



**CITY COUNCIL AGENDA**

March 21, 2019

**Tuesday, March 26, 2019**

**5:00 p.m.**

**Council Chambers, 315 N. Broadway**

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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 (*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 Council Minutes – 3/12/19
  - b) Approval of Accounts Payable Listing
  - c) Staff Reports
    1. Utility Report – People Service
5. County Garage Discussion – Rick West
6. Historic City Hall Report
  - Agreement Between City and OTLCA (In Packet)
7. Liquor Store Report
  - Personnel
8. Open Burn Ordinance 2019-02 Consideration (In Packet)
  - Resolution 2019-04 Establishing Open Burn fee
9. Fire Department Report
  - 2018 Fire Call Report
  - Relief Association By-Law Ratification (In Packet)
  - Benefit Sheet (In Packet)
  - Retirement/Staffing
  - New Truck
10. Solar Discussion (Packet)
11. Ambulance Subsidy for Contract for 2019 - \$30,800 (Packet)
12. Reminder of Local Board of Review and Equalization 4/4/19, 2-3 p.m.
13. Dam Discussion
14. Mayor Report
15. City Administrator Report
16. Adjourn

## CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 03-26-19

The City Council of Pelican Rapids met in regular session at 5:00 pm., on Tuesday, 03-26-19 in Council Chambers, City Hall.

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

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 Curt Markgraf

Council Member Kevin Ballard

Council Member Steve Foster

City staff present: City Administrator Don Solga, Clerk-Treasurer Danielle Heaton, Liquor Store Manager Maggie Johnson and Fire Chief Trevor Steeves.

General Attendance: Rick West, Wayne Runningen, Dan Husted, Dena Johnson, Wayne Johnson, Jared Loewen and Lou Hoglund from the Pelican Press were also present.

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

All present stood and said the Pledge of Allegiance.

Motion by Ballard, seconded by Markgraf to approve the agenda as presented. Motion passed unanimously.

Motion by Foster, seconded by Strand to approve the consent agenda items except the Utility Report;

- a) Approval of Council Minutes – 3/12/19
- b) Approval of Accounts Payable Listing
- c) Staff Reports
  1. ~~Utility Report~~ ~~People Service~~

Motion passed unanimously.

Council Member Foster asked about the control issues that were in the report from PeopleService. Administrator Solga explained that when the controls began malfunctioning, PeopleService switched to manual mode and In Control was called for repairs. The I/O Board was replaced and everything seems to be working. Motion by Foster, seconded by Strand to approve the Utility Report. Motion passed unanimously.

Rick West, Public Works Director Otter Tail County, and Wayne Johnson, Otter Tail County Commissioner, proposed moving the County Garage to the NW City owned farmland by 9<sup>th</sup> Street NW. They are hoping to stay in Pelican Rapids and are looking for six to ten acres. They want city water and sewer too. The County has begun the bonding process so they have a month or two until they need a decision. The Planning Commission just started looking at platting the NW city owned property. Council Member Ballard mentioned some concerns that were brought up at the previous Planning Commission meeting. If this location does not work, the County may look to moving rural. Council Member Strand stated he would like to work with the County and try to accommodate them. Council Member Markgraf agreed at least preliminarily to see what the Planning Commission comes up with. Motion by Strand, seconded by Foster to move forward with the NW platting on Highway 108 and 9<sup>th</sup> Street NW for the County garage and present to Council. Motion passed unanimously.

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Administrator Solga updated Council on the revisions to the City of Pelican Rapids & Otter Tail Lakes Country Association (OTLCA) Services Agreement. Dan Husted, OTLCA Board Member, explained the changes they would like to make to the agreement. They just wanted to clarify a couple things.

Wayne Runnigen and the Historic City Hall Committee met and they have a few recommendations. They are recommending: 1. HCH be open May 1<sup>st</sup> –October 31<sup>st</sup>, Tuesday – Friday, 10:00 am to 4:00 pm and Saturday 10:00 am to 2 pm. 2. They would like a list of the volunteer groups. 3. They also suggested removing the end agreement date of December 31, 2019. Dan Husted said that the OTLCA doesn't meet for two months to review any changes that might be made to the agreement. Administrator Solga commented that the information doesn't need to be in the agreement with OTLCA. The HCH Committee felt very strongly about there being set hours. Administrator Solga suggested Council make a motion to adopt the hours, but not add them to the agreement so OTLCA can move forward with hiring for the position. Motion by Ballard, seconded by Foster to approve the agreement with the City of Pelican Rapids, MN & Otter Tail Lakes Country Association Services Agreement. Motion passed unanimously.

Motion by Markgraf, seconded by Strand to adopt the dates and hours of May 1<sup>st</sup> –October 31<sup>st</sup>, Tuesday – Friday, 10:00 am to 4:00 pm and Saturday 10:00 am to 2 pm as the times HCH will be open for tourism. Motion passed unanimously.

Liquor Store Manager Maggie Johnson presented the Liquor Store Report. Interviews were conducted for the Full-Time Liquor Store Clerk, and she would like Council to consider hiring Billy Sachs as a Full- Time Liquor Store Employee. Motion by Strand, seconded by Markgraf to approve hiring Billy Sachs as Full-Time Liquor Store Clerk. She would like to hire him at step three, \$15.08, because of his previous experience. Motion passed unanimously.

The Liquor Store will be opening on Sunday's beginning May 12<sup>th</sup> which is fishing opener weekend. Motion by Strand, seconded by Markgraf to approve the Liquor Store Report. Motion passed unanimously.

Council considered an ordinance that would allow open burning in the City with a permit. There would still be restrictions on the materials that can be burned. Motion by Markgraf, seconded by Ballard to introduce the following written ordinance: **ORDINANCE NO 2019-02; AN ORDINANCE TO AMEND CHAPTER EIGHT, PART 4, SECTION 804.05, OF THE CITY CODE FOR THE CITY OF PELICAN RAPIDS.** The ordinance will be posted for ten days and Council will have a final vote at the April 9, 2019 council meeting. This does not affect the recreational burning that is already allowed. Fire Chief Steeves explained to Council how the permitting process will work. Motion passed unanimously.

Instead of passing a Resolution to set the fee, staff recommended setting it by motion. It will then be added to the City Fee Schedule to be reviewed every year. Motion by Strand, seconded by Markgraf to set the open burn fee permit at \$30.00. Motion passed. Strand, Ballard, Frazier, Markgraf: Aye. Foster: Nay.

Fire Chief Steeves presented the 2018 Fire Call Report to Council. This is the same information that was provided to the townships at the February meeting.

Fire Chief Steeves presented the updated Bylaws of the Pelican Rapids Firemen's Relief Association. He used a template provided by the State of Minnesota. It has been reviewed by the

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Officers and the Association. Motion by Foster, seconded by Strand to approve the Bylaws of the Fireman's Relief Association. Motion passed unanimously.

Fire Chief Steeves requested an increase in the Firemen's Benefit levels. It has been two years since Council has increased it. He asked for an increase from \$2,640 to \$3,300. Motion by Ballard, seconded by Markgraf to approve the benefit level at \$3,300. Motion passed unanimously.

Fire Chief Steeves announced that Dave McDonald retired and the Fire Department has done interviews for two positions.

Fire Chief Trevor Steeves updated Council on the new truck. They are running behind schedule, so the City will not be receiving the truck until July or August. The old truck will be sold.

Council was again provided information, which was mailed to the city from Mr. Hanson, pertaining to the installation of a solar array project. Council said they are not interested in installing solar panels at this time.

Council reviewed the Ambulance Agreement for Service. The amount of the 2019 contract is \$30,800 which is the same as last year. Motion by Strand, seconded by Ballard to approve the agreement for Ambulance Service for the City of Pelican Rapids for 2019 in the amount of \$30,800. Motion passed unanimously.

The Local Board of Review and Equalization meeting will be on April 4, 2019 from 2:00 to 3:00 pm.

The Public Dam Input Meeting will be on Thursday, March 28, 2019 at 7 pm. Administrator Solga reported he spoke with the DNR and received answers to a few of the questions that were asked at previous meetings. The earliest the dam could be removed by the DNR would be a year after the City receives funding. Cattail and aquatic plant control will be part of the restoration and will be up to the property owner. Council Member Markgraf asked if the Council meeting tonight should be continued, then Council could make a decision on Thursday if they are ready. Council Member Strand would rather just listen on Thursday and not worry about making the decision then. Everyone agreed.

Mayor Frazier gave his report. He attended Merchants on the Move meeting, a Minnesota Woman meeting and an OTCLA meeting.

Administrator Solga reported that since the last city council meeting he has; worked with Lakes Country Service Coop on beginning stages of install of Hosted PBX system telephone system, worked on revisions to open burn ordinance, worked with SRF Consulting and Partnership for Health to establish dates and organize location for the two highway project 2024 open houses, worked on annual DNR water conservation report, met with Otter Tail County Community Development Agency Director Amy Baldwin to discuss their role in Pelican Rapids community development, had communications with developer regarding the 32-unit apartment planned on West Hwy 108, held discussions with Otter Tail Lakes Country Assoc. to finalize staffing agreement for historic city hall, attended the Otter Tail Lakes Country Assoc. quarterly meeting in Parkers Prairie, completed transfer of historic city hall telephone and internet account from the chamber to the city, discussed dam grant extension with DNR Dam Safety Unit, monitored state legislative activities that may have local effect, spent time configuring and updating city

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website, I have received, signed, and submitted the WWTF's PFA agreement to extend the city's loan agreement to June 30, 2021, held liquor store employee interviews.

Motion by Strand, seconded by Markgraf to adjourn the City Council meeting at 7:16 p.m.  
Motion passed unanimously.



Danielle Heaton, MCMC  
Clerk-Treasurer