

## **CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 05-25-04**

The City Council of the City of Pelican Rapids met in regular session on Tuesday, 05-25-04, at 4:00 p.m., in council chambers of City Hall. Mayor Wayne Runnigen, Council Members Denise Magnusson, John E. Waller, III, Dave Gottenborg and Ben Woessner were present. Administrative Assistant Richard A. Jenson, Deputy Clerk-Treasurer Glenys Ehlert, City Attorney Greg Larson, Street and Park Superintendent Tom Soberg, Police Chief Scott Fox, Police Officer Jeff Stadum, Fire Chief Trevor Steeves, Josh Steeves, Library Director Pam Westby, Pat Reisnour of Interstate Engineering, Valerie LeClair, Cooper Stuart, Jane Aschnewitz and Tom Hintgen of the Pelican Rapids Press were also present.

Mayor Runnigen called the meeting to order.

The following items were added to the agenda: Library Director Pam Westby, Roadway by Cooper Stuart's Property, Liquor License Application, Designation of Interim City Administrator and Administrator Position.

Library Director Pam Westby announced the Library has received \$168,605.47 in memory of Alice Kittleson given by Lloyd Kittleson Estate. It is the largest donation the Library has received.

City Attorney Greg Larson reviewed his research on motorized scooters. It is a very unsettled area of law. Go-peds and motorized scooters are not street legal according to Minnesota law, primarily because they do not have safety equipment. Ultimate recommendation is to focus on areas that would be subject to restrictions.

Trevor Steeves suggested forming a committee to treat the scooters as bicycles. Police Chief Scott Fox recommended the City accept the City Attorney's statements to restrict use of motorized scooters. Council Member Gottenborg said he would be in favor of treating the scooters as bicycles. Motion by Magnusson, seconded by Waller to appoint Trevor Steeves, Police Chief Scott Fox, City Attorney Greg Larson, Council Member Denise Magnusson and two young people as a committee to investigate and report back to Council. Motion passed unanimously.

Fire Chief Trevor Steeves explained that the Fire Hall roof failed and emergency work was needed to keep the roof from collapsing. Motion by Waller, seconded by Magnusson to authorize roof repairs to the Fire Hall at an estimated cost of \$15,590 for the roofing plus additional repairs to the interior. Motion passed unanimously.

Police Officer Jeff Stadum introduced Valerie LeClair, director for Pelican Rapids Food Shelf. LeClair is interested in working with Officer Stadum to develop a teen center. She previously worked with youth in the City of Chaska. She explained that Cooper Stuart has an excellent existing building that would be well suited for a teen

center. Stadum and LeClair said the first step is a planning committee. Council Member Woessner will serve as part of the Planning Committee.

Pat Reissnour of Interstate Engineering explained upgrades to the water plant control system and disinfection system. He has a letter of application for a Minnesota Public Facilities Authority loan from the Drinking Water Revolving Fund/Water Pollution Control Revolving Fund. Administrative Assistant Richard A. Jenson read the resolution to the City Council, authorizing the application. Motion by Gottenborg, seconded by Waller to authorize the letter and introduce the following resolution, entitled **RESOLUTION OF APPLICATION**. (A complete text of this resolution is part of permanent public record in the city clerk's office.) Motion passed unanimously.

Jenson reviewed the Seal Coat plans and specifications. Funds for this project, \$55,000 to \$60,000, are invested for street projects. He would like to advertise for bids. Motion by Gottenborg, seconded by Magnusson to authorize Larson-Peterson & Assoc. to draw up plans and specifications for the entire seal coat and crack sealing project. Motion passed unanimously.

Cooper Stuart would like to see the road cutting across his property on 1<sup>st</sup> St. NW closed. Other properties involved are Crane Johnson Lumber and First Christian Church of Jesus Christ. Stuart would plant grass and maintain a walkway. As the library park is developed, Stuart plans to donate the property along the river to the park. Jenson said the City has a utility easement for the sewer line. He said further that the road has been used by the public and the City Council can choose to maintain it. Mayor Runnigen suggested the City Attorney take a look at the issue. Council Member Gottenborg suggested the owner of other property along 1<sup>st</sup> St. NW be contacted about donating the property to the City as part of the park.

Jane Aschnewitz of the Chamber of Commerce Retail Committee addressed City Council regarding using the Broadway sidewalks for the Farmers' Market. Council discussed concerns with downtown parking.

Motion by Waller, seconded by Gottenborg to approve the Accounts Payable Listing of 05-25-04 as presented. Motion passed unanimously.

Motion by Gottenborg, seconded by Magnusson to pass the City of Pelican Rapids Swimming Pool Drug and Alcohol Abuse Policy. Motion passed unanimously.

Motion by Gottenborg, seconded Magnusson to approve hiring the following swimming pool lifeguards: Adam Field, Christa Zsedeny, Amanda Backstrom, Alecia Hagen, Alecia Evenson, Brandon Haugrud, Kaija Thorson, Carrie Kantrud and Jessica Holte, after lifeguard training. Water Safety Coordinator/teacher, Lifeguard Instructor and Supervisor: Dee Haiby. Jessica Zsedeny and Adam Field

are water safety instructors. Rates of pay range from \$6.46 to \$9.36 on the City Salary Schedule. Motion passed unanimously.

Street and Park Superintendent Tom Soberg reported that rains held up the final painting on the pool, but he hopes to have it open the second week of June.

Jenson reported on the Board of Review meeting. Various parcels were investigated and changes made as appropriate. Motion by Waller, seconded by Gottenborg to approve the Board of Review Report as presented. Motion passed unanimously.

Deputy Clerk-Treasurer Glenys Ehlert reviewed need for additional part time receptionist and data entry employee during the summer months. Motion by Gottenborg, seconded by Magnusson to approve Ehlert's recommendation to hire Chelsea Thorson as a part time office employee for the summer months at \$6.25 per hour. Motion passed unanimously.

Ehlert reviewed City signature policy of one appointed official and one elected official for City checking accounts. Administrative Assistant Richard A. Jenson, one appointed signer on the account, will be out of the office for a period of time next month. Ehlert recommended adding Assistant Deputy Clerk Treasurer Julie A. Lammers as a signer during this time. Motion by Waller, seconded by Magnusson to authorize Julie A. Lammers to sign checks on the City's primary checking account and the Liquor Store account as an appointed official for the period of 06-07-04 to 07-09-04. Motion passed unanimously.

Motion by Magnusson, seconded by Gottenborg to approve a Plumbing License to John P. Collins of Collins Plumbing Company for the remaining year ending 12-31-04. Motion passed unanimously.

Jenson reviewed the results of the Planning Commission Tour for Public Nuisances. Motion by Gottenborg, seconded by Magnusson to send letters to property owners with public nuisances, establishing steps to correct said nuisances. Motion passed unanimously.

Motion by Magnusson, seconded by Waller to approve renewal of a 3.2 Malt Liquor License for Patrick Serquina at Pelican Cash-N-Dash. Motion passed unanimously.

Mayor Runnigen explained a management team approach to cover administrator's duties while he is out of the office. Motion by Gottenborg, seconded by Waller to designate the following people to meet as a management team for the period 06-07-04 to 07-09-04: Street and Park Superintendent Tom Soberg, Deputy Clerk-Treasurer Glenys Ehlert, Utilities Superintendent Brent E. Frazier, Liquor Store Manager Bob Leslie and Police Chief Scott Fox. The team will meet on Mondays and Thursdays. Motion passed unanimously.

Mayor Runningen explained that the Council needs to decide on the direction they would like to take with the Administrative Assistant position. They need to decide on a job description.

Council Member Woessner requested information from the League of Minnesota Cities about a City Manager form of government rather than the present form. Jenson said he also thinks the city could benefit from someone with economic development experience. Deputy Clerk-Treasurer Glenys Ehlert will provide copies of information from the League of Minnesota Cities to Council Members.

Motion by Waller, seconded by Magnusson to adjourn this meeting to Tuesday, 06-08-04, at 5:00 p.m., Council Chambers, City Hall, to continue discussion of City Administrator position. Motion passed unanimously.

6:25 p.m.

Glenys Ehlert, CMC  
Deputy Clerk-Treasurer