

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 07-27-04

The City Council of Pelican Rapids met in regular session at 4:00 p.m., Tuesday, 07-27-04, Council Chambers, City Hall, 315 N. Broadway. Mayor Wayne Runningen, Council Members John E. Waller, III, Denise Magnusson, Ben Woessner and David Gottenborg were present. Administrative Assistant Richard A. Jenson, Deputy Clerk-Treasurer Glenys Ehlert, Street and Park Superintendent Tom Soberg, Utilities Superintendent Brent E. Frazier, Police Chief Scott Fox, City Attorney Greg Larson, Fire Chief Trevor Steeves, Library Director Pam Westby, Comprehensive Planner Gene Miller, Dan Skinner, Tom Hintgen of the Pelican Rapids Press, Julie Lammers of the Park Board, David Shultz, Natalie Doering, Jackie Peterson, Everett Ballard, and Brady Ballard were also present.

Meeting called to order by Mayor Runningen.

Park Board, Comprehensive Plan Presentation, Office Equipment, Local Government Aid and Liquor Store were added to agenda.

Police Chief Scott Fox reported that there has been a good response to request for contributions to replace police dog for Police Department. Costs include: \$700 travel expenses, \$1200 housing and \$4500 expense for dog. Motion by Magnusson, seconded by Woessner to authorize necessary expenses to obtain a new police dog and attend schooling. Motion passed unanimously.

Everett Ballard spoke in favor of the police dog. He said the presentations given by Officer Stadum are excellent public relations for the City. He said his son Brady is doing an Eagle Scout project to design and build a training course for the dog which will meet certification requirements.

Architect David Schulz reviewed a proposed contract with D&W Construction for construction of the Pelican Rapids Public Works Garage. The revised bid is \$483,994.

City Attorney Greg Larson said there is no problem with the City proceeding with D&W Construction, second low bidder, for construction of the Public Works Garage, due to the fact that the low bidder, Cleary Building, was unwilling to enter a contract with the City to build the building to meet specifications at the bid price.

Capitol Indemnity is handling the bid bond claim with Cleary Building. Initial papers have been filed and Schulz and Larson will need to gather data if City wants to proceed with bid bond question. Larson recommends submitting everything to Capitol Indemnity.

Architect Schulz recommends going forward with the negotiated contract with D&W Construction. Motion by Waller, seconded by Gottenborg to accept the second

lowest bid from D&W Construction for construction of the Public Works Garage at the negotiated price of \$483,994. Motion passed unanimously.

Kim Embretson, Donor Relations Director, of the West Central Initiative presented information about projects, themes and specific work in the Pelican Rapids community. Mayor Runnigen requested information on obtaining loan pool monies for local businesses and Council Member Woessner pointed out that the City has a JOBZ Zone and has space available for businesses.

Fire Chief Trevor Steeves addressed the City Council on the Fire Department's action in forming a building committee for a new fire hall. It will address problems concerning safety, parking and training. They will report on possible locations and cost.

Julie Lammers of the Park Board reported on the Park Board's development plans for Thompson Park. The Park Board proposes to have Egge Construction strip the top soil, grade area level, replace top soil, seed, mulch, and hydro-seed for an estimated cost of \$26,000, to provide a soccer field, install a sprinkler system for the soccer field, and install playground equipment for children ages 5 to 12. Council discussed importance of soccer fields to the community. Fred Thompson has asked when the park will be developed. Motion by Waller, seconded by Gottenborg to proceed with Thompson City Park and to authorize additional monies as needed up to \$2,000. Motion passed unanimously.

Library Director Pam Westby presented year to date circulation of 2003 - 45,000 items and 2004 - 90,000 items. Staff has not increased and library would not be able to deliver services without help of volunteers and CEP employees.

Utilities Superintendent Brent E. Frazier addressed Council regarding Wastewater Treatment Facility pumps. Frazier recommended that the City purchase two 10 horse Pumpex pumps at a cost of \$12,600 with a \$500 credit coming for the two hydromatic pumps being replaced. Motion by Gottenborg, seconded by Magnusson to purchase two 10 horsepower Pumpex pumps and to obtain credit for used pumps. Motion passed unanimously.

Comprehensive Planner Gene Miller reviewed the meetings that have been held about the Comprehensive Plan. There will be side bar articles for next three weeks, featured pictures and articles plus half page ads in the following two weeks leading up to the public meeting on 08-12-04. Planning Commissioner Dan Skinner said the input has been very positive. Skinner said, "The public buys into it but they are looking to the City Council to provide the leadership and support needed to implement it."

Deputy Clerk-Treasurer Glenys Ehlert reviewed a proposal to install taller privacy panels around the clerk's area in the main office to provide additional privacy for

meetings with members of the public and employees. Motion by Gottenborg, seconded by Magnusson to purchase panels. Motion passed unanimously.

Motion by Waller, seconded by Magnusson to approve 07-27-04 Accounts Payable Listing with addition of Pelican Drug for sidewalk installation in the amount of \$3,000. Motion passed unanimously.

Council was updated on Local Government Aid (LGA) –Technical Bill Summary. City of Pelican Rapids LGA funding for 2005 according to legislative intent is estimated at \$532,711.

Liquor Store Manager Bob Leslie said he has a new part time employee, Annette Marty, to hire for the liquor store. He reported that July has been a good month. Council Member Gottenborg stated that the Council wants the camera system linked to the computer. The Council had an in-depth discussion about a new location for the liquor store.

Council Member Gottenborg reviewed the City Administrator Position Description. Motion by Gottenborg, seconded by Waller to approve the City Administrator Position Description, subject to review by the League of Minnesota Cities. Motion passed unanimously.

Posting information should request salary history. Application deadline would be August 31st. Motion by Waller, seconded by Magnusson to authorize the committee to advertise the position. Motion passed unanimously.

Motion by Magnusson, seconded by Waller to set application deadline as August 31st. Motion passed unanimously.

Meeting adjourned at 6:55 p.m.

Glenys Ehlert
Deputy Clerk-Treasurer