

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES-08-30-05

The City Council of Pelican Rapids met in regular session at 4:00 p.m., on Tuesday, 08-30-05, in Council Chambers, City Hall. Mayor Wayne Runningen, Council Members Ben Woessner, Richard Peterson, John E. Waller, III and David Gottenborg were present. No one was absent. Administrator Don Solga, Clerk-Treasurer Glenys Ehlert, Utilities Superintendent Brent E. Frazier, Street and Park Superintendent Brian Olson, Otter Tail County Planning Board Member Joe Maske, Ken Rittmueller of the Pelican Motel, Dale Johnson, Fred Berg and Tom Hintgen of the Pelican Rapids Press were also present.

Meeting called to order by Mayor Runningen.

Joe Maske of the Otter Tail County Planning Board and Dale Johnson with a building permit question were added to the agenda.

Utilities Superintendent Brent E. Frazier reported on lagoon work. He said the aerated pond is creating the odor problem. The City rented pumps from Northern Dewatering to pump water from the equalization pond to the aerated pond. Frazier said, "The aerated pond is not receiving water and is not discharging water at this time. We've seen an increase of sludge and an increase in labor costs. We have observed some problems with grease in the piping and feel that we may need to jet the pipes on a regular basis."

Ken Rittmueller thanked the City for their efforts. "I think it's something we have to keep on top of and it sounds like that's what you are doing. I'll be interested in hearing the 09-12-05 report," Rittmueller said.

Mayor Runningen said the City met with West Central Turkeys, Inc., about the wastewater they've been giving the City. West Central is working with the City to help solve the problems. "We think we understand what happened with that pond, but we've run these ponds for a number of years without these problems," Runningen said. "The main change has been in the wastewater stream," Runningen said.

Joe Maske of the Otter Tail County Planning Board reported on the Echo Bay Preserve. The project is proceeding and the developer has submitted the environmental assessment papers. Maske also shared drawings for a project proceeding on Lake Lida.

Dale Johnson filled out a building permit application for a residential garage at 212 1st St. NW, in September, 2004. After construction started, in November, Building Inspector Lyle Nesvold told Johnson that he couldn't build a pole style building in a residential zone. Johnson removed the posts and poured a slab for the garage. This spring, the City notified Johnson that he could not use vertical steel panels on the

garage, due to its location in the residential zone. Council Member Gottenborg and Administrator Don Solga said Johnson could request that the Planning Commission consider his project. Administrator Solga will provide the appropriate forms and assist Johnson with his request.

Council Members reviewed the 08-30-05 Accounts Payable List. Motion by Waller, seconded by Gottenborg to approve payment of the 08-30-05 Accounts Payable List as presented, including the 08-16-05 Library Accounts Payable List approved by Library Board Member Gary Lage. Motion passed unanimously.

Administrator Don Solga reviewed the reception and accounts receivable staff at City Hall. Solga and Clerk-Treasurer Glenys Ehlert recommend the appointment of Kristi Skramstad as a full time employee in the city clerk's department.

Council Member Peterson questioned why the City Council is acting on these decisions. Council Member Gottenborg explained that the City Council wrote the administrator's job description so that he and the department head would make the decisions about staff. Administrator Solga said the City of Pelican Rapids form of government requires the City Council to act on hiring and firing decisions.

Administrator Solga outlined the procedure he and the Street and Park Superintendent Brian Olson used to review the applications and then interview candidates for the Street and Park Heavy Equipment Operator position. After reviewing the candidate's qualifications and interviews, they recommend the appointment of Terry Lammers.

Motion by Gottenborg, to appoint Kristi Skramstad as a full time employee in the city clerk's department and to appoint Terry Lammers as the heavy equipment operator in the street and park department. Motion died for lack of a second.

"If the process is the problem, then we need to change the process," commented Administrator Solga.

Motion by Waller, seconded by Gottenborg to appoint Kristi Skramstad as a full time employee, effective, 9-1-05, at Step 1 of the Reception/Accounts Receivable Salary Schedule. Motion passed unanimously.

Motion by Gottenborg, to appoint Terry Lammers for the street and park heavy equipment operator position, effective 09-12-05, at Step 1 of the Street and Park Salary Schedule. Motion died for lack of a second.

Motion by Gottenborg, seconded by Waller to appoint Council Member Woessner to the Personnel Committee to review candidates for the heavy equipment operator position in the street and park department. Motion passed unanimously.

Administrator Don Solga reviewed the Bus Schedule. Solga recommended continuing with the present schedule for the fall and winter. This would mean dropping the 8 a.m. school rides offered in past years. Motion by Waller, seconded by Gottenborg to set the Bus Schedule as follows: Monday, Wednesday and Thursday – 9 a.m., 10:45 a.m., 1 p.m., 2 p.m. and 3 p.m.; Tuesday – 1 p.m., 2 p.m. and 3 p.m.; Friday – 9 a.m. and 10:45 a.m. Motion passed unanimously.

Administrator Don Solga reviewed three proposals to provide building permit services to the City of Pelican Rapids. Motion by Waller, seconded by Gottenborg to hire Dave Neisen of Solutions for Cities to provide building inspections, as outlined in the City's request for proposals, for the City of Pelican Rapids for one year, effective 09-07-05. Motion passed unanimously.

City Auditor Dan Rollie presented the City of Pelican Rapids 2004 Financial Statements with GASB No. 34 Additions. Rollie discussed the various funds and their condition, as well as activities of the City during 2004. He provided additional graphs portraying governmental and revenue fund comparisons since 1996.

Council Member Gottenborg excused himself from the meeting at 6:00 p.m.

"Overall the City of Pelican Rapids net assets increased," Rollie said. "In the overall scope of things, the City is in good shape," he concluded.

Motion by Peterson, seconded by Waller to certify the following unpaid utility bills to Otter Tail County Auditor for collection with the property's real estate taxes: Parcel No. 668000 in the amount of \$172.25 and Parcel No. 284000 in the amount of \$147.17. Motion passed unanimously.

Motion by Waller, seconded by Woessner to set the City of Pelican Rapids Truth in Taxation Hearing dates as follows: 12-05-05 at 7:00 p.m. for initial hearing and 12-12-05 at 5:30 p.m. for continuation hearing. Motion passed unanimously.

Administrator Don Solga reviewed the Park Board meeting of 08-30-05. The Park Board is gathering costs for the replacement of the walking bridge west of 1st Street NW. Pelican Rapids Rotary Club presented a plan for an informational sign or kiosk to be placed in Peterson Park. Motion by Waller, seconded by Peterson to approve placement of a kiosk for information about the Rotary Suspension Bridge in Peterson Park to one side of the walkway to the bridge. Motion passed unanimously.

Motion by Peterson, seconded by Waller to accept the Park Board's recommendation and remove the skate park equipment. Motion was withdrawn by Peterson and second was withdrawn after discussion.

Council Member Woessner discussed that the Skate Park was created to provide, in part, a place to skateboard and to keep the skate boarding off the downtown sidewalks and community parking lots. There may be other solutions to the vandalism problem, including relocating the park to a higher traffic area. A meeting with the public and young people is planned by the Park Board for 09-13-05, at 3:30 p.m., at the Skate Park.

Meeting adjourned at 6:55 p.m.

Glenys Ehlert, CMC
Clerk-Treasurer