintendent Report
18. Street/Park Superintendent Report
19. Financial Report
20. Schedule of Fees
21. Household Hazardous Waste Collection Day – August 8, 2010 – 10:00 a.m. – 2:00 p.m. @ City Public Works Facility
22. Local Board of Review - April 14, 2010 – 2 p.m. - 3 p.m. @ Council Chambers
23. Approve Plumber Registrations
24. Adjourn to EDA Meeting
25. Review EDA Actions
26. Appointments to Boards & Authorities

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES -01-11-10

The City Council of Pelican Rapids met in regular session at 5:30 p.m., on Monday, 01-11-10, in Council Chambers, City Hall. Mayor Ben Woessner, Council Members Steve Foster, Kevin Ballard and John E. Waller, III were present. Council Member Richard Peterson was absent. Administrator Don Solga, Clerk-Treasurer Glenys Ehlert, Police Chief Scott Jeff Stadum, Street and Park Superintendent Brian Olson, Utilities Superintendent Brent E. Frazier, Library Director Annie Wrigg and Kelley Gorman of the Pelican Rapids Press were also present.

Mayor Woessner called meeting to order. Motion by Foster, seconded by Ballard to accept the agenda as presented. Motion passed unanimously.

Motion by Waller, seconded by Foster to approve the minutes of 12-29-09 as presented. Motion amended by Waller, seconded by Foster to remove comments about agenda items Rick Sauer's Vehicle Letter and Downtown Snow Removal as follows:

James Johnson commented about the hardships the people in the city face in trying to deal with these violations.

Administrator Solga explained that in 2005 he was charged to clean up the properties. Out of 900 properties, he sent out 150 letters. Solga said, "If people call and tell me what the plan is, I will work with them."

Administrator Solga continued, "I have a lot of things to address as administrator so a police officer was given the task to document ordinance violations while on general

patrol. The intent of the process is to try and communicate with the property owners prior to sending out letters. I will follow up with the police officer.”

Dave Bjorgo complained about dogs running at large.

Mayor Woessner said the concerns have been heard.

Council Member Peterson said, “I see a simple solution. We’ll discontinue snow removal.”

Street and Park Superintendent Brian Olson reviewed the snow removal policy from downtown sidewalks on Broadway.

Don Perrin said he liked the City’s snow removal from the sidewalks because it is a safety issue.

Stan Zierke said he removes snow for downtown businesses and he likes the bobcat with the broom.

Administrator Solga asked, “What’s the greater good? Isn’t it worth it to get the deeper snow removed by the city even though doing so may create minor shoveling for the business owner?”

Motion on amendment passed unanimously. Motion to approve 12-29-09 minutes as amended passed unanimously.

Council considered the Accounts Payable Listing of 01-11-10. Motion by Ballard, seconded by Foster to approve 2010 renewal in Lakes Country Service Cooperative and approve payment of the Accounts Payable Listing of 01-11-10 as presented in the amount of \$62,323.08 for city bills, \$5,009.27 for library bills and \$79,873.50 for December Liquor Store bills. Motion passed unanimously.

Motion by Foster, seconded by Ballard to appoint John E. Waller, III as acting mayor. Motion passed unanimously.

Motion by Waller, seconded by Foster to appoint Glenys Ehlert as Clerk-Treasurer. Motion passed unanimously.

Motion by Ballard, seconded by Foster to establish 5:30 p.m. as the regular meeting time for the first Council meeting held on the second Monday of the month and 4:30 p.m. as the regular meeting time for the second Council meeting held on the last Tuesday of the month. The City Council regularly meets at the Council Chambers, City Hall, 315 North Broadway. Motion also appoints the firms of Krekelberg & Skonseng, PLLP, and Svingen, Karkela, Cline, Haugrud, Hunt, Larson & Jenson, PLLP as City Attorneys. Motion passed unanimously.

Motion by Foster, seconded by Waller to designate The Pelican Rapids Press as the official newspaper, to designate Minnesota National Bank, State Bank and Trust, Wells Fargo and Wells Fargo Investments as official depositories and to approve expenses to send delegates to State Fire School. Motion passed unanimously.

Motion by Waller seconded by Ballard to approve expenses for Water, Wastewater, Bio Solids Schools, Police Training, Liquor Store, Police Chiefs’, Clerks’ and Mayors’ Conferences, League of Minnesota Cities Conference and Regional Meetings. Motion passed unanimously.

Motion by Foster, seconded by Ballard to approve payment of the Administrator, Clerk-Treasurer and Liquor Store Bonds. Motion passed unanimously.

Library Director Annie Wrigg reported the Library has started the Hot Reads for Cold Nights. The library will be closed on 01-16-10 for inventory. The Gilman Toso Estate made a donation in a previous year and one of the goals was help people connect with the outdoors. Director Wrigg said people have expressed lots of interest and made lots of use of the snowshoes that were purchased with some of these funds. There will also be geo caching kits towards spring. Regarding library board appointments she said that Al Siegle has completed his term and Scott Fox has agreed to serve a three year term. Motion by Waller, seconded by Foster to appoint Scott Fox as library board member for 2010, 2011 and 2012. Motion passed unanimously.

Police Chief Jeff Stadum presented his report including hours worked, miles driven and a program providing 10 kids with the opportunity to Shop-with-a-COP as well the 2009 Annual Report.

Utility Superintendent Brent Frazier reported on the wastewater treatment facility. Staff has been feeding 400 to 450 gallons of alum weekly for phosphorous control. They recently began using a diffuser to help with alum distribution. They are considering using a different chemical and have requested quotes on it. Frazier presented a request to City Council regarding the use of Council Chambers. He said that the Lion's Club has been meeting in Pelican Rapids since 1972, first at Cer's Café and then The Rapids. Due to the closing of The Rapids, the Lion's Club would like to meet in Council Chambers. Police Chief Stadum and Frazier are members so opening and closing the chambers would not require staff time. City policy requires that Council approve the use of Council Chambers for non-city meetings. Motion by Foster, seconded by Ballard to approve the use of Council Chambers for the Lion's Club meetings on the first Thursday of the month. Motion passed unanimously.

Street and Park Superintendent Brian Olson reported on snow plowing, snow removal and sanding during the combination of snowfalls and cold weather. The department has been cleaning out around fire hydrants. Rapid water was rising from the storm drain system by 5th Ave. SE. due to a beaver dam breaking behind Lake Region Electric Cooperative. There was also a water main break on 2nd Ave. SE by Tesoro. The skating rink is open.

Clerk-Treasurer Glenys Ehlert reported on 12-31-09 financial reports, investments and the League of Minnesota Cities (LMC) Insurance Trust dividend of \$12,728 received in 2009.

Administrator Don Solga reviewed the 2010 City Information and Fee Schedule, including a reduction in sign permit fee to \$25.50. Motion by Ballard, seconded by Foster to approve the 2010 City Information and Fee Schedule with the reduced sign permit fee. Motion passed unanimously.

Motion by Waller, seconded by Foster to set Hazardous Waste Collection Day as 08-04-10, from 10:00 a.m. to 2:00 p.m. at the City Public Works Facility. Motion passed unanimously.

Motion by Ballard, seconded by Foster to approve holding the Local Board of Review on 04-14-10 from 2:00 p.m. to 3:00 p.m., in Council Chambers, City Hall. Motion passed unanimously.

Motion by Waller, seconded by Foster to add Thomas Hills of Ellingson Plumbing, Heating and Air Conditioning and Sandra J. McDonald of Kotte's Plumbing and Heating to the list of registered plumbers. Motion passed unanimously.

City Council adjourned to hold an Economic Development Authority meeting at 6:20 p.m.

Mayor Woessner reconvened the City Council meeting at 6:24 p.m.

Motion by Waller, seconded by Foster to approve the Economic Development Authority actions including approval of 01-12-09 minutes as presented and appointment of the following officers: President Ben Woessner, Vice President Steve Foster, Treasurer John Waller, III, Assistant Treasurer Don Solga and Secretary Glenys Ehlert. Richard Peterson and Kevin Ballard serve as members of the EDA. Motion passed unanimously to approve the actions of the EDA.

Motion by Waller, seconded by Foster to approve the appointments to Boards and Authorities:

2010 APPOINTMENTS TO BOARDS AND AUTHORITIES

PLANNING COMMISSION

Richard Peterson.....	2010
Judith Marko.....	2009 2010 2011
Mel Zierke.....	2008 2009 2010
John Gorton.....	2008 2009 2010
Jamie Stromberg.....	2010 2011 2012
.....	2010 2011 2012

City Clerk Glenys Ehlert, Secretary, Ex-Officio Member

PARK BOARD

Dave Gottenborg.....	2009 2010 2011
Sandy Irely.....	2008 2009 2010
Mel Zierke	2008 2009 2010
Terra Fitzsimmons.....	2010 2011 2012
Denise Magnusson.....	2010 2011 2012
Mikayla Jensen -Student.....	2010
Sally Huynh - Student	2010

MUNICIPAL EMERGENCY & DISASTER

Municipal Emergency Operations.....	Richard Peterson
Intelligence & Safety Service.....	Ben Woessner
Congregate Care, Shelters, Health.....	John Waller III
Manpower, Supply, Transportation.....	Steve Foster
Engineering, Sanitation.....	Kevin Ballard
Disaster Manager.....	Don Solga

COUNCIL PORTFOLIOS

Water, Sewer, Lights.....	Steve Foster
Streets, Equipment, Fire Department.....	Richard Peterson
Storm Drain, Building, Ambulance & Library.....	Kevin Ballard
Solid Waste, Licenses, Recreation.....	John Waller III
Personnel, Police, Airport, Liquor Store.....	Ben Woessner
Acting Mayor.....	John Waller III

LIBRARY BOARD

Mary Sorum.....	2009 2010 2011
Kris Thompson.....	2009 2010 2011
Margaret Lee.....	2008 2009 2010
Ruth Holmgren.....	2008 2009 2010
Scott Fox.....	2010 2011 2012

Library Director Annie Wrigg, Ex-Officio Member

LIBRARY FOUNDATION BOARD

CHAIR	Patricia Krekelberg - City Representative
VICE-CHAIR	Chet Nettetstad - Library Board Representative
TREASURER	Lloyd Nelson - Friends of the Library Representative
SECRETARY	Rita Hayek - Library Board Representative

Library Director Annie Wrigg, Ex-Officio Member

ECONOMIC DEVELOPMENT AUTHORITY

PRESIDENT.....	Ben Woessner
VICE PRESIDENT.....	Steve Foster
TREASURER.....	John Waller III
ASSISTANT TREASURER.....	Don Solga
SECRETARY.....	Glenys Ehlert
MEMBERS	Richard Peterson & Kevin Ballard

BIRDING TRAIL ADVISORY COMMITTEE

Wayne Runningen

Ben Woessner

Don Solga

Motion passed unanimously to approve appointments to Boards and Authorities.

Motion by Ballard, seconded by Waller to adjourn the City Council meeting at 6:27 p.m.

Motion passed unanimously.

Glenys Ehlert, CMC

Clerk-Treasurer

January 7, 2010

EDA AGENDA

Monday, January 11, 2010, Immediately Following Council

City Hall

1. Call to Order
2. Agenda Additions or Deletions
3. Election of Officers
4. Approval of Minutes 1/12/9