

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES -07-12-04

The City Council of the City of Pelican Rapids met in regular session on Monday, 07-12-04, 5:30 p.m., Council Chambers, City Hall, 315 N. Broadway. Mayor Wayne Runnigen, Council Members Ben Woessner, John E. Waller, III, Denise Magnusson and David Gottenborg were present. No one was absent. Administrative Assistant Richard A. Jenson, Deputy Clerk-Treasurer Glenys Ehlert, Street and Park Superintendent Tom Soberg, Utilities Superintendent Brent E. Frazier and Police Chief Scott Fox, Otter Tail County Engineer Rick West and Jeff Boese of the Refugee Center were also present.

Meeting called to order by Mayor Runnigen.

Additions to the agenda included: Otter Tail County Engineer Rick West, West Central Initiative Fund Grant and Administrator Position Description.

Otter Tail County Engineer Rick West thanked the City Council for the help and cooperation they received on the West Mill Ave. and 1st St. NW Bridge Project. Mayor Runnigen responded that the City appreciates the allocation of county funds for highway improvements for the project as well as a big portion of federal funds allocated to the county for bridge replacement.

West commented that he would miss working with Administrative Assistant Richard A. Jenson when he retires in September, saying, "There are very few people left in the world where a handshake is a handshake and the deal is done. Richard is one of those people."

Jeff Boese of the Refugee Center was present to thank the City for being a fiscal agent for the Center in 2004 for grant administration. He asked that the City serve again as fiscal agent in 2005. He said, "We've done quite a bit this year. We've done some focus groups to find out ways to help people." The organization is submitting a grant application for \$20,000 for the 2005 year with the West Central Initiative Fund.

Motion by Gottenborg, seconded by Magnusson to authorize the City of Pelican Rapids to serve as the fiscal agent for a \$20,000 grant from the West Central Initiative Fund for 2005. Motion passed unanimously.

Motion by Waller, seconded by Magnusson to approve the minutes of 4-28-04, 6-14-04 and 6-29-04 as presented. Motion passed unanimously.

Council reviewed the Accounts Payable Listing of 07-12-04. Motion by Gottenborg, seconded by Waller to approve the Accounts Payable Listing of 07-12-04 as presented. Motion included approval of the 07-07-04 Library Accounts Payable

Listing as approved by Library Board Member Gary Lage. Motion passed unanimously.

Police Chief Scott Fox gave a report on activities in his department.

Motion by Waller, seconded by Magnusson to authorize hiring Keith Rogal as a part time police officer at the wage designated by the police union contract. Motion passed unanimously.

Utilities Superintendent Brent E. Frazier reported on activities in his department.

Street and Park Superintendent Tom Soberg reported on activities in his department. He reported that Park Maintenance Employee Kandy Beaman has resigned. Mayor Runningen said he would like to sit down with Tom and Richard to look at the job to restructure it in light of the street department's responsibilities.

Motion by Gottenborg, seconded by Magnusson to authorize Mayor Runningen, Council Member Woessner, Administrative Assistant Jenson and Street and Park Superintendent Soberg to review the street and park departments' personnel requirements and draft job descriptions appropriately. Motion passed unanimously.

Mayor Runningen thanked all the staff for all the work in Richard's absence. Runningen said, "All did a really nice job. There were some special circumstances and it was good we had a plan." Richard thanked the city council and all the staff for the opportunity of a lifetime. He commented, "Have great people working for the City and it was comforting to know they were taking care of things."

Council reviewed the Liquor Store Report.

Deputy Clerk-Treasurer Glenys Ehlert presented the 06-30-04 Financial Report. She reported on the various investments made during June, receipt of tax settlement money in June and bond receipts of \$515,486.25 to be wired on 07-13-04.

Motion by Magnusson, seconded by Waller to approve the Application for Exempt Permit for Ladyslippers of Ducks Unlimited to conduct a raffle on 08-16-04 at the VFW Post 5252. Motion passed unanimously.

Council Member Gottenborg reviewed the Committee's work on a position description for the City Administrator. He said, "The Essential Duties and Responsibilities are ready for review and are pretty solid. In the next two weeks we will complete our interviews with staff and will be able to finalize this at the next council meeting." Council Members are asked to review the various qualifications and the description and take notes to share with Gottenborg and Woessner. "I don't

see how we will get someone hired by Richard's retirement date. I think we're looking at the first of the year," concluded Gottenborg.

Mayor Runningen asked City Council to find a time to meet on Friday, 07-16-04.

Motion by Waller, seconded by Magnusson to adjourn this meeting to 07-16-04 at 1:30 p.m. Motion passed unanimously.

Meeting adjourned at 6:25 p.m.

Glenys Ehlert, Deputy Clerk-Treasurer