

August 25, 2016

CITY COUNCIL AGENDA

Tuesday, August 30, 2016

5:00 p.m.

Council Chambers, 315 N. Broadway

1. Call to Order
 - a) Roll Call of Members
 - b) Welcoming Remarks
 - c) Announcements
 - d) Pledge of Allegiance
2. Citizen's Comments. *Please limit comments to 3 minutes per person. Items brought before the Council will be referred for consideration. Council may ask questions for clarification or explanation, but no council action or discussion will be held on these items.*
3. Additions / Deletions to Agenda
4. Approval of Consent Agenda. *The following are non-controversial items intended to be approved with one motion, without discussion. If a council member, staff, or member of the public would like to discuss an item(s), please ask that it be removed and it will be placed elsewhere on the agenda.*
 - a) Approval of Minutes – 8/8/16
 - b) Approval of Work Session Minutes – 7/12/16, 7/26/16, 8/8/16
 - c) Approval of Accounts Payable Listing
 - d) Utility Report
 - e) Library Meeting Reminder 9/7/16 5:00 p.m. at the Library
 - f) Truth in Taxation Public Meeting 12/13/16 6:00 p.m. at City Hall
5. Liquor Store Report
6. Administrative Penalty Consideration
 - Greg Restad
 - Stacy Hanson
7. Wellhead Protection Plan Public Hearing @ 5:30 p.m.
8. Coalition of Greater MN Cities Update – Elizabeth Wefel
9. 2017 Voluntary Assessment for Environmental Action Fund
10. Pelican Rapids Market Area Profile (MAP) – Ryan Pesch
11. Hazardous Building –
 - 117 NW 1st Ave – O'Neal
 - 121 NW 1st Ave - Ostendorf
12. Cell Tower Annual Lease Payment Purchase – Landmark Dividend
13. Dam Engineering Proposal – Houston Engineering
14. Library Roofing Consideration
15. 2017 General Budget
16. Update Project 80 – Bridge L5805

The City Council of Pelican Rapids met in regular session at 5:00 p.m., on Tuesday, 08-30-16 in Council Chambers, City Hall.

Mayor Frazier called the meeting to order at 5:00 p.m.

Roll call was taken by Clerk-Treasurer Danielle Heaton.

Mayor Brent E. Frazier and four members of the Council were present at roll call:

Council Member Steve Strand Council Member CJ Holl

Council Member Kevin Ballard Council Member Steve Foster

Other city staff present: Administrator Don Solga, Clerk-Treasurer Danielle Heaton, Street and Park Superintendent Brian Olson, Library Director Annie M. Wrigg, Liquor Store Manager Maggie Johnson, Police Chief Jeff Stadum and City Attorney Greg Larson.

General Attendance: Girl Scout Member Emma Hanson, Cub Scout Member Hunter Hanson, Tami Hanson, Judith Engebretson, Stacy Hanson, Greg and Linda Restad, Ben Underhill, Aaron Meyer from Minnesota Rural Water Association, Elizabeth Wefel from the Coalition of Greater Minnesota Cities, Ryan Pesch and Lou Hoglund of Pelican Rapids Press were also present.

The Mayor welcomed everyone to the Council Meeting.

All present stood and said the Pledge of Allegiance led by Girl Scout Member Emma Hanson and Cub Scout Member Hunter Hanson.

Judith Engebretson would like Council to consider spraying for mosquitoes. Mosquitoes are a nuisance and a health hazard. She is unable to enjoy time outside due to all the mosquitoes.

Motion by Foster, seconded by Holl to approve the agenda with the addition of No. 17 TriMark Kitchen Proposal. Motion passed unanimously.

Motion by Ballard, seconded by Holl to approve the following consent agenda items except letter 4c)

- a) Approval of Minutes – 8/8/16
- b) Approval of Work Session Minutes – 7/12/16, 7/26/16, 8/8/16
- ~~c) Approval of Accounts Payable Listing~~
- d) Utility Report
- e) Library Meeting Reminder 9/7/16 5:00 p.m. at the Library
- f) Truth in Taxation Public Meeting 12/13/16 6:00 p.m. at City Hall

Motion passed unanimously.

Council Member Foster had some questions on Item 4c) Approval of Accounts Payable Listing. Motion by Holl, seconded by Foster to approve the Accounts Payable Listing. Motion passed unanimously.

Liquor Store Manager Maggie Johnson reviewed the Liquor Store report. She would like permission to attend a trade show in the cities on September 15, 2016. Motion by Ballard, seconded by Foster to approve her attending the Trade Show. Motion passed unanimously.

Greg Restad spoke to Council about the Administrative Penalty he was assessed by the City for a public nuisance at 120 NW 2nd Avenue. He purchased a house next to his property and is currently renovating it into a garage. He has been working on the project for a while and is aware

that it is a mess, but it will take time. He feels that he has made a lot of progress. Mayor Frazier asked if he had an end date in sight and he wasn't sure. He stated he is working on it almost every day. Chief Stadum will meet with Mr. Restad to discuss any nuisances he may have.

Stacy Hanson spoke to Council about the Administrative Penalty which was assessed to Luverne Hanson at 19 NE 6th Street. Though he does not live at this location, he still stores some of his personal belongings there. He explained to Council that the debris by his grandmother's shed isn't actually debris, but a BMX practice gate that has been there for four years. He removed from the property some debris, but the Police Department identified some additional debris. Council asked Chief Stadum to verify that there are no more remaining nuisances at the property.

Pursuant to due call and published notice thereof, the City Council conducted a public hearing at 5:30 p.m. to discuss issues and address all comments related to the City of Pelican Rapids Wellhead Protection Plan. Aaron Meyer from Minnesota Rural Water reviewed the Wellhead Protection Plan. No comments were received at the hearing or submitted in writing prior to the meeting.

Mayor Frazier closed the hearing at 5:57 p.m.

Motion by Foster, seconded by Strand to adopt the Wellhead Protection Plan. Motion passed unanimously.

Senior Attorney/Lobbyist Elizabeth Wefel of Coalition of Greater Minnesota Cities addressed Council about the 2016 legislative session.

Motion by Holl, seconded Foster to contribute \$860 to the CGMC for the 2017 Voluntary Assessment for Environmental Action Fund. Motion passed unanimously.

Ryan Pesch from the University of Minnesota Extension Office reviewed the Market Area Profile (MAP) report. The MAP program assists communities to develop their retail and service areas. The local retail study group discussed the results and made a preliminary recommendation based on the data. Some of the recommendations are restaurant, small engine repair, appliance repair, combined computer/cell phone/office supply, combined clothing/jewelry/shoe store and photographic services. The full report will be available later this fall.

City Attorney Greg Larson reviewed the hazardous building at 117 NW 1st Avenue. It was classified as a hazardous building by the City in 2012. To move forward on this hazardous building; the property owner has to be served and they have been very hard to locate. The City Attorney recommended doing title verification which would allow the City to verify the property owner. If it is the same property owner, the notice can be posted on the property and published in the newspaper for four weeks. After the four weeks have passed, a motion will be filed with the court to execute the resolution. The whole process could take approximately three months. Motion by Foster, seconded by Strand to proceed with the title verification, publishing and posting of the notice to continue working on getting the property cleaned up. Motion passed unanimously.

City Attorney Greg Larson updated Council on the property at 125 NW 1st Avenue. It had been classified as a hazardous building by the City in 2012. The Court has given the City the authority to remove the building at the owner's expense. City staff entered the premises to assess the

contents of the building. The house is full of belongings and the City does not know if there is any value to the contents of the building. A letter was sent to the property owner giving them until September 30, 2016 to remove their belongings. At that time, the City can remove the contents. If there is any value, the personal property can be sold at a public auction. If there is no value, the City can destroy the contents however the City sees fit.

City Attorney Larson provided Council with an update on 107 S Broadway. He received a call from an attorney who had been contacted by the decedent's daughter. The daughter is proceeding with the determination of decent action which is ultimately an abbreviated probate proceeding. Council agreed with City Attorney Larson to hold off for a few weeks and see if the family moves forward because the end result is the same. The City wants someone to take care of the property and nuisance violations. The City Attorney will provide an update on the status of this property at the next Council meeting.

Council revisited Item No. 6 on the agenda. Council Member Ballard had concerns with using the word debris on the nuisance letters. It can be open to interpretation and confusing for some people. Administrator Solga wished that more residents would call to discuss the nuisance violation with the Police Department if there are any questions. The City will try to be more specific when sending out the letters in the future.

Administrator Solga was contacted by Landmark Dividend. They are interested in buying the water tower lease. The City received offers in the past and was not interested. Administrator Solga asked Council if they are interested now and would like Landmark Dividend to provide a proposal to buy the lease on the water tower. At this time Council has no interest in looking at a proposal to buy the water tower lease.

Administrator Solga provided a proposal from Houston Engineering to investigate and design repairs for the Pelican Rapids Dam. The City received a grant from the Department of Natural Resource for half the engineering costs. The engineering costs are not to exceed \$45,000. Motion by Strand, seconded by Ballard to accept the proposal for engineering services from Houston Engineering for \$45,000. Motion passed unanimously.

Administrator Solga reviewed the discussion on replacing the Library Roofing. The Council is leaning towards steel for the roof which will mean that the City may have to continue to budget for another year or two.

Administrator Solga reviewed the Community Center, City Hall HVAC and SCBA's. The Fire Department did not receive the FEMA grant for SCBA's again this year. Council may need to consider budgeting for these items which could also increase the Proposed 2017 General Budget.

Administrator Solga updated Council on Project No. 80. The City has received the signed contract from the state for removal of Bridge L5805. There will be a pre-construction meeting on Thursday morning.

Council Member CJ Holl contacted TriMark Strategic Foodservice Design, Equipment and Supplies about a kitchen proposal for the Community Center Kitchen. The City received a design agreement for \$4,000 to design a floor plan with equipment and mechanical and electrical floor plans. Motion by Strand, seconded by Holl to accept the proposal of \$4,000 from TriMark to design a floor plan for the Community kitchen. Motion passed unanimously.

Motion by Ballard, seconded by Strand to adjourn the City Council meeting at 8:08 p.m. Motion carried. Opposed: Holl

A handwritten signature in black ink that reads "Danielle Heaton". The signature is written in a cursive, slightly slanted style.

Danielle Heaton
Clerk-Treasurer