

August 4, 2016

CITY COUNCIL AGENDA

Monday, August 8, 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. Agenda Additions or Deletions
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 – 7/26/16
 - b) Approval of Accounts Payable Listing
 - c) Improvement Project No. 79 Request for Payment:
 - 1) PFA Pay Request #36 - \$996.30
 - 2) SEH Engineering - \$996.30
 - d) Improvement Project No. 83 Request for Payment
 - 1) PFA Pay Request #5 - \$
 - 2) SEH Engineering - \$7,491.00
 - 3) Magney Construction Inc. - \$
 - e) Staff Reports
 - 1) Police Chief Report
 - 2) Library Report
 - 3) Financial Report
 - f) Formation of Otter Tail County Economic Development Recommendation Committee
5. 19 NE 6th St Administrative Hearing – Stacy Hanson
6. Pool Update – Don Solga and Danielle Heaton
7. Brown Soccer Field
8. Planning Commission Update
9. Fence Moratorium
10. Hazardous Buildings Consideration
11. Housing Update
12. Opt Out of Minnesota Statute Section 462.3593 Consideration
13. Project 79 WWTF Update
14. 2017 Proposed General Budget
15. Filing Opened 8/2/2016 and Will Close 8/16/16

The City Council of Pelican Rapids met in regular session at 5:00 p.m., on Monday, 08-08-16 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 three 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 - absent

Other city staff present: Administrator Don Solga, Clerk-Treasurer Danielle Heaton and Library Director Annie M. Wrigg.

General Attendance: Boy Scout Members Reggie Funk, Weston Funk and Logan Fahje and Lou Hogle from the Pelican Press were also present.

The Mayor welcomed everyone to the Council Meeting and announced upcoming events in the community.

All present stood and said the Pledge of Allegiance led by Boy Scout Members Reggie Funk, Weston Funk and Logan Fahje.

Motion by Holl, seconded by Strand to approve the agenda with the addition of No. 16 November Council Meeting date change. Motion passed unanimously.

Motion by Holl, seconded by Ballard to remove crossed out items from the consent agenda and all remaining items were approved as presented:

a) ~~Approval of Minutes 7/26/16~~

b) Approval of Accounts Payable Listing

c) Improvement Project No. 79 Request for Payment:

1) ~~PFA Pay Request #36 - \$996.30~~

2) SEH Engineering - \$996.30

d) Improvement Project No. 83 Request for Payment

1) PFA Pay Request #5 - \$7,491.00

2) SEH Engineering - \$7,491.00

3) ~~Magney Construction Inc. - \$~~

e) Staff Reports

1) Police Chief Report

2) Library Report

3) Financial Report

f) ~~Formation of Otter Tail County Economic Development Recommendation Committee~~

Motion passed unanimously.

Mayor Frazier asked that the minutes be amended to state Teresa Parrish requested ½ an acre of land to lease from the City. Motion by Ballard, seconded by Strand to amend the minutes to say... asked if she could lease ½ acre of land from the City... Motion passed unanimously.

Council Member Holl asked Administrator Solga if there was any more information on the County Economic Development Committee than the information which had been provided. Council decided to invite County Commissioner Wayne Johnson to the next meeting so Council's questions can be answered.

Motion by Holl, seconded by Ballard to approve the formation of Otter Tail County Economic Development Recommendation Committee. Motion passed unanimously.

Clerk-Treasurer Danielle Heaton updated Council on the hours the pool will be open. One lifeguard quit last week so the City is now working with four lifeguards and one office support staff. Because we are so short staffed, the pool will be open this week on 8/9 and 8/11. Next week it will be open on 8/15, 8/19, 8/20 and 8/21 which will be the last day for the season. It has been a very difficult summer without a manager.

Administrator Solga updated Council on the results of the Pool leak test. The results showed that both the big pool and the kiddie pool leak around the flashing. They also found a large leak in the southeast corner between the big pool and kiddie pool. The City may be able to break up the decking to repair the leak and Olson Pool should be able to help with the other problems.

Administrator Solga provided an update to Council on the Brown Soccer Field Project. Irrigation is being installed and should be done by the end of the week. Existing black dirt was used so there was no additional cost to the City to finish leveling off the field. Now the areas with black dirt and the new field need to be over seeded and aeriated. The City will do the aeration and Team Labs will come in and do the over seeding for \$3,000. Then we will begin the maintenance part of the agreement with the School which means the City pays half and the School pays half. Team Lab can come in and do a weeding application and fertilize for \$1,500 this year. Trevor Steeves from the School agreed that the School would pay \$1,000 and the City will pay the remaining \$2,000 in the budget for the over seeding. Then the City and School will split the \$1,500 maintenance fee. Motion by Ballard, seconded by Holl to approve using the remaining \$2,000 in the budget to pay Team Lab to over seed the entire field and pay \$750 which is the City's share of maintenance costs to weed and fertilize. Motion passed unanimously.

Administrator Solga updated Council on the recent Planning Commission meeting and some of the items on which the Commissioners have been working.

Administrator Don Solga reviewed the changes to City code regarding exemptions relating to six (6) foot fences. Motion by Strand, seconded by Ballard to introduce **ORDINANCE NUMBER: 2016-02, AN ORDINANCE TO AMEND SUBDIVISION 11(A), SECTION 905.05, OF THE CITY CODE OF THE CITY OF PELICAN RAPIDS, OF CHAPTER 9 OF SAID CITY CODE.** (A complete text of this ordinance is part of permanent public record in the City Clerk's Office.) Motion passed unanimously and ordinance is in full force and effect upon publication.

Administrator Don Solga reviewed the changes to the City code relating to fences, walls, hedges, shrubbery, landscaping, etc. Motion by Strand, seconded by Ballard to introduce **ORDINANCE NUMBER: 2016-03, AN ORDINANCE TO ADD SUBDIVISION 13, OF SECTION 905.05, OF THE CITY CODE OF THE CITY OF PELICAN RAPIDS, OF CHAPTER 9 OF SAID CITY CODE.** (A complete text of this ordinance is part of permanent public record in the City Clerk's Office.) Motion passed unanimously and ordinance is in full force and effect upon publication.

Motion by Strand, seconded by Ballard to approve lifting the moratorium on fences upon publication of Ordinances 2016-02 and 2016-03. Motion passed unanimously.

Administrator Solga updated Council on six new hazardous buildings that were presented at the Planning Commission meeting. Those six properties will be brought before Council at a future meeting and property owners will be asked to come and discuss with Council any actions that should be taken on the buildings.

On five prior hazardous properties, three properties have missed the deadline given by the courts to have the buildings removed. At 200 SW 5th Avenue, two garages were supposed to be removed and the City Attorney and Administrator Solga have to go back to court regarding the house next week. At 114 SW 10th Avenue the garage can be removed and the house at 125 NW 1st Avenue can be removed by the City. Motion by Strand, seconded by Holl to proceed with

removing the hazardous building after the City Attorney has reviewed to ensure that the process has been completed at 114 SW 10th Avenue and 125 NW 1st Avenue. Motion passed unanimously.

Motion by Strand, seconded by Ballard to wait on the 200 SW 5th Avenue garages, to see what the Court decides on the house. Motion passed unanimously.

Administrator Solga provided Council with a Housing update. Both he and the Mayor met with two developers about housing projects in the City. The Developers will be coming to a future meeting to present their plans to Council.

At the last Council Meeting Council passed an Ordinance to Opt-Out of Minnesota Statue Section 462.3593. The City Attorney had not reviewed the Ordinance before it was approved by Council. After City Attorney Larson reviewed the ordinance, he recommended the City pass a draft Ordinance from the League of Minnesota Cities. Motion by Ballard, seconded by Holl to repeal the Ordinance to Opt-Out of Minnesota Statue Section 462.3593 that Council passed at the last meeting. Motion passed unanimously.

Motion by Strand, seconded by Holl to introduce **ORDINANCE NUMBER: 2016-04, AN ORDINANCE OPTING-OUT OF THE REQUIREMENTS OF MINNESOTA STATUES, SECTION 462.3593 ADDING PART 3, SECTION 1003.01 AND 1003.02, OF THE CITY CODE OF THE CITY OF PELICAN RAPIDS, OF CHAPTER 10 OF SAID CITY CODE.** (A complete text of this ordinance is part of permanent public record in the City Clerk's Office.) Motion passed unanimously and ordinance is in full force and effect upon publication.

Clerk-Treasurer Heaton announced that filings opened 8/2/2016 and will close 8/16/2016.

The first Council Meeting in November needs to be rescheduled as it is the same date as General Election Day. Motion by Strand, seconded by Ballard to move the first Council Meeting in November to Monday, November 7, 2016. Motion passed unanimously.

Administrator Solga updated Council on Project No. 79 WWTF Improvements. Jason Theison of Gridor Construction provided a schedule to Administrator Solga regarding the remaining punch list items that will be worked on the next three weeks. Gridor intends to have everything done by the end of August.

Administrator Don Solga reviewed the 2017 General Fund Budget. The total proposed General Budget amount is \$1,842,576. The proposed 2017 General levy is \$694,282 and the Special Levy is \$163,000. The City will again be asking the Liquor Store to give \$40,000 in 2017. He reviewed capital outlay in departments such as library, police, streets, parks and pool. The library requested an increase of \$27,300 in 2017. Council will wait to make the decision at the next meeting.

Administrator Solga asked Council to consider approving the new Police Squad now for delivery in 2017. It takes a few months to get the vehicle ready for patrolling. Motion by Strand, seconded by Holl to approve ordering the new Police Squad. Motion passed unanimously.

Motion by Strand, seconded by Ballard to adjourn the City Council meeting at 7:09 p.m. Motion carried. Opposed: Holl



Danielle Heaton
Clerk-Treasurer