CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES-12-08-03

The City Council of Pelican Rapids met in regular session on Monday, 12-08-03, at 5:30 p.m., in Council Chambers of City Hall. Mayor Wayne Runningen, Council Members Ben Woessner, John Waller, III, Dave Gottenborg and Denise Magnusson were present. No one was absent. Administrative Assistant Richard A. Jenson, Deputy Clerk-Treasurer Glenys Ehlert, Police Chief Scott Fox, Street and Park Superintendent Tom Soberg, Utilities Superintendent Brent Frazier, Library Director Pam Westby, Joan Ellison, Monte Eastvold of Northland Securities and Rick Gail of the Pelican Rapids Press were also present.

Meeting called to order by Mayor Runningen.

Added to Agenda: Library and Fire Department Grant

Council reviewed the minutes. Motion by Waller, seconded by Woessner to approve the minutes of 11-10-03, 11-25-03 and 12-01-03 as presented. Motion passed unanimously.

Council reviewed the Accounts Payable Listing of 12-08-03. Motion by Waller, seconded by Gottenborg to approve the 12-08-03 Accounts Payable Listing as presented. Motion includes approval of the Library Bills as approved by the Library Representative Gary Lage. Motion passed unanimously.

Police Chief Scott Fox reported on activities in his department.

Utilities Superintendent Brent E. Frazier reported on activities in his departments. He requested Council approve Interstate Engineering to work with the City and Minnesota Pollution Control Agency (MPCA) to assure the City meets new standards when designated by MPCA. Motion by Magnusson, seconded by Gottenborg to authorize Interstate Engineering to conduct a preliminary study and report back to City Council. Motion passed unanimously.

Street and Park Superintendent Tom Soberg reported on activities in his departments.

Administrative Assistant Richard A. Jenson reviewed the Liquor Store Report.

Deputy Clerk-Treasurer Glenys Ehlert reviewed the payment of tax levy money from Otter Tail County. This year new accounting software enabled the County Auditor's Office to pay the actual current collections in November instead of paying an estimate in December as it has been in the past. Ehlert also presented the Clerk's Recap for 11-30-03 and Investment Schedule for 11-30-03.

Monte Eastvold of Northland Securities reviewed General Obligation Sewer & Water Revenue Bonds of 2003 in the amount of $235,000 for the West Mill Avenue and 1ST Street NW Improvement Project and 4TH Street SE Water/Sewer

Improvement Project No. 69. Motion by Gottenborg, seconded by Waller to authorize the sale of bonds. Motion passed unanimously.

Motion by Gottenborg, seconded by Magnusson to introduce the following written resolution, entitled, RESOLUTION AWARDING SALE OF $235,000 GENERAL OBLIGATION SEWER AND WATER REVENUE BONDS OF 2003, FIXING THE FORM AND SPECIFICATIONS THEREOF, PROVIDING FOR THEIR EXECTUION AND DELIVERY AND PROVIDING FOR THEIR PAYMENT. A complete text of this resolution is part of permanent public record in the city clerk's office. Motion passed unanimously and resolution was declared duly adopted.

Eastvold reviewed an investment opportunity for the City. The investment would be for seven years in Federal Home Loan Bank instruments. Northland Securities is acting as a broker and not a depository. Council discussed proposal. Council took no action on proposal.

Motion by Gottenborg, seconded by Woessner to adopt Resolution of Investment Procedures. A complete text is part of permanent public record in the city clerk's office. Motion passed unanimously and resolution was declared duly adopted.

Council reviewed the 2004 Proposed Budget. Mayor Runningen reviewed Budget Committee recommendations to the proposed budget. The proposed budget basically increases the levy from previous year to replace the 2004 loss in Local Government Aid. Motion by Magnusson, seconded by Waller to accept the 2004 Proposed Budget and certify the levy for General Taxes in the amount of $467,135 and Special Levy in the amount of $95,860 to Otter Tail County. Motion passed unanimously.

Jenson reviewed the lighting in the library parking lot and on Midway Ave. Motion by Gottenborg, seconded by Magnusson to approve the request for a street light on Midway Ave. Motion passed unanimously.

Library Director Pam Westby requested the City Council clarify the payment of the rent for the library parking spaces. Motion by Gottenborg, seconded by Magnusson to pay the $1800 library parking space rental as part of the Library Parking Lot Project from Improvement Reserve Funds. Motion passed unanimously.

Westby also requested the City consider paying the utilities for Old City Hall. Friends of the Library have used the building to conduct used book sales. Motion by Magnusson, seconded by Waller to reimburse the library for utility costs for Old City Hall from June through November. Motion passed unanimously.

Council Member Waller said more evening hours at the library have been requested when people talk to him.

Motion by Waller, seconded by Magnusson to approve Fire Department Grant. The grant is through the Minnesota Department of Natural Resources (DNR). The DNR will pay 50% of the cost of specific fire fighting equipment and the City will pay 50%. Total project cost is estimated at $3900. Motion passed unanimously.

Meeting adjourned at 6:50 p.m.

Glenys Ehlert, CMC
Deputy Clerk-Treasurer