

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 09-28-04

The City Council of the City of Pelican Rapids met in regular session at 4:00 p.m., on Tuesday, 09-28-04, in Council Chambers, City Hall, 315 N. Broadway. Mayor Wayne Runningen, Council Members Denise Magnusson, Ben Woessner and David Gottenborg were present. Council Member John Waller, III was absent. Clerk-Treasurer Glenys Ehlert, Liquor Store Manager Bob Leslie, Roger Fenstad, Hugh Veit and Dan Skinner of Moore Engineering, Inc., Alan Johnson and Judith Marko were also present.

Meeting called to order by Mayor Runningen.

Items added to the agenda included Employee Health Insurance, Historical City Hall Award, Cooper Stewart Property and Emergency Management Exercise.

Liquor Store Manager Bob Leslie discussed August sales with City Council. Mayor Runningen explained the Council's concern about the high inventory and the need to draw out some monies to transfer to the City. Leslie said he has to order some items in large quantities. He hopes to reduce inventory to \$90,000 by the end of the year. Council Member Woessner said he has no problem with turning inventory over, but need to get it down. Mayor Runningen said again the City wants to reduce the inventory to get some operating margin and to transfer funds to the City. Council Member Gottenborg asked if the Liquor Store has sufficient help and if Leslie has been able to work no more than 40 hours. Leslie said he has not been accumulating additional hours as comp time.

Roger Fenstad presented information about their firm, Moore Engineering, Inc., and what they could do as the City's engineering firm. Moore does all studies, grant applications and work on project without billing the City until funding is secured. Moore Engineering is proactive in seeking funding for city projects. The company has won several awards for sewer systems experiencing infiltration problems. They are a full service civil engineering and land surveying firm. Pelican Rapids is a vibrant, thriving community and they would like to grow with the City. Council Member Gottenborg asked about the company's experience in dealing with development that creates storm water run off problems. Fenstad said they are solving those kinds of problems in other communities. "We're here and asking for your support of our company in this community. We like to be ahead of the curve and we're very proactive." Mayor Runningen thanked them for their presentation and said the Council will discuss the matter sometime in the future.

Mayor Runningen explained that Alan Johnson, owner of Auto Connection, would like to place a sign on the City's well house property. The sign would be no larger than 4 ft. by 4 ft. with a foundation planter to make it look nice. He will discuss project with the Minnesota Department of Transportation (MDOT) since it is on a state highway. Motion by Woessner, seconded by Gottenborg to allow Alan

Johnson to install a sign on City property at no expense to the City, subject to a signed agreement that specifies the sign will be permitted until Johnson sells the building and subject to approval by the MDOT. Motion passed unanimously.

Motion by Magnusson, seconded by Gottenborg to approve payment of the 09-28-04 Accounts Payable List as presented. Motion passed unanimously.

Motion by Gottenborg, seconded by Magnusson to set Building Permit Fees at \$50 for residential shingling, signs and decks, as recommended by Building Inspector Lyle Nesvold. Motion passed unanimously.

Council discussed Nycklemoe, Ellig & Nycklemoe's request to perform the City's work as prosecuting attorney. Council discussed the request, but felt that present firm, Krekelberg Law Office, is doing a good job. Motion by Gottenborg, seconded by Magnusson to write a letter thanking the firm for their interest and stating that the City is happy with the work that current firm is doing and is not interested in changing at this time. Motion passed unanimously.

Motion by Gottenborg, seconded by Woessner to authorize the mayor and clerk to sign the Lake Region Electric Cooperative easement to permit electrical service at the Pelican Rapids Transfer Site. Motion passed unanimously.

Mayor Runningen reported on Well No. 14 status. The City has a contract with Thein Well that if the well is not useable, the City is to buy the well out. City Attorney Morris Kershner recommends that the City buy the well out from Thein Well Company at a cost of \$31,000. Council Member Woessner questioned if water being pumped into river in downtown area could be contributing to continuing water problems in a neighboring basement. Motion by Gottenborg, seconded by Magnusson to authorize the City to buy the well out subject to City Attorney Morrie Kershner's review and approval of legal documents. Motion passed unanimously.

Motion by Woessner, seconded by Gottenborg to certify unpaid utility bill for parcel no. 536-000 in the amount of \$106.22 to the county auditor for collection with the property's real estate taxes. Motion passed unanimously.

Motion by Gottenborg, seconded by Magnusson to pay Seal Coat Final Payment Estimate No. 1 to Morris Sealcoat & Trucking, Inc., in the amount of \$60,909.77, as recommended by the City's engineers, Larson-Peterson/Ulteig Engineers. Motion passed unanimously.

Mayor Runningen reviewed the Personnel Committee's recommendation to reopen the application process for the City Administrator position and make some minor changes to the position description. Motion by Gottenborg, seconded by Magnusson to reopen the City Administrator application process with the changes to the job description as recommended by the Personnel Committee and authorizing

Ehlert to advertise the position. Application deadline will be 11-05-04. Motion passed unanimously.

Clerk-Treasurer Glenys Ehlert reported on the afternoon receptionist position. Motion by Magnusson, seconded by Woessner to authorize hiring Kristi Skramstad as afternoon receptionist and Anne Peterson as substitute receptionist. Both positions will be at Step 4 on the Clerical Staff Salary Schedule. Motion passed unanimously.

Mayor Runningen requested Council appoint a Personnel Policy Committee to include: Clerk-Treasurer Glenys Ehlert, Council Member and Budget Committee Member David Gottenborg and City Auditor Dan Rollie. Motion by Magnusson, seconded by Gottenborg to appoint the above committee. Motion passed unanimously.

Mayor Runningen reported on employee costs for health insurance.

Preservation Alliance of Minnesota presented an award to the City of Pelican Rapids for the Historic City Hall project. Mayor Runningen attended the awards ceremony and accepted the award on behalf of the city.

Mayor Runningen talked to Cooper Stewart about closing the road by the river on 1st St. NW. Stewart has only heard one complaint about the closing and that was during road construction. Stewart is willing to support the Comprehensive Plan. He plans to plant grass and create a green space. Motion by Woessner, seconded by Magnusson to take no action on the issue until the Comprehensive Plan is finalized by the City. Motion passed unanimously.

Council Member Magnusson reviewed the City's Emergency Exercise scheduled for Thursday, 09-30-04, from 6:30 p.m. to 8:30 p.m.

Council and Park Board Member Magnusson presented the agreement between the City of Pelican Rapids and Chamber of Commerce regarding the use of Historic City Hall building. The Park Board approved the agreement at their meeting on 09-28-04.

Motion by Magnusson, seconded by Gottenborg to accept the Park Board's recommendation to sign the building use agreement regarding Historic City Hall with the Pelican Rapids Chamber of Commerce. Motion passed unanimously.

Council Member Magnusson reported that maintenance of the Pelican statue is a priority with the Park Board. Mayor Runningen said the City Council has included funds to repair the Pelican statue in the 2005 Proposed Budget.

Motion by Gottenborg, seconded by Woessner to direct Police Chief Scott Fox to enforce appropriate ordinances to remove the tent on Old Fergus Road and abandoned car on 1st St. NW. Motion passed unanimously.

Meeting adjourned at 6:00 p.m.

Glenys Ehlert
Clerk-Treasurer