

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES-01-12-04

The City Council of the City of Pelican Rapids met in regular session at 5:30 p.m., on Monday, 01-12-04, in Council Chambers of City Hall, 315 N. Broadway. Mayor Wayne Runningen, Council Members John E. Waller, Denise Magnusson, Dave Gottenborg and Ben Woessner were present. No one was absent. Administrative Assistant Richard A. Jenson, Deputy Clerk-Treasurer Glenys Ehlert, Street and Park Superintendent Tom Soberg, Utilities Superintendent Brent Frazier, Police Chief Scott Fox, Library Director Pam Westby, Joan Ellison and Rick Gail of the Pelican Rapids Press were also present.

Meeting called to order by Mayor Runningen.

Added to the agenda: Multicultural Committee Grant Application

Joan Ellison reviewed a grant she is applying for on behalf of the Multicultural Committee. She requested that the City serve as fiscal agent. Motion by Magnusson, seconded by Gottenborg to approve the City of Pelican Rapids as fiscal agent for multicultural grant application. Motion passed unanimously.

Motion by Magnusson, seconded by Waller to approve the minutes of 12-08-03 and 12-30-03 as presented. Motion passed unanimously.

Motion by Waller, seconded by Magnusson to approve payment of the Accounts Payable List of 01-12-04, as presented. Motion includes approval of the Library Accounts Payable List of 01-07-04 as approved by Library Board Member Gary Lage. Motion passed unanimously.

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

Motion by Waller, seconded by Magnusson to appoint Richard A. Jenson as Clerk-Treasurer and Glenys Ehlert as Deputy Clerk-Treasurer. Motion passed unanimously.

Motion by Woessner, seconded by Magnusson to set times and places of meetings to second Monday at 5:30 p.m., Council Chambers, City Hall and last Tuesday at 4:00 p.m., Council Chambers, City Hall. Motion passed unanimously.

Motion by Magnusson, seconded by Waller to appoint Svingen, Hagstrom, Karkela, Cline & Dirks as general counsel and Krekelberg & Skonseng as prosecuting attorneys. Motion passed unanimously.

Motion by Magnusson, seconded by Woessner to designate the Pelican Rapids Press as the official newspaper. Motion passed unanimously.

Motion by Waller, seconded by Magnusson to designate Wells Fargo and Lake Country State Bank as Official Depositories and Wells Fargo Investments and Intersecurities, Inc. as Brokers. Motion passed unanimously.

Motion by Gottenborg, seconded by Magnusson to approve two delegates to attend fire school and to approve expenses for Annual Fire Department Convention and Fire Department Officers. Motion passed unanimously.

Motion by Magnusson, seconded by Woessner to approve expenses for Water, Wastewater, Bio-Solids, Building Officials', Liquor Store, Police Chiefs', Clerks' and Mayors' Conferences, Newly Elected Officials' Training, League of Minnesota Cities (LMC) Conference and Summer LMC Regional Meetings. Motion passed unanimously.

Motion by Waller, seconded by Gottenborg to approve payment of the Clerk's and Deputy Clerk's Bonds. Motion passed unanimously.

Motion by Gottenborg, seconded by Magnusson to approve payment of the Liquor Store Bond. Motion passed unanimously.

Library Director Pam Westby reported on the Library Board Appointments. She also distributed a five year plan the Library Board has approved. Council Member Woessner said he and Council Member Waller both hear requests for additional hours. Westby asked for follow-up on the hours requested. Westby has heard that the Kittelson Estate will not be contested. The money will be invested for time remaining until 120 day probate period ends. The library circulated 103,000 items June through December, 2003, so library use has just exploded according to Westby.

Motion by Magnusson, Waller to appoint Lucille Tunheim to the Library Board for 2004, 2005 and 2006. Motion passed unanimously.

Utilities Superintendent Brent E. Frazier reviewed activities in his departments.

Police Chief Scott Fox reported on the Police Department. He invited Council Members to contact the Police Department and do a ride along with the police officers. New squad car will be shipped towards the end of January.

Superintendent of Street and Park Tom Soberg presented a report of his departments' activities. Soberg thanked Otter Tail Power Co. (OTP) for putting the seasonal banners and lights on streetlights and taking them down after the holiday. Thank you to Keith Homan for storing the seasonal decorations. Council directed Soberg to check on ordering some additional seasonal decorations with money set aside annually.

Motion by Waller, seconded by Woessner to appoint Dalmer Lammers, Robert Coats, Brent Magnusson, Patrick Hanson and Zach Welder as skating rink attendants. Motion passed unanimously.

Motion by Gottenborg, seconded by Waller to appoint the following people to various Boards and Authorities for 2004:

PLANNING COMMISSION

John E. Waller, III.....	2004
Dan Skinner.....	2004 2005 2006
Roy Fossen.....	2003 2004 2005
Mel Zierke.....	2002 2003 2004
Daren Berube.....	2002 2003 2004
Richard Jenson & Scott Dirks Ex Officio Members	
Glenys Ehlert, Secretary	

PARK BOARD

Denise Magnusson.....	2003 2004 2005
Julie Lammers.....	2004 2005 2006
Mel Zierke	2002 2003 2004
Richard Jenson & Tom Soberg Ex Officio Members	

MUNICIPAL EMERGENCY & DISASTER

Municipal Emergency Operations.....	Denise Magnusson
Intelligence & Safety Service.....	Wayne Runningen
Congregate Care, Shelters, Health.....	Dave Gottenborg
Manpower, Supply, Transportation.....	Ben Woessner
Engineering, Sanitation.....	John E. Waller, III
Disaster Manager.....	Vern Benson

AIRPORT COMMITTEE

Don Lundrigan.....	2003 2004 2005
Steve Strand.....	2004 2005 2006
Richard Peterson.....	2002 2003 2004
Richard Jenson Ex Officio Member	

COUNCIL PORTFOLIOS

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

WACCO REPRESENTATIVES

Representative Denise Magnusson

Alternate Ben Woessner

Motion by Gottenborg, seconded by Magnusson to approve appointments to the above boards and authorities. Motion passed unanimously.

Council reviewed the financial reports with Deputy Clerk-Treasurer Glenys Ehlert. She also reported on license fees and no smoking policies in surrounding communities.

Liquor Store Manager Bob Leslie presented information on a nine camera system with five cameras at a cost of \$7724. Previous quote was for a four camera system at a cost of \$4360. The four camera digital system could be traded in on a larger system at a later date. Leslie recommends the four camera system with three cameras in the front and one for the back door. Motion by Gottenborg, seconded by Waller to approve the purchase of a four camera digital system at a cost of \$4360 for the Liquor Store. Motion passed unanimously.

Administrative Assistant Richard A. Jenson reviewed the 2004 ambulance contract. Motion by Gottenborg, seconded by Magnusson to approve the ambulance contract for 2004 and pay Pelican Rapids Ambulance Service in the amount of \$23,740. Motion passed unanimously.

Motion by Waller, seconded by Gottenborg to offer a collection day for household hazardous waste this summer in cooperation with Otter Tail County. Motion passed unanimously.

Jenson reviewed a request by the VFW to have Sunday liquor for special events. Jenson has checked the ordinance passed in 2001 and checked with the City Attorney and found that this is permitted by Council action. Motion by Woessner, seconded by Waller to approve Sunday Liquor for the VFW, subject to receipt of their application, payment of fee and proof of insurance. Mayor Runnigen, Council Members Woessner, Waller and Magnusson voted yes. Council Member Gottenborg voted no. Motion carried.

Motion by Waller, seconded by Woessner to adjourn the City Council meeting at 6:55 p.m. Motion passed unanimously.

Glenys Ehlert, CMC
Deputy Clerk-Treasurer

