CTIY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 08-29-06

The City Council of the City of Pelican Rapids met in regular session at 4:30 p.m., Tuesday, 08-29-06, Council Chambers, City Hall. Mayor Wayne Runningen, Council Members Ben Woessner, David Gottenborg, Richard Peterson and John E. Waller, III, were present. No one was absent. Administrator Don Solga, Clerk-Treasurer Glenys Ehlert, Police Chief Scott Fox, Fire Chief Trevor Steeves, Interim Library Director Tami Skinner, Building Official Dave Neisen, Gary Nansen and Jon Olson of Ulteig Engineers, Kim Embretson of West Central Initiative, Ross Wamre, Eugene A. Hansen, Judy Marko and Kelley Gorman of the Pelican Rapids Press were also present.

Meeting called to order by Mayor Runningen.

No items were added to the agenda. The Animal Control Report was deleted from the agenda.

Motion by Gottenborg, seconded by Waller to approve payment of the 08-29-06 Accounts Payable Listing with the addition of Otter Tail County Historical Society, in the amount of $500, including library bills of 08-18-06, approved by Library Board Member Gary Lage. Motion passed unanimously.

Motion by Gottenborg, seconded by Waller to authorize Police Chief Scott Fox to begin hiring process for a full time officer. Mayor Runningen and Council Members Woessner, Waller and Gottenborg voted yes. Council Member Peterson voted no. Motion carried.

Council discussed a city wide speed limit of 25 miles per hour. Matter will be tabled to allow time to provide current speed limit on various streets.

Motion by Peterson, seconded by Waller to authorize ordering a new police car at the state bid price for delivery in 2007. Motion passed unanimously.

Administrator Don Solga reviewed the 2006 list of public nuisances. About half of the properties have corrected the situation.

Fire Chief Trevor Steeves, Eugene Hansen of Eugene A. Hansen P.E. and Ross Wamre of Moore Engineering were present to discuss the proposed fire hall. Eugene Hansen has experience in engineering post frame buildings. He worked with Foltz Builders for a number of years. He presented a proposal for the City of Pelican Rapids for preparing specifications for bidding a post frame building to be used as a fire station with attached offices. Hansen's engineering agreement for preparing specifications for the proposed Fire Hall is in the amount of $7,500. This amount includes a review of bid documents submitted by contractors. The hourly rate for additional review and inspections during the building process would be $75 per hour. Hansen will not prepare a site plan or property survey or provide any construction services after the bid opening with this proposal.

Ross Wamre discussed site work for the proposed fire hall location.

Mayor Runningen said the Council would like additional information about Hansen's past projects that were similar in nature to this one. Motion by Waller, seconded by Peterson to approve an engineering proposal with Eugene A. Hansen, P. E., for the fire hall post frame building. Mayor Runningen, Council Members Woessner, Waller and Peterson voted yes. Council Member Gottenborg voted no. Motion carried.

Interim Director Tami Skinner presented the library report. Phil Huck has resigned from the Library Board, due to the family's relocation. Motion by Waller, seconded by Woessner to accept the Library Board's appointment of David Brown to the library board for the remainder of Huck's term. Motion passed unanimously.

Motion by Peterson, seconded by Waller to accept the Library Board's recommendation to appoint Tami Skinner as Interim Director at the rate of $14.50 per hour, effective 08-19-06. Motion passed unanimously.

Motion by Peterson, seconded by Waller to accept the Library Board's recommendation to appoint Annie Wrigg as Library Director, effective 10-01-06, at the rate of $16.65 per hour. Motion passed unanimously.

Engineer Gary Nansen reviewed Improvement Project No. 71 for utility and street improvements on Maplewood Drive Southeast. Council discussed the possible hearing date for the proposed assessment hearing and decided to set 09-26-06 as the assessment hearing date.

Motion by Peterson, seconded by Waller to introduce the following resolution, entitled RESOLUTION DECLARING COST TO BE ASSESSED AND ORDERING PREPARATION OF PROPOSED ASSESSMENT AND FOR HEARING ON PROPOSED ASSESSMENT. HEARING WILL BE CONDUCTED AT 5:00 P.M., ON TUESDAY, 09-26-06, IN COUNCIL CHAMBERS OF CITY HALL. (A complete text of this resolution is part of permanent public record in the city clerk's office.) Motion passed unanimously and resolution declared duly adopted.

Building Inspector Dave Neisen presented a comparison of area communities' fees for building permits. The City of Pelican Rapids adopted the Minnesota/International Building Code and is operating under the 1988 Building Fee Schedule. Council asked various questions about permit fees on modular homes and houses moved into the community. Administrator Don Solga asked Dave Neisen about his experience in Pelican Rapids during the past year. "Overall the residents have been extremely cooperative," Neisen said.

Solga said that he and Neisen have developed a fee schedule for demolition of buildings that will not be replaced. Their recommendation is for a three tiered schedule as follows:

$0 to $1,000 - $7.50; $1,001 to $2,000 - $15.00 and over $2,000 - $25.00. Motion by Waller, seconded by Peterson to approve the above schedule. Motion passed unanimously.

Administrator Don Solga reported that the bus system is still looking for drivers. The nutrition program food may be transported by the bus system for a trip fee. Public relations manager for Transit Alternatives and Solga will be setting up a meeting to provide information, possibly 09-06-06 or 09-07-06, at the Senior Center.

Kim Embretson of the West Central Initiative presented program to update the Council about accomplishments and projects. One of the Early Childhood Initiative projects is to address the issue of dental services for low income children in the region. Family Economic Success Grants are another project.

Park Board Report – $1700 contribution for the Pelican Pete kiosk from Oktoberfest. Need to acquire a little slice of property along the river as part of the River Park West Central Initiative grant. Solga sent a letter to new owners to inquire about an easement or donation of property to the park. City of Pelican Rapids was not selected for the Minnesota Department of Natural Resources Enhancement Grant for putting the amphitheater and playground equipment into River Park. Park Board talked about the pool. One pool furnace needs replacing. The filter system needs work. The mural has been completed and looks really nice.
Mayor Runningen provided an article from the Grand Forks Herald about a Canadian group coming to look at the Pine to Prairie Birding Trail with an idea of extending the northwestern Minnesota's Trail into Manitoba. This trail is listed on the Audubon Society's top ten birding trails. The City of Pelican Rapids is part of the Pine to Prairie Birding Trail.

Administrator Solga reported on the availability of anti-virus medication for essential personnel. The medication would be ordered through Otter Tail County. Each dose would cost approximately $15, would be in tablet form and would have a six year shelf life. This would only be used if Otter Tail County declares a pandemic situation. The cost to provide for city employees and their families would be $3,000. Solga recommends storing the medication in the vault at City Hall. It is included in the Proposed 2007 Budget. Motion by Waller, seconded by Gottenborg to purchase $3,000 worth of doses of anti-virus medication. Motion passed unanimously.

Administrator Solga recommended a topographical map of the River Park area for development of the park. He received proposals in the amount of $4820 from Moore Engineering and $5100 from Ulteig Engineers. Motion by Gottenborg, seconded by Waller to accept Moore Engineering's proposal at a cost of $4820 for a topographical map of River Park. Project fees are not to exceed the $4,820 amount without prior approval of the City Council. Motion passed unanimously.

Meeting adjourned at 7:15 p.m. Clerk-Treasurer Glenys Ehlert