

September 4, 2008

CITY COUNCIL AGENDA

**Monday, September 8, 2008**

**5:30 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. Approval of Accounts Payable Listing
5. Chamber of Commerce – President Julie Siehl
6. Police Chief Report
7. Utility Superintendent Report
8. Street/Park Superintendent Report
9. Library Report
10. Financial Report
  - Resolutions Approving Transfers from TIF 2 and TIF 3
  - Report of SCDP Monitoring Visit
  - Distribute 2007 Audit
11. Public Facility Authority Agreement and Resolution for Financing
12. Pay Estimate No. 2 for Improvement Projects No. 72 and No. 73
13. Proposed 2009 General Fund Budget and Certify Preliminary Levy
14. Pelican River Pheasants Forever Raffle Permit – 9/27/08 – VFW 5252
15. Transit – Bus Agreement
16. Old Shop Leak Update
17. Well No. 14 Agreement Update

## **CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES -09-08-08**

The City Council of Pelican Rapids met in regular session at 5:30 p.m., on Monday, 09-08-08, in Council Chambers, City Hall. Mayor Wayne Runningen, Council Members David Gottenborg, Ben Woessner, Richard Peterson and John E. Waller, III were present. No one was absent. Administrator Don Solga, Clerk-Treasurer Glenys Ehlert, Police Chief Jeff Stadum, Street and Park Superintendent Brian Olson, Utilities Superintendent Brent E. Frazier, Library Director Annie Wrigg, Samantha Smith, Julie Siehl, Steve Foster and Kelley Gorman were also present.

Mayor Runningen called meeting to order.

Oktoberfest Request was added to the agenda.

Motion by Waller, seconded by Peterson to approve the minutes of 08-05-08, 08-11-08 and 08-26-08 as presented. Motion passed unanimously.

Council reviewed the Accounts Payable Listing of 09-08-08. Motion by Peterson, seconded by Waller to approve the Accounts Payable Listing of 09-08-08 with the additions of FFHRA, SCDP Administration in the amount of \$3005.95 and Brian Jorgenson Construction, SCDP Homeowner Rehab in the amount of \$16,343.04. Listing includes Library and Liquor Store bills. Motion passed unanimously.

Chamber of Commerce President Julie Siehl presented the Pelican Rapids Area Chamber of Commerce 2008 PRIDE Award to Mayor Wayne Runningen for demonstrating excellence in community service.

Samantha Smith of the Oktoberfest Committee addressed City Council regarding a Beer Garden and Musical Event as part of the Oktoberfest on Friday, 10-10-08, in the Veterans' Memorial River Park. The Beer Garden will be operated by the Jaycees, similar to Turkey Days Event. Jaycees will submit their application for a liquor license at the next City Council meeting. Motion by Gottenborg, seconded by Peterson to approve the request of the Oktoberfest Committee to hold an event on Friday, 10-10-08, in Veterans' Memorial River Park. Motion passed unanimously.

Police Chief Jeff Stadum presented his report. The new police car is in and painted. Equipment will be installed as soon as possible.

Utility Superintendent Brent Frazier presented his report. A pre-construction meeting regarding the Water Control Project will be held 2:00 p.m., 09-12-08, beginning at City Hall and then at the Water Plant.

Bid opening for Wastewater Treatment Facility (WWTF) Phosphorus Project Re-bid is Thursday, 09-11-08, at 2:00 p.m., City Hall.

Street and Park Superintendent Brian Olson presented his report. The Street Project, Utility and Street Project and Airport Taxiway Project are close to completion. The department has been crack sealing in preparation for seal coating in the spring.

He reported that Ross Wamre has resigned from the Park Board. Motion by Gottenborg, seconded by Woessner to accept Ross Wamre's resignation from the Park Board with regret. Motion passed unanimously. Superintendent Olson said the Park Board

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recommended appointing two student representatives to the board. Motion by Waller, seconded by Gottenborg to approve the Park Board's recommendation to appoint Sally Huynh and Mikayla Jensen as student representatives on the Park Board. Motion passed unanimously.

Superintendent Olson said more people enjoyed the pool this summer. The daily patrons increased from 2900 in 2007 to over 5000 in 2008. "Pool Manager Anne Peterson and her staff did a real good job," Olson continued.

Library Director Annie Wrigg reported on the activities at the library. Legislation passed in the 2008 session reduced the counties' maintenance of effort to the 1996 levels. The governor has promised it will be rescinded in January, 2009. If the legislation is not rescinded, the Otter Tail County cuts to Viking Library System would result in the loss of technology to all member libraries, including automation for patron records and book inventory. Council Member Ben Woessner recommended that the City Council send a letter to state and county legislators to support continued funding for library systems and Council agreed.

Clerk-Treasurer Glenys Ehlert presented the 08-31-08 Clerk's Cash Recap and Investment Report.

Council discussed the Small Cities Development Program (SCDP) monitoring report. The SCDP Monitoring Report did not include any negative findings or concerns. "The City of Pelican Rapids is to be congratulated on its efforts to implement this project in a conscientious manner," stated Business and Community Development Representative Patrick H. Armon in a letter to Mayor Runningen. Armon met with Administrator Don Solga, Clerk-Treasurer Glenys Ehlert and Sue Bjorkland and Dennis Christenson of the Fergus Falls Housing and Redevelopment Authority in July to examine various aspects of the program. City Council members and Mayor Runningen said they have received many comments that the City downtown and residential areas are looking very nice.

Council reviewed resolutions to transfer from tax increment districts 2 and 3 to the Water Fund for the Water Tower Utility Bond. Motion by Gottenborg, seconded by Woessner to introduce the following written resolutions, entitled **RESOLUTION TO TRANSFER FUNDS FROM TIF-2 "NETTESTAD" TO TIF-5 "LREC" OBLIGATION FOR PAYMENT TOWARDS THE WATER TOWER & UTILITIES BOND DEBT AND RESOLUTION TO TRANSFER FUNDS FROM TIF-3 "RIDGECREST" TO TIF-5 "LREC" OBLIGATION FOR PAYMENT TOWARDS THE WATER TOWER & UTILITIES BOND DEBT**. Motion passed unanimously and resolutions were declared duly adopted. (A complete text of these resolutions is part of permanent public record in the City Clerk's Office.)

Clerk-Treasurer Glenys Ehlert distributed copies of the 2007 Audit prepared by Auditor Dan Rollie. Rollie will be present to discuss the audit at the next council meeting, 09-30-08.

Motion by Woessner, seconded by Gottenborg to introduce **RESOLUTION ACCEPTING THE OFFER OF THE MINNESOTA PUBLIC FACILITIES AUTHORITY TO PURCHASE A \$306,555 GENERAL OBLIGATION WATER REVENUE NOTE OF 2008, PROVIDING FOR ITS ISSUANCE, AND**

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**APPROVING EXECUTION OF A PROJECT LOAN AGREEMENT.** Motion passed unanimously and resolution was declared duly adopted. (A complete text of this resolution is part of permanent public record in the City Clerk's Office.)

Motion by Peterson, seconded by Waller to approve Street and Utility Improvement Projects No. 72 and No. 73, Pay Estimate No. 2, to Central Specialties, Inc., in the amount of \$260,293.54 as recommended by City Engineer Gary Nansen. Motion passed unanimously.

Administrator Don Solga reviewed the proposed 2009 Budget. He thanked Council Members Peterson and Gottenborg for helping with the budget. Motion by Gottenborg, seconded by Peterson to approve and accept the proposed budget for 2009 and to certify the proposed 2009 levy for the General Fund for \$576,860 and the Special Levy for \$130,552, as reviewed. Motion passed unanimously.

Motion by Peterson, seconded by Waller to approve the Application for Exempt Permit for the Pelican River Pheasants Forever to conduct a raffle on 09-27-08 at the VFW Post 5252. Motion passed unanimously.

Administrator Don Solga reported on the 2009 Bus Agreement with the City pledging to pay \$3,000 for transit. He said that the bus is only here from 10:30 a.m. to 12:30 p.m. each day and he doesn't feel that this is sufficient time to support a dial a ride service. Motion by Gottenborg, seconded by Woessner to approve the 2009 Transportation Agreement as reviewed and authorize the Mayor and Administrator to sign the agreement. (A complete text of this agreement is part of permanent public record in the City Clerk's Office.) Motion passed unanimously.

Administrator Don Solga reviewed the Old Shop Stain Expenses and Reimbursement Report.

Well No. 14 Agreement Update presented by Administrator Don Solga. Minnesota Pollution Control Agency (MPCA) has discontinued pumping Well No. 14 and after the final payment for July expenses is paid, the agreement will be completed.

Well No. 15 still has sand in the system. At some point after the well is working properly, the well will be transferred from the State of Minnesota to the City of Pelican Rapids.

League of Minnesota Cities Regional Meeting will be 10-08-08 at Wadena.

Motion by Woessner, seconded by Peterson to adjourn the meeting at 6:50 p.m. Motion passed unanimously.

Glenys Ehlert, CMC  
Clerk-Treasurer