CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES-01-13-03

The City Council of the City of Pelican Rapids met in regular session at 5:30 p.m., on Monday, 01-13-03, 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. Deputy Clerk-Treasurer Glenys Ehlert, Street and Parks Superintendent Vern Benson, Utilities Superintendent Brent Frazier, Economic Developer Skip Carpenter, Cooper Stewart and Rick Gail of the Pelican Rapids Press were also present.

Meeting called to order by Mayor Runningen.

Deputy Clerk-Treasurer Glenys Ehlert administered the Oath of Office to Mayor Runningen and Council Members Waller and Woessner.

Mayor Runningen has one item to add to the agenda: Economic Developer Skip Carpenter will discuss a Housing Project and Park Board Street Chair Project was deleted from the agenda by Council Member and Park Board Member Denise Magnusson.

Carpenter discussed housing programs and funding the City may apply for housing construction money and gap financing from Minnesota Housing Finance Agency (MHFA) and Greater Minnesota Housing Finance (GMHF). The gap money is structured as a second mortgage to homebuyer at no interest for 30 years. It ceases if the home is sold or if the home ceases to be the primary residence of the homeowner.

These loans are for first time homebuyers and maximum income would be $51,000, 80% of statewide median.

City could hire Housing Redevelopment Authority from another community if they do not want to run the program.

Applications are due 02-13-03 with contracts available the first of May. City will be allowed 20 months to complete construction of the house. The City's costs would be Skip Carpenter's time. Motion by Gottenborg, seconded by Waller to authorize Carpenter to apply for MHFA program funds to construct two new homes in Pelican Rapids. Motion passed unanimously.

Cooper Stewart addressed City Council regarding the bridge replacement project on 1st St. NW. Project is proposed to construct a wider bridge. Because the bridge is such a big structure, this is the time to make design suggestions to enhance park development adjacent to new library construction. Presently 1st St. NW curb to curb is 55 ft. wide and narrows to the bridge. Default design of bridge is 55 ft. wide. Choices in the design would not be in the placement of the bridge, but in the size of the bridge and whether to have sidewalk on both sides, on one side or no sidewalk. County is looking for biggest bridge for money. Details in design could be added if bridge size is reduced. Stewart offered to draw designs for the bridge for the Park Board to consider prior to the City Council meeting. Park Board will meet Monday, 01-27-03 with Stewart to review the plans.

Doug Berg was present from Bridges Bistro & Bar. Berg expressed concern about excessive police patrolling in the area of his business. Mayor Runningen said the Safe and Sober grant provided extra police coverage during past months. The Mayor asked if police officers have been in the establishment. Berg said that's not been a problem. Mayor Runningen said that police have the right to come into any licensed business to see if the business is meeting the license requirements. Berg said again that he had no problem with this. Mayor Runningen asked Berg if he would like Police Chief Scott Fox to stop by to talk with him about his concerns and Berg said yes.

Motion by Waller, seconded by Magnusson to approve the minutes of 12-09-02 as presented and 12-26-02 with a change to identify drive-through coffee shop location by the street address of 120 N. Broadway. Motion amended to make this change. Motion passed unanimously.

Motion by Magnusson, seconded by Gottenborg to approve payment of the Accounts Payable List of 01-13-03 as presented with the addition of Northwest Iron Firemen, Inc., service on sludge boiler, in the amount of $227.25. Motion includes approval of the Library Bill Listing of 01-06-03, approved by Library Board President Mary Sorum. Motion passed unanimously.

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

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

Motion by Magnusson, seconded by Gottenborg 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 Gottenborg to appoint Scott Dirks as general counsel and Charles Krekelberg as prosecuting attorney. Motion passed unanimously.

Motion by Gottenborg, seconded by Magnusson to designate the <u>Pelican Rapids Press</u> as the official newspaper. Motion passed unanimously.

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

Motion by Magnusson, seconded by Waller to approve two delegates to attend fire school. Motion passed unanimously.

Motion by Waller, seconded by Gottenborg to approve expenses for Annual Fire Department Convention and Fire Department Officers. Motion passed unanimously.

Motion by Gottenborg, Magnusson 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, Fall LMC Regional Meetings and Coalition of Greater Minnesota Cities meetings. Motion passed unanimously.

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

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

Motion by Magnusson, Gottenborg to appoint Janet Lindberg and Gary Lage to the Library Board for 2003, 2004 and 2005. Motion passed unanimously.

Motion by Gottenborg, Waller to appoint the following people to various Boards and Authorities for 2003:

PARK BOARD

Denise Magnusson………………… 2003 2004 2005
Julie Lammers……………...................2001 2002 2003
Mel Zierke ……………………..... 2002 2003 2004
Richard Jenson & Vern Benson 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 Waller III

AIRPORT COMMITTEE

Don Lundrigan……………….........2003 2004 2005
Steve Strand………………………..2001 2002 2003
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

<u>WACCO REPRESENTATIVES</u>

Representative …………………….....Wayne Runningen
Alternate ……………………........Denise Magnusson

Motion passed unanimously.

Council reviewed the Police Department Report.

Superintendent of Utilities Brent Frazier presented a report of his departments' activities.

Superintendent of Street and Parks Vern Benson presented a report of his departments' activities. Benson thanked Lake Region Electric Cooperative (LREC) for putting the seasonal banners and lights on streetlights and taking them down after the holiday. Council directed Benson to send the LREC board a thank you for help with seasonal lighting.

Benson requested purchase of three vehicle radio sets at a cost of $1700. They have difficulty reaching each other using handheld radios. Also these radios would provide emergency communications. It is a safety and time saving issue. Motion by Magnusson, seconded by Woessner to approve purchase of street and parks vehicle mounted radio sets in the amount of $1790.80. Motion passed unanimously.

Motion by Waller, seconded by Magnusson to hire Chad Peterson as a part time Liquor Store employee at $6.50 per hour as recommended by Manager Bob Leslie. Motion passed unanimously.

Council reviewed the financial reports with Deputy Clerk-Treasurer Glenys Ehlert.

Library requested reimbursement by the City for earthwork, etc. for street behind the library's parking lot. Motion by Waller, seconded by Magnusson to pay $12,000 out of Improvement Reserve Fund to reimburse the Library for street work. Motion passed unanimously.

Chamber of Commerce Turkey Festival Committee would like to meet monthly at Council Chambers, City Hall. Motion by Waller, seconded by Gottenborg to approve the request of the Turkey Festival Committee to meet in Council Chambers, City Hall as long it doesn't conflict with City Council meetings. Motion passed unanimously.

Administrative Assistant Richard A. Jenson has checked on costs for street lighting on 1st St. NW. It would be about $8,000 per light for three lights or a total of $24,000.

Council discussed parking concerns of three businesses in the 100 block of North Broadway. Mayor Runningen said the police officers have talked to at least one chronic violator and also ticketed the party under the “not to exceed” 24 hr. parking restrictions. Mill Pond View Apartments has requested expanding their drop off zone. Tabled to next meeting to allow time to check with Police Chief Scott Fox.

Motion by Waller, seconded by Magnusson to certify the following bills to Otter Tail County Auditor for collection with real estate taxes: Parcel No. R76000668-000 in the amount of $101.58 for utility bill and Parcel No. 611-000 and 612-000 in the amount of $85.00 for mowing lot at 6th Ave NE and N. Broadway. Motion passed unanimously.

Meeting adjourned at 7:35 p.m.

Glenys Ehlert, CMC
Deputy Clerk-Treasurer