CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES - 03-30-04

The City Council of the City of Pelican Rapids met in regular session at 4:00 p.m., Tuesday, 03-30-04, in Council Chambers, City Hall, 315 N. Broadway. Mayor Wayne Runningen, Council Members John Waller III, Ben Woessner, Denise Magnusson and Dave Gottenborg were present. No one was absent. Administrative Assistant Richard A. Jenson, Deputy Clerk-Treasurer Glenys Ehlert, Street and Park Superintendent Tom Soberg, Library Director Pam Westby, Jane Aschnewitz of the Chamber of Commerce, Rick Gail of the Pelican Rapids Press and Gordon Gugel were also present.

Mayor Runningen called the meeting to order.

The following items were added to the agenda: Liquor Store Inventory, Transfer Station, Loretel Systems, Old City Hall, Gordon Gugel and Emergency Plan.

Gordon Gugel addressed Council regarding sewer hook-up to his home. City Council previously approved an agreement with Gugel to pay $750 to connect Gugel's house to the sewer service line. Gugel said he has estimates for connecting the system and he stated the City is to pay $1660 or he will pursue legal action.

Mayor Runningen suggested Gugel's proposal be taken to the city attorney. Motion by Waller, seconded by Magnusson to direct Administrative Assistant Richard A. Jenson to discuss the offer with City Attorney Scott Dirks. Motion passed unanimously.

Council reviewed the Accounts Payable Listing of 03-30-04. Motion by Waller, seconded by Gottenborg to approve the Accounts Payable Listing of 03-30-04 as presented with the following additions of Svingen, Hagstrom, Karkela and Dirks for legal expenses in the amount of $1735.00, All Building Corporation for OCH exterior work in the amount of $4,258.89 and Karl Grefsrud Construction for OCH interior work in the amount of $17,517.05. Motion passed unanimously.

Jenson explained that the JOBZ public hearing notice setting the hearing for 03-30-04 did not meet the publication requirements and will need to be reset for 04-12-04. Motion by Magnusson, seconded by Gottenborg to conduct a public hearing on Monday, 04-12-04, at 5:30 p.m., at the Pelican Rapids City Hall, 315 N. Broadway, Pelican Rapids, to receive citizen input concerning the adoption of the Business Subsidy Criteria necessary for the JOBZ program. Motion passed unanimously.

Jenson informed Council on the federally mandated Health Insurance Portability and Accountability Act of 1996 (HIPPA) compliance law. This relates to health insurance issues and the need for confidentiality. Jenson said a plan was required on how to deal with these issues. The entire plan is available for review and is on the agenda for the 04-12-04 meeting. One of the requirements was for the City Council to name a privacy officer and a security officer. Motion by Gottenborg, seconded by Magnusson to name Richard A. Jenson as privacy officer and Glenys Ehlert, deputy clerk-treasurer, as the security officer, as recommended by Jenson. Motion passed unanimously.

Jenson said he received a bill on the West Mill Ave. and 1st St. NW in the amount of $133,288.69. Council Member Woessner asked if money was being held back, noting the cracking on the sidewalk in front of his business and the Press office. Mayor Runningen said there is still work to be completed and this can be addressed at that time. Motion by Waller, seconded by Magnusson to authorize payment on the project to Otter Tail County Treasurer Highway Department in the amount of $113,288.69. Motion passed unanimously.

Street and Park Superintendent Tom Soberg and Jenson reviewed projects in the street and park departments. Motion by Gottenborg, seconded by Waller to authorize Larson-Peterson & Associates to draw up plans and specifications for seal coat and crack sealing projects in an amount not to exceed $50,000 and to authorize using street fund investments to pay for the projects. Motion passed unanimously.

Jenson discussed quotes for irrigating the west soccer field. He noted that $10,000 was included in the budget for this project. Motion by Waller, seconded by Magnusson to authorize installation of an irrigation system at the west soccer field, near the high school, at an estimated cost of $12,575. Motion passed unanimously.

Soberg reviewed quotes obtained on a new mower for the parks department. Funds in the amount of $7,000 were set aside in the Street Department Capital Outlay Fund for this equipment. Motion by Woessner, seconded by Gottenborg to purchase the proposed Kuhn mower from Fergus International at the low quote of $6600. Motion passed unanimously.

Library Director Pam Westby reported to Council regarding upcoming programs, maintenance and other items. Westby said the Library Board is recommending Jennifer Heimark to serve on the Library Board, replacing Lucille Tunheim who has resigned. Motion by Waller, seconded by Magnusson to appoint Jennifer Heimark to the Library Board for 2004, 2005 and 2006. Motion passed unanimously.

Utilities Superintendent Brent E. Frazier presented a service contract proposal for council consideration. The contract would include service on the heating and air conditioning, along with boiler inspection, at the city wastewater treatment plant. Motion by Magnusson, seconded by Waller to approve the proposed service contract with Honeywell Maintenance in Fargo. Motion passed unanimously.

Motion by Waller, seconded by Woessner to approve the Chamber of Commerce application to conduct a raffle, 09-06-04, with no waiting period. Motion passed unanimously.

Motion by Magnusson, seconded by Gottenborg to appoint Bard Miller to the Planning Commission for a three year term. Motion passed unanimously.

Motion by Gottenborg, seconded by Magnusson to certify an unpaid utility bill in the amount of $177.51 to Parcel No. R76000540000 to Otter Tail County Auditor for collection with real estate taxes. Motion passed unanimously.

Council discussed replacement of a computer for Administrative Assistant Richard A. Jenson and a computer for the security system at the liquor store. Research with the liquor store cash register company and the camera system indicate that a good quality network card is all that is needed to enable the camera to speak to the computer. Jenson said he is satisfied with his present system. Motion by Gottenborg, seconded by Magnusson to purchase and install a network card in the liquor store computer. Motion passed unanimously.

Chamber of Commerce Executive Director Jane Aschnewitz reviewed the Resort Preservation Task Force and efforts to help family resorts stay in business. Motion by Waller, seconded by Magnusson to authorize the mayor and administrator to write a letter to support legislation to help family resorts stay in business. Motion passed unanimously.

Council Members were advised the Liquor Store Inventory will be conducted on Thursday, 04-01-04, at 7:00 a.m.

Jenson announced that the Transfer Station bid opening will be at Otter Tail County Courthouse on 04-22-04.

Mayor Runningen read a letter from Loretel Cablevision regarding a rate increase for cable subscribers. Effective May 1, rates will be adjusted from $31 to $36, due to cost of living increases, programming rate hikes and FCC mandates to install emergency alert systems (EAS) in all of its cable franchise areas. Coverage of Minnesota Twins baseball, University of Minnesota Golden Gopher sports and several high school events around the state were added to the service.

Council Member Magnusson presented the Emergency Plan for Council's consideration and review prior to the 04-12-04 meeting.

Rick Gail of the Pelican Press asked where people at the Senior Dining Program will be parking. Jenson said the parking lot will be in better shape soon. He stated that the lot would be very expensive to pave due to sub grade. Council discussed options for developing parking along the north side of the Senior Center. This would preserve the area along the river as green space.

Meeting adjourned at 6:15 p.m.

Glenys Ehlert, CMC
Deputy Clerk-Treasurer