

2016 CITY SERVICE MANUAL

The City of Pelican Rapids is governed by a city council comprised of the Mayor and four council members who meet on the second Tuesday and last Tuesday of each month. The City Council is the governing body in matters of the city's policies, problems and needs.

Assisting the City Council in the decision making process is the city administrator, who oversees the operation of all city departments. Issues and concerns from the general public or city staff are directed to the City Administrator.

Also assisting the City Council are various committees, boards and commissions, which are made up of citizens appointed by the Mayor and confirmed by the Council. These groups are advisory bodies to the Council. These advisory bodies make recommendations to the Council concerning needs based on findings of fact.

MAYOR

Brent E. Frazier

Personnel, Police, Airport, Liquor Store

CITY COUNCIL MEMBERS

Steve Foster

Water, Sewer, Lights

CJ Holl

Licenses, Recreation & Solid Waste

Kevin Ballard

Storm Drain, Building, Ambulance & Library

Steve Strand

Streets, Equipment & Fire Department

MUNICIPAL EMERGENCY & DISASTER

Municipal Emergency Operations

Brent E. Frazier

Intelligence & Safety Service

Steve Strand

Congregate Care, Shelters, Health

CJ Holl

Manpower, Supply, Transportation

Steve Foster

Engineering, Sanitation – Kevin Ballard

Disaster Manager – Don Solga

PLANNING COMMISSION

The purpose of the Planning Commission is to advise the Council on the future physical development of the City. The Commission conducts studies and investigations and makes reports and recommendations on matters affecting zoning and platting. For meeting information call 863-6571.

Commissioners are Council Representative CJ Holl, Phil Stotesbery, John Gorton, Ben Woessner, Jamie Stromberg, and Richard Peterson. City Clerk Danielle Heaton Secretary, Ex-Officio Member.

PARK BOARD

The Park Board is an advisory board to the City Council regarding the management and operation of public parks and recreational facilities. Call 863-7076 for meeting dates.

Park Board Members are Shawn Gravlin, Denise Magnusson, Len Zierke, and Van Holmgren.

LIBRARY BOARD

The management and operation of the City's Public Library system, which includes the establishment of rules and regulations, supervising finances and making recommendation for improvements, is the responsibility of the Library Board. For meeting information call 863-7055.

Wayne Runnigen, Curt Markgraf, Roger Rotvold, Teresa Thornton, and David Gottenborg, Library Director Anne Wrigg, Ex-Officio Member.

ECONOMIC DEVELOPMENT AUTHORITY

The function of the Economic Development Authority is to carry out economic development within the City. For meeting information call 863-6571.

President

Brent E. Frazier

Vice President

Steve Foster

Treasurer

Steve Strand

Assistant Treasurer

Don Solga

Secretary

Danielle Heaton

Members

CJ Holl

Kevin Ballard

2016 CITY DIRECTORY

Mayor		
Brent E. Frazier	863-7076	
Acting Mayor		
Steve Foster	863-7076	
Administrator		
Donald Solga	863-6571	
Clerk Treasurer		
Danielle Heaton	863-7076	
Streets & Parks Superintendent		
Brian Olson	863-7051	
Utility Billing		
Susan Strand	863-7076	
Police Chief		
Jeff Stadum	863-1351	
Fire Chief		
Trevor Steeves	863-5211	
Library Director		
Anne Wrigg	863-7055	
Liquor Store Manager		
Maggie Johnson	863-6670	
Pool/Skating Rink	863-5641	
County Transfer Site	863-8496	

SKATING RINK AND WARMING HOUSE HOURS

Monday & Non-School Days
12:00 p.m. – 8:00 p.m.
Tuesday-Friday
4:00 p.m. – 8:00 p.m.
Saturday & Sunday
12:00 p.m. – 8:00 p.m.

The Warming House will be closed any day the temperature is below -10 degrees or -15 with wind chill or whenever the temperature is above 32 degrees.

POOL HOURS

Monday – Friday

9:00 a.m. to 12:30 p.m. Lessons
12:00 p.m. to 1:00 p.m. Aerobics & Lap Swim
1:00 p.m. to 5:00 p.m. Open Swim
5:00 p.m. to 6:00 p.m. Water Aerobics
6:00 p.m. to 8:00 p.m. Open Swim
Saturday-Sunday
1:00 p.m. to 7:00 p.m. Open Swim

PELICAN RAPIDS PUBLIC LIBRARY

25 West Mill

Monday, Tuesday, Thursday

10:00 a.m. to 8:00 p.m.

Wednesday

10:00 a.m. to 6:00 p.m.

Friday

12:00 p.m. to 6:00 p.m.

Saturday

10 a.m. to 12 p.m.

2016 CITY HOLIDAYS

January 1 - New Year's Day
January 18 – Martin Luther King Jr. Day
February 15 – Presidents Day
May 30 – Memorial Day
July 4 – Independence Day
September 5 – Labor Day
November 11 – Veteran's Day
November 24 – Thanksgiving Day
December 26 – Christmas Day



City Hall Office Hours

Monday – Friday
8:00 a.m. – 5:00 p.m.

218-863-7076 Phone
218-863-7077 Fax

City Web Site

www.pelicanrapids.com

City ordinances are available on-line

E-mail Address

citypr@loretel.net

City of Pelican Rapids

On Facebook

Emergencies, Problems?

During regular business hours, please call City Hall at 863-7076 for any problems or questions concerning water, sewer, streets, animal control, or any other municipal concerns.

For problems on evenings, weekends, or holidays, please call the Police Department at 863-1351. They will refer you to the proper department or authority. If there is an emergency, dial 911.