

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES-08-09-04

The City Council of Pelican Rapids met in regular session on Monday, 08-09-04, at 5:30 p.m., Council Chambers, City Hall, 315 N. Broadway. Mayor Wayne Runnigen, Council Members Ben Woessner, Denise Magnusson, David Gottenborg and John E. Waller, III, were present. Administrative Assistant Richard A. Jenson, Deputy Clerk-Treasurer Glenys Ehlert, Police Chief Scott Fox, Street and Park Superintendent Tom Soberg, Utilities Superintendent Brent E. Frazier, Liquor Store Manager Bob Leslie and Tom Hintgen of the Pelican Rapids Press were also present.

Mayor Runnigen called the meeting to order.

Budget Committee, Otter Tail County Household Hazardous Waste Day, Post Office and Skating Rink were added to the agenda.

Motion by Gottenborg, seconded by Magnusson to approve the minutes of 07-12-04 and 07-27-04 as presented. Motion passed unanimously.

Motion by Magnusson, seconded by Woessner to approve payment of Accounts Payable Listing of 08-09-04 as presented. Motion includes approval of the Library Accounts Payable Listing of 08-04-04 as approved by Library Board Member Gary Lage. Motion passed unanimously.

Police Chief Scott Fox presented his report. He presented information comparing the cost of adding a full time officer. This officer would replace two thirds of the part time hours in the budget. The City has received about \$5600 to date in donations for the police dog.

Utilities Superintendent Brent E. Frazier presented his report on the water and wastewater departments.

Street and Park Superintendent Tom Soberg presented his report. Council discussed need for park personnel and the Personnel Committee made several recommendations regarding the department. Motion by Waller, seconded by Gottenborg to accept the Personnel Committee's recommendations for the Street and Park Department: add Park Maintenance position responsibilities to Brian Olson's position and increase his pay to the sixth year on the salary schedule, change street and park department job descriptions for full time employees to include directing work of seasonal and part time employees under the supervision of the Street and Park Superintendent and authorize advertising for the position of heavy equipment operator. Motion also includes hiring additional people to mow city properties for the remainder of 2004 season. Motion passed unanimously.

Administrative Assistant Richard A. Jenson has checked with Architect David Schulz on the Public Works Garage and the paperwork is progressing to proceed with construction.

Liquor Store Manager Bob Leslie reported on sales at the liquor store. Electro Watchman will be coming to finalize camera and computer networking.

Deputy Clerk-Treasurer Glenys Ehlert presented the financial reports for 07-31-04. She discussed the checking account balance and investments.

Motion by Waller, seconded by Magnusson to authorize Ehlert to advertise for a part time afternoon receptionist for City Hall for 20 hours per week. The position would be for one year. Motion passed unanimously.

Motion by Magnusson, seconded by Waller to appoint the following election judges: Cecil Femling, Pat Krekelberg, Jo Ann Frazier, Jean McDonald, Cary Johnson, Shirley Nettestad, Muriel Rogelstad, Darin Berube, Betty Petkewick, Julie Lammers, Shirley Irely, Paulette Nettestad and Merrilee Ottoson. Motion passed unanimously.

Council discussed Historic City Hall Donations. Council decided to ask the Historical Society for envelopes to have any donations made at Historic City Hall go directly to the Historical Society.

Jenson reported he has started working on the 2005 Proposed Budget. Motion by Waller, seconded by Magnusson to appoint Runningen and Gottenborg to the Budget Committee. Motion passed unanimously.

Household Hazardous Waste Day is Wednesday, 08-11-04, City Hall lower level garages. The hours are from 10 a.m. to 2:00 p.m.

Council Member Woessner discussed the postal service's decision to limit the hours the post office lobby is open. Motion by Magnusson, seconded by Waller to authorize the Mayor to send a letter on behalf of the City, stating that the City of Pelican Rapids has discussed this issue, is aware of the situation and concerned about impact of reduced lobby hours on the community members of Pelican Rapids. Council also expressed concern about accessibility issues, including parking. Motion passed unanimously.

Woessner discussed the Skating Rink and storm water situation that exists in this area. Discussion explored possible solutions.

Meeting adjourned at 7:40 p.m.

Glenys Ehlert, CMC
Deputy Clerk-Treasurer