

CITY COUNCIL AGENDA

**Monday, March 10, 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. Police Chief Report
7. Utility Superintendent Report
8. Street/Park Superintendent Report
9. Library Report
10. Financial Report
  - Gottenborg Tax Increment Financing District No. 8
11. Planning Commission Report
  - A. Recreational Fire Ordinance
  - B. Residential Zone Along W108
  - C. State Bank Lot Split
12. Police Personnel
13. Cable Television Rate Increase
14. Plumber Registration
15. Ambulance Agreement
16. Local Board of Appeal Training – 3/20/08, OTC Government Services Center
17. Request for Lawful Gambling Exempt Permit

## CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 03-10-08

The City Council of Pelican Rapids met in regular session at 5:30 p.m., on Monday, 03-10-08, 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, Dick Asleson of Northland Securities, Police Chief Scott Fox, Street and Park Superintendent Brian Olson, Utilities Superintendent Brent E. Frazier, Library Director Annie Wrigg, Lynn Stadum of West Central Minnesota Housing Partnership and Kelley Gorman of the Pelican Rapids Press were also present.

Mayor Runningen called meeting to order.

Two items added to the agenda included the MURL Program and Terracon Soil Excavation Proposal.

Council reviewed the minutes. Motion by Woessner, seconded by Gottenborg to approve the minutes of 02-11-08 and 02-26-08 as presented. Motion passed unanimously.

Council Member David Gottenborg removed himself from the Council for discussion of Tax Increment Financing District No. 8. Tax Increment Consultant Dick Asleson of Northland Securities presented information for Development District No. 8 (C Clinic). The proposed development is construction of a clinic building on a parcel of land east of State Bank & Trust's building at 12 5<sup>th</sup> Ave. NE. . Motion by Woessner, seconded by Waller set the date of 04-29-08 at 4:30 p.m. at Council Chambers, City Hall for a public hearing on the Development District by introducing the following resolution, entitled, **RESOLUTION CALLING PUBLIC HEARING ON A PROPOSED MODIFICATION OF MUNICIPAL DEVELOPMENT DISTRICT NO. 2, THE PROPOSED ESTABLISHMENT OF TAX INCREMENT FINANCING DISTRICT NO. 8 AND THE PROPOSED ADOPTION OF A TAX INCREMENT FINANCING PLAN RELATING THERETO.** (A complete text of the resolution is part of permanent public record in the City Clerk's office.) Mayor Runningen, Council Members Ben Woessner and John Waller, III, voted yes. No one voted no. Motion carried and resolution declared duly adopted.

Mayor Runningen welcomed Dick Asleson to the meeting and thanked him for his work on the new district. Mayor Runningen commented that the City has worked with Michele and Walt Hartman in past years and has appreciated Michele's attention to detail and the City is looking forward to working with Dick Asleson, Senior Vice President and Manager of Public Finance for Northland Securities.

Clerk-Treasurer Glenys Ehlert presented the 02-29-08 Financial Reports.

Council Member Gottenborg rejoined Council.

Motion by Waller, seconded by Gottenborg to approve the Accounts Payable Listing of 03-10-08 with addition of Four Points Sheraton, library conference, in the amount of \$633.64. The accounts payable listing includes liquor store and library accounts payable. Motion passed unanimously.

Police Chief Scott Fox presented the Police Department Report.

## **CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 03-10-08**

Administrator Don Solga reviewed the application process for Police Chief. Members of the Committee were Mayor Runningen, City Attorney Jeff Skonseng, Administrator Don Solga and Otter Tail County Deputy Mike Boen, The Committee recommended hiring Officer Jeff Stadum for Police Chief. The committee referenced the variety of law enforcement experience Stadum had as school resource officer, canine officer, investigator, sergeant and general patrol. Involvement in community was also noted. Motion by Woessner, seconded by Gottenborg to appoint Officer Jeff Stadum as Police Chief, effective 04-01-08, at the fourth step of the salary range. Motion passed unanimously.

Motion by Waller, seconded by Gottenborg to authorize advertising for a full time police officer to fill vacancy created by Stadum's appointment to Police Chief. Motion passed unanimously.

Utilities Superintendent Brent Frazier reported on various water and wastewater items. Well No. 15 has been delayed by some telemetry problems. It may be another month before the well will be on line. It was scheduled to begin pumping on 03-03-08.

Frazier reported that phosphorous management plans and specs have been written and delivered to the City and Minnesota Pollution Control Agency.

Frazier said that pharmaceuticals have been found in water supplies. He recommended that people not dispose of unused medications in the toilet or sink. He recommended that pills and bottles be disposed of in the solid waste system. Frazier also recently traveled to Washington, D.C. as part of the Rural Water Association to address the legislators about the benefits of the Association.

Street and Park Superintendent Brian Olson reported on activities in his department. He recommended hiring Shirley Lammers for the skating rink. Motion by Gottenborg, seconded by Waller to appoint Shirley Lammers as a skating rink attendant for the balance of the season. Motion passed unanimously.

Library Director Annie Wrigg reported that the Library conducted their first inventory on February 16<sup>th</sup>. Wrigg announced that Children's Librarian Tami Skinner has resigned effective 03-15-08.

Lynn Stadum of West Central Minnesota Housing was present to discuss the Minnesota Urban and Rural Homesteading (MURL) program. Administrator Don Solga reported that this program fits in with the Housing Study recently completed. The State is providing the funds for the program. At this point she would like to apply to do three homes in Pelican Rapids. She is hoping the City will consider offering free water and sewer for a year with a cap equal to an average bill and possibly the building permit expenses. The program helps people own their home and it improves the City's housing stock. Administrator Don Solga suggested \$50 per month credit for three homes for one year. Motion by Woessner, seconded by Gottenborg to provide utility billing assistance in the amount of up to \$50 per month for up to three homes for one year as part of Lynn Stadum's West Central Minnesota Housing's application for a grant to purchase homes through the MURL program. Motion passed unanimously.

## CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 03-10-08

Administrator Don Solga reviewed the Planning Commission's recommendation to amend the Recreational and Non-Recreational Fire Regulations. Motion by Gottenborg, seconded by Waller to accept the Planning Commission's recommendation to introduce the following resolution to adopt **ORDINANCE NO. 08-03, AN ORDINANCE AMENDING CITY CODE SECTIONS 804.01 – 804.06 RELATING TO RECREATIONAL AND NON-RECREATIONAL FIRE REGULATIONS.**

Council clarified that the public parks are not part of the property described as public right of way. (A complete text is part of permanent public record in the city clerk's office.) Motion passed unanimously and ordinance was declared duly adopted and will be in full force and effect upon publication.

Administrator Don Solga explained that he has a request to rezone from Residential 2 and Industrial to permit construction of a combination of housing uses and possibly a commercial use on Hwy. 108W. The Planning Commission discussed the Housing Study and Comprehensive Plan and recommended approving the concept of rezoning along Hwy. 108W for housing based on an acceptable plan. Motion by Gottenborg, seconded by Waller to accept the Planning Commission's recommendation that the Commission and City are open to rezoning along Hwy. 108W for housing based on an acceptable concept plan. Motion passed unanimously.

Motion by Waller, seconded by Woessner to accept the Planning Commission's recommendation to approve State Bank and Trust's request to split the east portion of Parcel No. 76000220022003 as proposed. Mayor Runnigen and Council Members Woessner and Waller voted yes. No one voted no. Council Member Gottenborg abstained. Motion carried.

Council reviewed Loretel Systems, Inc. information about the rate increases. Clerk-Treasurer Glenys Ehlert said she contacted Joel Smith of Arvig to request clarification of the basic rate which is being billed as a combination of basic and preferred at a cost proposed to be \$42.50. Arvig Communication Systems owns and operates Loretel Cablevision. Smith said they would provide an intermediate range and rate for a basic tier of channels at a cost of \$21 to \$23 per month. They will need about 60 days to order and install necessary filtering equipment.

Motion by Waller, seconded by Gottenborg to approve and add Thomas Hills of Ellingson Plumbing, Heating & A/C to the Plumber's Registration List. Motion passed unanimously.

Motion by Waller, seconded by Gottenborg to approve the Ambulance Agreement for 2008 in the amount of \$29,675 at \$12.50 per capita. Motion passed unanimously.

Pelican Rapids Ducks Unlimited will be conducting a raffle on 03-28-08 at the Pelican Rapids VFW.

Administrator Don Solga reported on the soil corrective plan for the stain at the Public Works Facility. The proposal is to remove 15 cubic yards of soil. Motion by Gottenborg, seconded by Waller to sign the agreement with Terracon for the Soil Excavation Proposal. Motion passed unanimously.

Meeting adjourned at 7:04 p.m.

Glenys Ehlert, CMC  
Clerk-Treasurer