

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES-10-13-03

The City Council of the City of Pelican Rapids met in regular session on Monday, 10-13-03, at 5:30 p.m., in Council Chambers of City Hall, 315 N. Broadway. Mayor Wayne Runnigen, Council Members John E. Waller, III, Denise Magnusson and Dave Gottenborg were present. Council Member Ben Woessner was absent. Deputy Clerk-Treasurer Glenys Ehlert, Street and Park Superintendent Tom Soberg, Utilities Superintendent Brent Frazier, Police Chief Scott Fox, Library Director Pam Westby, Boy Scout Nick Blixt and Rick Gail of the Pelican Rapids Press were also present.

Meeting called to order by Mayor Runnigen. He welcomed Boy Scout Nick Blixt who was present to observe the council meeting.

Library Report was added to the agenda.

Motion by Magnusson, seconded by Waller to approve minutes of 09-08, 09-10, and 09-30-03 as presented. Motion passed unanimously.

Waller, Magnusson to approve Accounts Payable Listing of 10-13-03 as corrected. Motion includes payment of the library bills as approved by Library Board Member Gary Lage. Motion passed unanimously.

Police Chief Scott Fox reported on the Police Department. He reviewed an Emergency Planning Class he attended along with Mayor Runnigen, and staff members Vern Benson and Administrative Assistant Richard A. Jenson.

Utilities Superintendent Brent Frazier reviewed activities in his department. Various projects have been accomplished. The wastewater treatment facility grinder is to be delivered 10-29-03.

Library Director Pam Westby reviewed library activities. She reviewed an updated Meeting Room Policy and provided copies to the council members and for public record. The Library Board has approved a change to allow increased use of the library.

Street and Park Superintendent Tom Soberg reviewed activities in his department including jetting sewers and installing 11 radio frequency remote water meters.

Mayor Runnigen reviewed the findings of the Personnel Committee regarding position in the street department.

Motion by Waller, seconded by Magnusson to hire Kevin Bakken as Service Mechanic and Operator at \$11.96 per hour, third year on the Salary Schedule as recommended by the Personnel Committee. Motion passed unanimously.

Mayor Runningen clarified the Personnel Committee's recommendation regarding Street and Park Superintendent Tom Soberg's salary. Motion by Gottenborg, seconded by Magnusson to pay Tom Soberg at 85% of Salary Schedule, effective 09-29-03, with a raise to 90% of Salary Schedule after six months. Motion passed unanimously.

Council reviewed the report on the Liquor Store.

Deputy Clerk-Treasurer Glenys Ehlert reviewed the 09-30-03 Clerk's Recap Sheet and Schedule of Investments. Ehlert noted various funds that would be available for interfund loans.

Mayor Runningen reviewed the Old City Hall Project. The bids for the exterior renovation came in higher than anticipated. Architect Herman Novak, of Shultz Torgerson Architects, is working with the low bidder to reduce the costs and he will be present at the next city council meeting. Mayor Runningen reminded Council Members that the City has about \$95,000 in funds donated to the project by the Thompson Estate. Novak recommends continuing to gather information about interior project costs at this time. Motion by Gottenborg, seconded by Waller to direct Novak to proceed with bid documents for the interior of Old City Hall. Motion passed unanimously.

Ehlert reported that the laptop computer she uses to record Council meeting minutes has faded away. She reviewed quotes from three suppliers. Motion by Waller, seconded by Magnusson to authorize Ehlert to purchase a new laptop computer from the low bidder. Motion passed unanimously.

Council meeting adjourned at 6:15 p.m.

Glenys Ehlert, CMC
Deputy Clerk-Treasurer