

CITY COUNCIL AGENDA

Monday January 14, 2008

4:30 p.m.

Council Chambers, City Hall

1. Fire Hall Tour – 200 South Broadway
2. Call to Order – Council Chambers – 5:30 p.m.
3. Agenda Additions or Deletions
4. Approval of Minutes
5. Approval of Accounts Payable Listing
6. Election of Acting Mayor
7. Appoint Clerk-Treasurer Glenys Ehlert
8. 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
9. Appoint City Attorneys: Krekelberg & Skonseng and Svingen, Karkela, Cline, Haugrud, Hunt, Larson & Jensen PLLP
10. Resolution Designating Official Newspaper: Pelican Rapids Press
11. Resolution Designating Official Depositories: Wells Fargo, Lake Country State Bank, Wells Fargo Investments and State Bank and Trust
12. Resolution Approving Expenses to State Fire School
13. Resolution Approving Expenses for Water, Wastewater and Bio Solids Schools, Police Training, Liquor Store, Police Chiefs', Clerks' and Mayors' Conferences, and LMC Conference and Regional Meetings.
14. Approve Payment of Administrator and Clerk-Treasurer Bonds
15. Approve Payment of Liquor Store Bond
16. Library Report- Board Appointment
17. Appointments to Boards & Authorities
18. Police Chief Report
19. Utility Superintendent Report
20. Street/Park Superintendent Report
21. Liquor Store Report

22. City Attorney Greg Larson
 - A. Event Center Liquor License
 - B. Small Buildings Draft Ordinance
23. Financial Report - SCDP Grant and LMC Dividend - \$9515
24. Board of Review Day 4-16-08 – 2:00 – 3:00 p.m.
25. Mileage Rate – IRS rate, 50.5 cents, 1-1-08
26. Household Hazardous Waste Collection Day – 8-6-08 – 10:00 a.m. – 2:00 p.m. @ City Public Works Facility
27. Certify Unpaid Utility Bills
28. Approve Charitable Gambling and Recreational Game Licenses
29. Lakes Country Service Cooperative Membership Renewal
30. Western Area City/County Cooperative
 - A. Membership Renewal
 - B. Appoint Representative
31. Fire Department Annual Report
32. Fire Service Agreement
33. City Hall Lease
34. Adjourn to EDA Meeting
35. Review EDA Actions
36. Housing Study – Discuss Adjourning Meeting for Housing Study Presentation

January 8, 2008

EDA AGENDA

Monday, January 14, 2008, Immediately Following Council City Hall

1. Call to Order
2. Agenda Additions or Deletions
3. Election of Officers
4. Approval of Minutes
5. Approval of Accounts Payable
6. Discuss Project Status

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES -01-14-08

The City Council of Pelican Rapids met in regular session at the new Fire Hall at 4:30 p.m., Monday, 01-14-08, for a tour of the building and equipment. At 5:30 p.m., Council convened in Council Chambers, City Hall. Mayor Wayne Runningen, Council Members David Gottenborg, Ben Woessner and John E. Waller, III were present. Council Member Richard Peterson was absent. Administrator Don Solga, Clerk-Treasurer Glenys Ehlert, City Attorney Greg Larson, Street and Park Superintendent Brian Olson, Utilities Superintendent Brent E. Frazier, Library Director Annie Wrigg, Liquor Store Manager Bob Leslie, Renato Molina, Fire Chief Trevor Steeves, Chamber of Commerce Director Brenda Brand, Wayne Johnson and Dennis Carlblom of Scamber Township and Kelley Gorman of the Pelican Rapids Press were also present.

Mayor Runningen called meeting to order.

One addition to the agenda was the 125th Celebration.

Motion by Waller, seconded by Gottenborg to approve the minutes of 12-10-07 and 12-28-07 as presented. Motion passed unanimously.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES -01-14-08

Council reviewed the Accounts Payable Listing of 01-14-08 including Liquor Store and Library bills. Motion by Gottenborg, seconded by Waller to approve the Accounts Payable Listing of 01-14-08 as presented. Motion passed unanimously.

City Attorney Greg Larson was present to review the request for a liquor license at an Event Center in the City of Pelican Rapids. Part of the requirements set up in the City Code is that liquor establishments need to include a restaurant to serve food on a regular basis to the general public. This is a privately owned establishment that will sell liquor with the food catered at private events. Temporary licenses may be issued to bona fide charitable organizations.

“As it sits now, there is nothing in City Code to permit the issuing of a liquor license to this entity,” said City Attorney Greg Larson. Based on 600.02, the City Code states that food will be served to the general public. Various items were discussed by the City Council. Administrator Don Solga suggested that the City review Renato Molino’s business plan.

Mayor Runnigen reviewed information presented and invited the City Council to offer direction to the City Attorney if they would like to investigate what other cities are doing. Motion by Gottenborg, seconded by Woessner to authorize City Attorney Greg Larson to work with Mr. Molina and Clerk-Treasurer Glenys Ehlert to research with other communities and the League of Minnesota Cities to see if there are other options. Motion passed unanimously.

Administrator Don Solga reviewed the changes to City Code necessary to require building permits for all buildings as recommended by the Planning Commission. Motion by Gottenborg, seconded by Waller to introduce the following written resolution amending an ordinance and entitled, **ORDINANCE NO. 08-01, AMENDMENT TO BUILDING AND LAND USE REGULATION ORDINANCE SECTION NO. 905.06 ADMINISTRATION AND 905.05 GENERAL REQUIRMENTS.**

(A complete text of this ordinance is part of permanent public record in the City Clerk’s Office.) Motion passed unanimously and the ordinance was duly adopted and will be in full force and effect upon publication.

Fire Chief Trevor Steeves reported that the Fire Department Officers will continue to be the same as last year: Fire Chief Trevor Steeves, \$1,500 per year; Assistant Fire Chief Alan Martinson, \$500 per year; Secretary Steve Haiby, \$600 per year and Treasurer Alan Johnson, \$300 per year.

Administrator Don Solga reviewed the Fire Department’s expenses for 2007. The total for expenses is \$188,000. The operating budget was under budget for the year except for the lease and some other expenses such as the air bus which was paid for by the sale of investments. Chief Steeves reported that Rick Loerzel has retired from the Fire Department so they will be reviewing the waiting list for a new volunteer.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES -01-14-08

Administrator Don Solga reviewed the final draft of the Fire Service Agreement. Motion by Gottenborg, seconded by Waller to approve the final draft of the Fire Service Agreement. Motion passed unanimously.

Utilities Superintendent Brent Frazier reported on the wastewater and water departments.

Street and Park Superintendent Brian Olson reported on various items in his departments. He said the Skating Rink is open. Olson said he appreciated working with Lake Region Electric Cooperative and their work in taking down the seasonal decorations.

Library Director Annie Wrigg reported on library activities, including book inventory which is scheduled for February, Margaret Lee and Ruth Holmgren have accepted new three year terms on the Library Board, the Board approved additional hours for the Library to be open on Mondays, effective February, 2008 and the Pelican Rapids Library is partnering with the Fergus Falls Library Community reading Amy Tan’s book, The Joy Luck Club.

Brenda Brand said the Chamber of Commerce would like to schedule additional activities at the Turkey Days Festival to celebrate the 125th Anniversary of the City of Pelican Rapids. Council and Administrator Don Solga suggested that the Chamber develop the ideas and then the Council could figure out what monies would be available. Mayor Runnigen said the seasonal decorating budget could be used for new banners for the 125th Anniversary. The Council may be interested in helping with the cost of souvenir cups or lapel pins.

Motion by Waller, seconded by Gottenborg to appoint Ben Woessner as Acting Mayor. Motion passed unanimously.

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

Council reviewed the 2008 Appointments to Boards and Authorities, including the Planning Commission, Park Board, Library Board and Council Portfolios. Motion by Waller, seconded by Woessner to approve the Boards and Authorities as presented.

2008 APPOINTMENTS TO BOARDS AND AUTHORITIES

PLANNING COMMISSION

Richard Peterson.....	2008
Judith Marko.....	2006 2007 2008
Dan Skinner.....	2007 2008 2009
Mel Zierke.....	2008 2009 2010
Kevin Ballard.....	2008 2009 2010

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES -01-14-08

Doug Bruggeman..... 2007 2008 2009
City Clerk Glenys Ehlert, Secretary, Ex-Officio Member

PARK BOARD

Denise Magnusson..... 2006 2007 2008
Cary Johnson..... 2007 2008 2009
Sandy Irey..... 2008 2009 2010
Ross Wamre..... 2007 2008 2009
Student 2008
Student 2008 2009
Mel Zierke 2008 2009 2010

MUNICIPAL EMERGENCY & DISASTER

Municipal Emergency Operations..... Richard Peterson
Intelligence & Safety Service..... Wayne Runningen
Congregate Care, Shelters, Health..... Dave Gottenborg
Manpower, Supply, Transportation..... Ben Woessner
Engineering, Sanitation..... John Waller III
Disaster Manager..... Don Solga

COUNCIL PORTFOLIOS

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

LIBRARY BOARD

Deb Evenson..... 2006 2007 2008
Jana Steeves..... 2006 2007 2008
Al Siegle..... 2007 2008 2009
Margaret Lee..... 2008 2009 2010
Ruth Holmgren..... 2008 2009 2010
Library Director Annie Wrigg, Ex-Officio Member

LIBRARY FOUNDATION BOARD

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

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES -01-14-08

SECRETARY Mary Sorum - Library Board Representative
 Shirley Ralston, Friends of the Library Representative
 Library Director Annie Wrigg, Ex-Officio Member

WACCO REP..... Don Solga
Alternate..... Ben Woessner

ECONOMIC DEVELOPMENT AUTHORITY

PRESIDENT..... Wayne Runningen
VICE PRESIDENT..... Ben Woessner
TREASURER..... Dave Gottenborg
ASSISTANT TREASURER..... Don Solga
SECRETARY..... Glenys Ehlert
MEMBERS John Waller III
 Richard Peterson

Motion passed unanimously to approve Appointments to Boards and Authorities.

Motion by Gottenborg, seconded by Waller to approve Agenda Items 8 through 15:

To establish 5:30 p.m. as the regular meeting time for the 1st Council meeting held on the second Monday of the month and 4:30 p.m. as the regular meeting time for the 2nd Council meeting held on the last Tuesday of the month.

To appoint the firms of Krekelberg, Skonseng & Soberg, PLLP, and Svingen, Hagstrom, Karkela & Cline, PLLP, as city attorneys.

To designate The Pelican Rapids Press as the official newspaper.

To designate Wells Fargo, Lake Country State Bank, Wells Fargo Investments, and State Bank and Trust as official depositories.

To approve expenses to send delegates to State Fire School.

To approve payment of Administrator and Clerk-Treasurer Bonds.

To approve of Liquor Store bond. Motion passed unanimously for the above Agenda Items 8 through 15.

Motion by Waller, seconded by Gottenborg to approve hiring Mia Teberg for the liquor store at \$7.43 per hour. Motion passed unanimously.

Council reviewed the Police Report sent out with the packet.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES -01-14-08

Clerk Treasurer Glenys Ehlert presented the 12-31-07 Financial Reports, including the Cash Recap and Investment Schedule. She also provided information on the Small Cities Development Program. Program goals are to provide 20 grants to Homeowners, 16 grants to Commercial and 11 to Commercial Property with Rentals. As of 12-31-07, two homeowners have completed rehab and nine are working through the process; eight commercial properties are in various stages and seven commercial properties with rentals are also in various stages. Ehlert also reported that the League of Minnesota Cities Insurance Trust returned a dividend in the amount of \$9515 to the City of Pelican Rapids for 2007.

Motion by Waller, seconded by Gottenborg to set 04-16-08 as the date of the Board of Review in Council Chambers, City Hall from 2:00 p.m. to 3:00 p.m. Motion passed unanimously.

Administrator Don Solga reported that the City of Pelican Rapids pays very little mileage for travel. However, the federal reimbursable rate has increased. Motion by Gottenborg, seconded by Waller to increase mileage rate to 50.5 cents per mile as permitted by the Internal Revenue Service. Motion passed unanimously.

Motion by Gottenborg, seconded by Waller to set Household Hazardous Waste Collection Day as Wednesday, 08-06-08, from 10:00 a.m. to 2:00 p.m. at the City Public Works Facility, 1008 Cty. Hwy. 9. Motion passed unanimously.

Motion by Waller, seconded by Gottenborg to certify an unpaid utility bill to Otter Tail County for collection with real estate taxes. The amount of the utility bill is \$253.82 for Parcel No. 76000990097000. Motion passed unanimously.

Motion by Waller, seconded by Gottenborg to approve the following licenses:
Recreational Game Licenses for Paul Floberg of Pelican Drive Inn and Pearl Schultz of Sportsman's Recreation.
Charitable Gambling for VFW Gilmore Weik Post 5252 Auxiliary
Plumber Registration for Craig Kotte of Kotte's Plumbing & Heating
Motion passed unanimously.

Motion by Waller, seconded by Gottenborg to approve membership in Lake Country Services Cooperative at an annual cost of \$141. Motion passed unanimously.

Motion by Gottenborg, seconded by Waller to approve membership in Western Area Cities/Counties Cooperative (WACCO) membership at an annual cost of \$1859.25. Motion passed unanimously.

Motion by Waller, seconded by Gottenborg to appoint Administrator Don Solga as a board member and Ben Woessner as alternate board member to WACCO. Motion passed unanimously.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES -01-14-08

Administrator Don Solga said the Facility Committee continues to meet regarding leasing City Hall from the building's new owner, State Bank and Trust.

Motion by Gottenborg, seconded by Waller to adjourn meeting to the Economic Development Authority (EDA) meeting at 7:25 p.m. Motion passed unanimously.

Meeting reconvened at 7:30 p.m.

Motion by Gottenborg, seconded by Waller to authorize Economic Development Authority's actions to approve the appointment of officers for the EDA, to approve the Accounts Payable Listing of 01-14-08 and to approve the minutes of 12-10-07 as presented. Motion passed unanimously.

Council discussed setting a public meeting for the Housing Study. Motion by Gottenborg, seconded by Waller to set the meeting for the Housing Study for 7:00 p.m. on 02-04-08 at the library. Motion passed unanimously.

Meeting adjourned at 7:34 p.m.

Glenys Ehlert, CMC
Clerk-Treasurer