

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 12-30-03

The City Council of the City of Pelican Rapids met in regular session on Tuesday, 12-30-03, at 4:00 p.m., Council Chambers, 315 N. Broadway. Mayor Wayne Runningen, Council Members Ben Woessner, John Waller, III and Denise Magnusson were present. Council Member Dave Gottenborg was absent. Administrative Assistant Richard A. Jenson, Deputy Clerk-Treasurer Glenys Ehlert, Street and Park Superintendent Tom Soberg, Liquor Store Manager Bob Leslie, Lyle Nesvold of Codes Plus, Tom Hintgen of the Pelican Rapids Press, Herman Novak of Shultz, Torgerson Architects and Karl Grefsrud of Grefsrud Construction were also present.

Meeting called to order by Mayor Runningen. No additions to the agenda.

Administrative Assistant Richard A. Jenson reviewed the 4th St. SE Water/Sewer Improvement Project 69. Two properties were assessed \$16,933.71 and one without water and sewer service connections was assessed \$15,270.39. The City will pay \$13,486.67 for the cost of looping the water main to provide better water quality. Total cost of the project is \$62,624.48. Motion by Waller, seconded by Magnusson to introduce the following resolution, entitled, RESOLUTION ADOPTING ASSESSMENT FOR 4TH STREET SE WATER/SEWER IMPROVEMENT PROJECT NO. 69. (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.

Jenson reviewed the engineer's report on Improvement Project 69. Final project cost due the contractor, Hough, Inc., is \$45,804.75. Motion by Magnusson, seconded by Waller to authorize payment to Hough, Inc., in the amount of \$45,804.75 as recommended by the City's engineering firm, Larson-Peterson and Associates. Motion passed unanimously.

Motion by Magnusson, seconded by Waller to approve the Accounts Payable Listing of 12-30-03 as presented. Motion passed unanimously.

Liquor Store inventory was conducted on 12-15-03. The amount charged for conducting the inventory is \$482.31. Manager Bob Leslie distributed reports on liquor store earnings through 12-30-03. He presented a quote for a digital security camera system for the liquor store from Electro Watchman in the amount of \$4360. Benefits would provide a record if City was involved in a third party liquor liability lawsuit and it would record what is happening in the store. Council suggested monitoring the back door too and requested a quote for the next larger system.

Herman Novak of Shultz Torgerson Architects reviewed the bid tabulation for the Pelican Rapids Old City Hall Interior Renovation. Cost for adding a 12 ft by 16 ft deck would be \$2899 and an additional door would be \$120. Architect's estimated date of completion would be 06-01-04. Contractor Karl Grefsrud expects to be done by 04-01-03. Novak recommends accepting the bid with the additions and awarding the contract. Motion by Woessner, seconded by Waller to approve awarding the Old City

Hall Interior Renovation contract for the base bid, Alternates A-1, case work and furnishings, and A-2, wood deck with railing, deck addition and second floor door to low bidder Grefsrud Construction in the amount of \$90,559. Motion passed unanimously.

Mayor Runningen reviewed the Salary Schedule presented by the Personnel Committee. The Police Department will be in the second year of their contract. The committee recommends a 4% increase to non-union employees. They also recommend a step increase to the Assistant Deputy Clerk-Treasurer Julie Lammers, recognizing her additional training as a Minnesota Certified Municipal Clerk.

Mayor Runningen also discussed the proposed Medical Spending Account for retiring employees. More information will be available at a later date.

Motion by Waller, seconded by Magnusson to approve the Proposed 2004 Salary Schedule as presented with step increase to the Assistant Deputy Clerk-Treasurer. Motion passed unanimously. Mayor Runningen thanked Council Member Waller and Administrative Assistant Jenson for their work with him on the Personnel Committee.

Council reviewed the Cigarette Licenses, Plumbing Licenses, Charitable Gambling, Recreational Game Licenses and a Business License for the Mobil Home Park. Council Member Woessner requested staff check with other communities on the cost of licenses.

Motion by Waller, seconded by Woessner to approve the following Cigarette, Charitable Gambling, Recreational Game, Mobil Home and Plumbing Licenses, subject to receipt of application and payment of fees. Cigarette License: Pelican Super Valu, Southtown C Store, Larry's Supermarket, Park Region Co-op, VFW Gilmore Weik Post 5252, Holiday Station, Pelican Cash-N-Dash, and Bridges Bistro & Bar. Charitable Gambling: VFW Gilmore Weik Post 5252, VFW Gilmore Weik Post 5252 Auxiliary and Pelican Rapids Firement's Relief. Recreational Game: GLD Lanes, Pelican Tastee Freeze, Sportman's Recreation, VFW Gilmore Weik Post 5252, and Bridges Bistro & Bar. Mobile Home Park: Z & Z Associates. Plumber: Pelican Plumbing, Stadum Plumbing, Hanson's Plumbing & Heating, Nelson's Plumbing & Heating, Kotte's Plumbing & Heating, Smith Appliance Repair, Jim's Plumbing, Jerome Toftely Plumbing, Grant's Mechanical, Wrigley Mechanical, and D. Carlson Plumbing & Excavating. Motion passed unanimously.

Motion by Magnusson, seconded by Woessner to certify the delinquent utility bill in the amount of \$179.44 for Parcel No. 76000668000 to Otter Tail County for collection with real estate taxes. Motion passed unanimously.

Council reviewed the newspaper articles in the Fergus Falls Journal and the Fargo Forum. Mayor Runningen and Council Member Waller sent corrected information to the Forum.

Meeting adjourned at 5:10 p.m.

Glenys Ehlert, CMC
Deputy Clerk-Treasurer