

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES-08-31-04

The City Council of Pelican Rapids met in regular session at 4:00 p.m., on Tuesday, 08-31-04, Council Chambers, City Hall, 315 N. Broadway. Mayor Wayne Runningen, Council Members David Gottenborg, Ben Woessner, John E. Waller and Denise Magnusson were present. No one was absent. Administrative Assistant Richard A. Jenson and Deputy Clerk-Treasurer Glenys Ehlert were also present.

Meeting called to order by Mayor Runningen.

There were no additions or deletions to the Agenda.

Motion by Waller, seconded by Magnusson to approve the minutes of 08-09-04 as presented. Motion passed unanimously.

Council reviewed the Accounts Payable List of 08-31-04. Motion by Waller, seconded by Magnusson to approve the 08-31-04 Accounts Payable List with addition of a library bill to David Brown for Peter Pan play expenses, in the amount of \$176.29. The library bill has been approved by Library Board Member Janet Lindstrom. Motion passed unanimously.

Mayor Runningen recommended appointing management team to cover the administrator's duties until a new city administrator is hired. Motion by Waller, seconded by Gottenborg to designate the following people to meet as a management team for the interim period until a new city administrator is hired: Deputy Clerk-Treasurer Glenys Ehlert, Street and Park Superintendent Tom Soberg, Utilities Superintendent Brent E. Frazier, Liquor Store Manager Bob Leslie and Police Chief Scott Fox. Motion passed unanimously.

Council discussed the interview process for the city administrator's position. Fourteen applications have been received for the position. Motion by Gottenborg, seconded by Waller to designate the following people to serve as the Interview Committee: Mayor Wayne Runningen, Council Member Ben Woessner, retired School Superintendent Keith Klein, former City Council Member Paulette Nettetstad and Deputy Clerk-Treasurer Glenys Ehlert. The Committee will define the questions, screen the applicants and conduct the interview process. Motion passed unanimously.

Mayor Runningen said the present city administrator salary is in the average range according to the League of Minnesota Salary Schedule for Cities Under 2500 in Population.

Council discussed duties added to Street and Park Superintendent Tom Soberg's position for locating utility services. Motion by Waller, seconded by Magnusson to

add additional duties of locating utility services to his position description and to move him to the top range of the pay schedule. Motion passed unanimously.

Council Member Gottenborg reviewed the job description for City Clerk-Treasurer. Gottenborg said appointing Glenys Ehlert as City Clerk-Treasurer is a good idea for a couple of reasons: the job description states she is under supervision of administrator and it puts her clearly supervising the office staff as a department head. Motion by Gottenborg, seconded by Waller to appoint Glenys Ehlert as the Clerk-Treasurer for the City of Pelican Rapids, effective 09-11-04. Motion passed unanimously.

Council considered Building Official appointment and rates. Motion by Woessner, seconded by Magnusson to appoint Lyle Nesvold as Building Official for one year, effective 09-07-04, to pay Nesvold on a building permit fee basis as proposed in his proposal and to adopt the 1985, 1988 and 1991 Uniform Building Code Building Permit Fees – Table No. 3-A. (A complete text of this fee schedule is part of permanent public record in the city clerk's office). Motion passed unanimously.

Administrative Assistant Richard A. Jenson reviewed a proposal by West Central Initiative Fund. Motion by Waller, seconded by Woessner to approve an expense in the amount of \$100 for advertising the JOBZ Zone with other regional cities. Motion passed unanimously.

Motion by Waller, seconded by Gottenborg to appoint Bonnie McGregor as an election judge for the Primary and General Elections. Motion passed unanimously.

Jenson has met with West Central Environmental about pumping Well Number 14, under the direction of Minnesota Pollution Control Agency (MPCA). Mayor Runnigen and Jenson recommend that the City retain professional counsel in this matter. Motion by Waller, seconded by Magnusson to hire Attorney Morrie Kershner, of Pemberton, Sorlie, Rufer and Kershner, as legal counsel for the City of Pelican Rapids. Motion passed unanimously. Kershner has recommended the City hire a hydrologist to research possible sites for replacing Well Number 14. Motion by Woessner, seconded by Gottenborg to hire Leish of Minneapolis to advise the City. Motion passed unanimously.

Otter Tail County Solid Waste Officer Mike Hanan has said the Transfer Site will be open November 1st.

Council reviewed the listing of year by year events prepared by Administrative Assistant Richard A. Jenson. Mayor Runnigen thanked Richard for his years and years of dedication to the city councils. Richard A. Jenson said it was a two way deal and he has appreciated working with the city councils and city staff.

Motion by Waller, seconded by Magnusson to adjourn to 7:00 a.m., Tuesday, 09-07-04, to consider personnel matters. Motion passed unanimously.

Glenys Ehlert
Deputy Clerk-Treasurer