

Tuesday, October 8, 2019**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 (*City Council or City Staff Only*)
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 – Council Meeting 9/24/19
 - b) Approval of Accounts Payable Listing
 - c) Staff Reports
 1. Library
 2. Police Chief Report
 3. Financial Report
5. Cenex Hometown Pride Grant – Sue Bruggeman (In Packet)
6. Smart Rural Community Award – Caitlin Stoecker, Arvig
7. Park Board Update – Kate Martinez
8. Street and Park Report
 - City & Township Winter Maintenance Agreement 2019-20 Resolution (In Packet)
9. 2024 Project Segment TA Grant Selection
10. CGMC Environmental Action Fund 2020 Voluntary Assessment
11. Approve Mayor and Clerk to Sign Audit Engagement Letter for 2019 Audit (In Packet)
12. City Administrator Report
13. Adjourn

AMENDED CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 10-08-19

The City Council of Pelican Rapids met in regular session at 5:00 p.m., on Tuesday, 10-08-19 in Council Chambers, City Hall.

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

Roll call was taken by Clerk-Treasurer Danielle Heaton.

Acting Mayor Steve Foster and three members of the Council were present at roll call:

Council Member Steve Strand

Council Member Curt Markgraf

Council Member Kevin Ballard

Mayor Brent E. Frazier-absent

City staff present: Administrator Don Solga, Clerk-Treasurer Danielle Heaton, Street and Park Superintendent Brian Olson and Police Chief Jeff Stadum.

General Attendance: Greg Larson, Caitlin Stoecker, Andrew Johnson, Patrick Hollister, Kate Martinez and Lou Hoglund from the Pelican Press were also present.

Acting Mayor Steve Foster welcomed everyone to the Council Meeting.

All present stood and said the Pledge of Allegiance.

Motion by Ballard, seconded by Strand to approve the agenda as written. Motion passed unanimously.

Motion by Markgraf, seconded by Strand to approve the following consent agenda items:

- a) **Approval of Minutes – Council Meeting 8/27/19**
- b) **Approval of Accounts Payable Listing**
- c) **Staff Reports**
 1. **Library**
 2. **Police Chief Report**
 3. **Financial Report**

Motion passed unanimously.

Greg Larson from Park Region Cenex spoke about the Cenex Hometown Pride Grant of \$5,000 that they received. Park Region would like to plant a berm of trees behind the building. Park Region would like the City to act as the conduit for the funds. Any funds left over after the planting of trees, could be used as maintenance for Pelican Pete by the city. Motion by Strand, seconded by Markgraf to approve the Cenex Hometown Pride Grant and the City will act as the conduit of the funds. Motion passed unanimously.

Caitlin Stoecker from Arvig spoke to Council about the Smart Rural Community Award that the City of Pelican Rapids received. Pelican Rapids was one of eleven cities to receive the award and the only city in Minnesota.

Kate Martinez provided Council with a Park Board update. The movie nights held in the park were a big success. They would like to continue with the movie night next year. The city received land that they had been trying to acquire for the last few years next to the river. The brass benches are completed and there will be a community reception on October 26 at the library. The Park Board has also been working on extending the Peace trail from the Park to 6th Street NE. The Park Board would like Council approval to start looking into a trailhead for the Pelican to Perham Trail. They would like to investigate other communities with trailheads. Motion by Strand, seconded by Ballard to allow them to investigate other community's trailheads. Motion passed unanimously.

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Street and Park Superintendent Brian Olson provided Council with a report. Hydrant flushing has been completed. Jetting sewer lines is also done and the new jetter worked well. The street department is preparing for winter weather. A resident on 3rd Street NW requested the city add stop signs to help slow traffic. Olson would like to add stop signs at the intersections of 3rd Street NW and 2nd and 3rd Avenues NW. Motion by Markgraf, seconded by Ballard to approve placing stop signs at the intersections of 3rd Street NW and 2nd and 3rd Avenues NW. Motion passed unanimously.

Motion by Strand, seconded by Markgraf to introduce the following written resolution: **RESOLUTION NO. 2019-20, ENTITLED, CITY & TOWNSHIP WINTER MAINTENANCE AGREEMENT.** Motion passed unanimously. (A complete text of this resolution is part of permanent public record and will be in effect and in full force upon publication.)

Administrator Solga updated Council on the 2024 Project Segment TA Grant Selection. Administrator Solga and City Engineer Bob Schlieman attended meetings in Detroit Lakes and Fergus Falls. MnDOT is looking into existing agreements with the City. Administrator Solga and City Engineer Bob Schlieman will work to complete a TA Grant letter of Intent. The letter of intent lets the state know that they are intending to submit an application.

Council discussed the CGMC Environmental Action Fund 2020 Voluntary Assessment. Last year CGMC requested \$757.00 for 2020. Motion by Strand, seconded by Markgraf to approve \$800.00 for the 2020 CGMC Voluntary Assessment. Motion passed unanimously.

Motion by Strand, seconded by Ballard to authorize the City Clerk and Mayor to sign the Audit Engagement Letter for the 2019 Audit. Motion passed unanimously.

Administrator Solga reported that since the last city council meeting he has; held department head meetings; filed water tower lightning strike claim; worked on potential revisions to the personnel policy; met with PartnerShip4Health regarding the completion of the Bikeable Friendly Community grant application; attended the city council/planning commission work session; attended the Colony Apartment ground breaking ceremony; worked with Lakes Country Service Coop on the PBX phone system install; attended the Transportation Alternatives (TA) grant workshop at West Central Initiative; met with MNDOT Detroit Lakes to discuss the cost share of the 2024 Complete Streets project; worked on the TA grant Letter of Intent; researched other cities housing tax abatement programs; met with Otter Tail County Community Development Agency's Amy Baldwin to discuss housing tax abatement and other economic development programs; worked on housing tax rebate program; worked on incentives documents; worked on potential residential lot listing.

The Council Meeting was adjourned by Acting Mayor Foster at 6:21 p.m.



Danielle Heaton, MCMC
Clerk-Treasurer