

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

The City Council of the City of Pelican Rapids met in regular session at 5:30 p.m., Monday, 04-12-04, in Council Chambers, City Hall, 315 N. Broadway. Mayor Wayne Runnigen, Council Members Ben Woessner, Denise Magnusson, John E. Waller, III and Dave Gottenborg were present. Administrative Assistant Richard A. Jenson, Deputy Clerk-Treasurer Glenys Ehlert, Utilities Superintendent Brent E. Frazier, Economic Developer Skip Carpenter, Street and Park Superintendent Tom Soberg, Police Chief Scott Fox, Wendy Soberg and Rick Gail of the Pelican Rapids Press were also present.

Meeting called to order by Mayor Runnigen.

No items were added to or deleted from the agenda.

Pursuant to due call and published notice thereof, a public hearing was held on JOBZ criteria. Economic Developer Skip Carpenter reviewed the Job Opportunity Building Subzone Policy. Motion by Waller, seconded by Magnusson to introduce CITY OF PELICAN RAPIDS JOB OPPORTUNITY BUILDING ZONE RESOLUTION. (A complete text of this resolution is part of permanent public record in the city clerk's office. Motion passed unanimously.

Motion by Gottenborg, seconded by Magnusson to approve the minutes of 03-08-04 and 03-30-04 as presented. Motion passed unanimously.

Motion by Waller, seconded by Gottenborg to approve the Accounts Payable Listing of 04-12-04 as presented with the following additions: Jennifer Lintelmann Design and Graphics, OCH Exterior Sign, \$863.45 and Fergus International, Inc., Kuhn 600 Disc Mower, \$7,029. Motion passed unanimously.

Administrative Assistant Richard A. Jenson reviewed a zoning request by Kevin and Wendy Soberg to add on to an existing commercial building on their west lot. They are selling their house so it would no longer be a combination residential/commercial use. They are in an R1 Zone. One way to permit the addition to the commercial use when they no longer live in the house would be to do a zone change. A second way to accomplish permitting the addition is a Special Use Permit. All the property owned by the City adjacent to Soberg's is in the JOBZ Zone. Motion by Waller, seconded by Magnusson to send the Kevin and Wendy Soberg's zoning request to the Planning Commission to consider a Special Use Permit. Planning Commission should consider a driveway entrance from Hwy. 108W, perhaps in connection with the city property adjacent. Jenson will check with the Minnesota Department of Transportation to see what will be permitted. Motion passed unanimously.

Police Chief Scott Fox presented a report on his department. He

reviewed the department's need for a secure impound lot. He has two quotes for fencing an impound lot north of the Wastewater Treatment Facility. Motion by Waller, seconded by Magnusson to authorize Police Chief Fox to have Dakota Fence construct a fence as proposed at a cost not to exceed \$4,897, with storage fees to reimburse construction costs. Motion passed unanimously.

Utilities Superintendent Brent E. Frazier reviewed activities in his departments. The City of Pelican Rapids and its wastewater treatment facility staff received a Certificate of Commendation award from the Minnesota Pollution Control Agency's Permit Program. This is the second year the City has received this award.

Street and Park Superintendent Tom Soberg presented his report. Motion by Magnusson, seconded by Gottenborg to authorize hiring two temporary, summer employees for the park and street departments. Motion passed unanimously.

Council requested Soberg check on gravel street maintenance item.

Motion by Waller, seconded by Magnusson to hire Michelle Vollmuth and Matthew Engrebretson as Liquor Store part time employees at \$7.03 per hour, as recommended by Liquor Store Manager Bob Leslie and Administrative Assistant Richard A. Jenson. Motion passed unanimously.

Council reviewed the Liquor Store report. Mayor Runnigen thanked Council Members for helping with the Liquor Store inventory. It will be ready for Council's review at the meeting on 04-27-04.

Deputy Clerk-Treasurer Glenys Ehlert reviewed the March Financial Reports.

Mayor Runnigen reviewed the Emergency Plan. Motion by Gottenborg, seconded by Waller to approve the Emergency Plan. Motion passed unanimously. Mayor Runnigen thanked Council Member Magnusson and Vern Benson for their work in developing the Emergency Plan.

Motion by Gottenborg, seconded by Magnusson to approve the Health Insurance Portability and Accountability Act (HIPPA) Plan as presented. (A complete text of this resolution is part of permanent public record in the city clerk's office.) Motion passed unanimously.

Jenson reported that the work on Historic City Hall is continuing. He said the crew is working on grouting of bricks this week. New furnishings were delivered today. Council Member Gottenborg suggested an open house. Motion by Gottenborg, seconded by Waller to ask the City Hall Reuse Committee to plan an Open House, coordinating with Fred Thompson of the Thompson Family, Chamber of Commerce and Historical Society.

Motion passed unanimously.

Mayor Runningen reviewed information on Gordon Gugel's sewer connection. City Attorney Scott Dirks recommends requiring Gordon Gugel to connect to city sewer as required by city ordinance. Motion by Gottenborg, seconded by Waller to send Gordon Gugel the letter drafted by City Attorney Scott Dirks. Motion passed unanimously.

Water and Sewer Budget Committee is comprised of Administrative Assistant Richard A. Jenson, Mayor Runningen and Council Member Gottenborg. They have reviewed the 2003 Budget and developed a 2004 Budget. Motion by Waller, seconded by Gottenborg to establish new water and sewer rates, effective 05-01-04. Water rates will increase by .10 per thousand gallons to \$1.47 per thousand gallons used for all customers. Sewer rates for residential and commercial users will increase by .29 per thousand gallons used to \$1.89 per thousand gallons used. Sewer rates to West Central Turkeys will increase by .46 per thousand gallons used to \$3.48 per thousand gallons used. Motion passed unanimously.

Board of Review will be 04-28-04, from 3:00 to 4:00 p.m., Council Chambers, City Hall.

Meeting adjourned at 7:15 p.m.

Glenys Ehlert, CMC
Deputy Clerk-Treasurer