

**CITY COUNCIL AGENDA**

March 26, 2020

**Tuesday March 31, 2020**

**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 – 3/10/2020, 3/20/2020
  - b) Approval of Accounts Payable Listing
  - c) Staff Reports
    1. Utilities Report
    2. Liquor Store Report
5. PeopleService Employee Introduction
6. Ringdahl Ambulance Tollef Ringdahl
7. City Lights – Administrator Solga (Packet)
8. Library / City Employees Discussion (Packet)
9. City COVID-19 Discussion and City Pandemic Plan (Packet)
10. Otter Tail County Request to Remove Late Fees on Utility Bill (In Packet) – Danielle
11. Pigeons
  - Approving Ordinance 2020-01 Amend Chapter 5, Part 4, Section 504.01, Subdivision 1(B) of the City Code (Packet)
  - Approving Ordinance 2020-02 Amend Chapter 5, Part 4, Section 504.02 of the City Code (Packet)
  - Approving Ordinance 2020-03 Authorizing the Keeping of Racing Pigeons, Fancy Pigeons and Sporting Pigeons, Providing for Issuance of Permits and Providing Penalties for Violations (Packet)
  - Pigeon Application and Permit Form
12. Public Parking Lots
  - Approving Ordinance 2020-04 Amend Chapter Seven, Part 1, Section 701 of the City Code (Packet)
  - Approving Ordinance 2020-05 Amend Chapter Seven, Part 1, Section 701.07, Subdivision 7 of the City Code (Packet)
  - Approving Ordinance 2020-06 Amend Chapter Seven, Part 1, Section 701.07, Subdivision 8 of the City Code (Packet)

13. Jaycees - Brady Ballard
  - 4/25/2020 Spring Fling at the VFW
  - 6/26/2020 -6/28/2020 a.m. Street Shutdown for Pelican Fest
14. Tourism Conference and Home and Garden Update – Dena Johnson
15. Pool Committee Minutes – FYI (Packet)
  - Update
  - Addition of Members
16. Park Board Minutes – FYI (Packet)
17. Planning Commission Minutes – FYI (Packet)
18. Local Board of Review – 4/2/2020 at 2:00 p.m.
19. Mayor Report
20. City Administrator Report
21. Adjourn

### **CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 03/31/2020**

The City Council of Pelican Rapids met in regular session at 5:00 pm, on Tuesday, March 31, 2020 in Council Chambers, City Hall.

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

Clerk-Treasurer Danielle Harthun took roll call.

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

Council Member Steve Strand - absent

Council Member Curt Markgraf

Council Member Kevin Ballard

Council Member Steve Foster

Other city staff present: Administrator Don Solga, Clerk-Treasurer Danielle Harthun, Police Chief Jeff Stadum.

General Attendance: Terry Gamble, Dennis Dalager, Katie Martinez, Brady Ballard and Lou Hoglund 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.

Mayor Frazier added Rescind Fines relating to Pigeons to No. 11 and delete No. 14 Tourism Conference and Home & Garden Update. Motion by Ballard, seconded by Foster to approve agenda as amended. Motion passed unanimously.

Motion by Markgraf, seconded by Ballard to approve the consent agenda.

- a) Approval of Council Minutes – 3/10/2020, 3/20/2020
- b) Approval of Accounts Payable Listing
- c) Staff Reports
  1. Utilities Report
  2. Liquor Store Report

Motion passed unanimously.

## CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 03/31/2020

Terry Gamble from PeopleService Inc. introduced the new PeopleService Inc. employee, Dennis Dalager. Mr. Dalager has been in Pelican Rapids since March 1, 2020.

Otter Tail Power provided Council with a response to the information provided to Council from a concerned citizen on possible adverse health effects of LED lighting. Council reviewed the information. Administrator Solga and Superintendent Olson recommend turning all the streetlights over to OTP. Motion by Foster, seconded by Markgraf to transfer the City owned streetlights over to OTP. Motion passed unanimously.

Administrator Solga, Mayor Frazier and Library Board Chair Runningen met to discuss the jurisdiction determination, the Library budget increase request and the furnaces. Administrator Solga provided Council with the rules for jurisdiction determination to clarify whether the Library employees are City employees. The Library repaired the furnaces, but they need to be replaced. The replacement will be a city expense and Administrator Solga recommended replacement before winter 2020.

At the last Council meeting, the Library Board requested an increase in funding to cover the 4% COLA. While reviewing the library request, Administrator Solga estimated the amount needed would be \$2,800, not \$4,800. Chair Runningen explained that their salary expense estimate takes into account when the library is staffed fully. Administrator Solga asked Council to consider paying the library wages and benefits for 2020 to keep all employees the same. Council Member Ballard stated that part-time library employees receive Holiday pay so benefits would be the same Motion by Ballard, seconded by Foster to move forward with the determination of jurisdiction. Motion passed unanimously.

Motion by Markgraf, seconded by Frazier to provide up to \$4,800 to cover library wages for 2020. Ballard, Foster: Nay. Markgraf, Frazier Aye. Motion failed.

Administrator Solga reviewed the steps staff did to help mitigate the spread of COVID-19. The Emergency Management Team has been meeting weekly. City will not shutoff water services for residents. Staff will avoid entering residences unless to turn on water.

Administrator Solga reviewed the Pandemic Plan with Council. Motion by Foster, seconded by Ballard to approve the Pandemic Plan. Motion passed unanimously.

Administrator Solga updated Council on city hall working remotely. The computers and phone systems are set-up; there are just a few bugs that need to be fixed.

Administrator Solga spoke about the possibility of having Council meetings via zoom. If Council feels that is necessary in the future, Administrator Solga would like to get their tablets set up. If there is no meeting necessary, but bills still need to be paid, Administrator Solga asked Council to consider allowing staff to pay bills. Each Council member would get the bill listing emailed to them for review and will be able to ask questions before any bills are paid. Motion by Frazier, seconded by Markgraf to allow staff to pay bills in the event no Council meeting is necessary. Council Member Foster amended the motion to say through April 2020 and Mayor Frazier seconded. Amendment passed. Motion passed unanimously.

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Brady Ballard asked council to approve a raffle for the Fire Department. The fire department was also going to have a dance April, but that has been canceled. Motion by Foster, seconded Ballard to approve the raffle for the Fire Department Spring Fling on April 25, 2020. Motion passed unanimously.

Brady Ballard also asked for Council approval to shut down West Mill for Pelican Fest on Friday, June 26, 2020 to Sunday, June 28, 2020 and a raffle. Motion by Ballard, seconded by Foster to approve raffle and street shut down. Motion passed unanimously.

Kate Martinez provided Council with a Pool Committee update. A donation of \$500,000 with another \$500,000 matching pledge was received through West Central Initiative. The committee would like to add new members Brady Ballard, Don Perrin, Kim Richardson, Efrain Franco, Daisy Barragan and Trevor Steeves. They would also like to put up a fundraising sign by the pool. Motion by Ballard, seconded by Foster to approve placing a sign in front of the pool. Motion passed unanimously.

Otter Tail County sent a request to remove late fees on their Utility Bill. Motion by Ballard, seconded by Foster to deny the request. Motion passed unanimously.

Motion by Foster, seconded by Markgraf to introduce the following written ordinance:  
**ORDINANCE NO. 2020-01; AN ORDINANCE TO AMEND CHAPTER FIVE, PART 4, SECTION 504.01, SUBDIVISION 1(B) OF THE CITY CODE FOR THE CITY OF PELICAN RAPIDS, MINNESOTA.** Motion passed unanimously. (A complete text of this ordinance is part of permanent public record and will be in effect and in full force upon publication.)

Motion by Foster, seconded by Markgraf to introduce the following written ordinance:  
**ORDINANCE NO. 2020-02; AN ORDINANCE TO AMEND CHAPTER FIVE, PART 4, SECTION 504.02, OF THE CITY CODE FOR THE CITY OF PELICAN RAPIDS, MINNESOTA.** Motion passed unanimously. (A complete text of this ordinance is part of permanent public record and will be in effect and in full force upon publication.)

Motion by Foster, seconded by Markgraf to introduce the following written ordinance:  
**ORDINANCE NO. 2020-03; AN ORDINANCE AUTHORIZING THE KEEPING OF RACING PIGEONS, FANCY PIGEONS AND SPORTING PIGEONS, PROVIDING FOR ISSUANCE OF PERMITS AND PROVIDING PENALTIES FOR VIOLATIONS.** Motion passed unanimously. (A complete text of this ordinance is part of permanent public record and will be in effect and in full force upon publication.)

Council reviewed the Pigeon Application. Motion by Markgraf, seconded by Ballard to approve the pigeon application. Motion passed unanimously.

Motion by Foster, seconded by Markgraf to rescind any fines that the pigeon owners may have received. Motion passed unanimously.

Motion by Ballard, seconded by Foster to introduce the following written ordinance:  
**ORDINANCE NO. 2020-04; AN ORDINANCE TO AMEND CHAPTER SEVEN, PART 1, SECTION 701.01, OF THE CITY CODE FOR THE CITY OF PELICAN RAPIDS, MINNESOTA.** Motion passed

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unanimously. (A complete text of this ordinance is part of permanent public record and will be in effect and in full force upon publication.)

Motion by Ballard, seconded by Foster to introduce the following written ordinance:

**ORDINANCE NO. 2020-05; AN ORDINANCE TO AMEND CHAPTER SEVEN, PART 1, SECTION 701.07, SUBDIVISION 7, OF THE CITY CODE FOR THE CITY OF PELICAN RAPIDS, MINNESOTA.**

Motion passed unanimously. (A complete text of this ordinance is part of permanent public record and will be in effect and in full force upon publication.)

Motion by Ballard, seconded by Foster to introduce the following written ordinance:

**ORDINANCE NO. 2020-06; AN ORDINANCE TO AMEND CHAPTER SEVEN, PART 1, SECTION 701.07, Subdivision 8, OF THE CITY CODE FOR THE CITY OF PELICAN RAPIDS, MINNESOTA.**

Motion passed unanimously. (A complete text of this ordinance is part of permanent public record and will be in effect and in full force upon publication.)

Park Board minutes were provided to Council in the packet.

Planning Commission minutes were provided to Council in the packet.

The Local Board of Appeal and Equalization will be on April 2, 2020 from 2:00 pm to 3:00 pm.

Administrator Solga reported that since the last city council meeting he has; held bi-monthly department head meeting; worked with city clerk to set agenda and prep for meeting; met with CDA, WCI and a potential business owner; met with mayor and library board chair to discuss library furnace, employees and budget; responded in writing to a resident concerns about city zoning; spent time researching and keeping up with relevant COVID-19 information; drafted city's continuity of operations pandemic plan; drafted COVID-19 notice to employees; draft press release and declaration; discuss cleaning procedures with staff; worked on park Board/Planning Commission land purchase resolution; attended 3 LMC webinars on COVID-19; held emergency management team meetings; had communication with OTC emergency management on state of city operations; research teleconferencing options, then set up Zoom for city use; setup staff computers for remote access.

Mayor Frazier reported that since the last city council meeting he has; attended the Annual Pelican Rapids Fire Department Meeting with Townships at fire hall, attended the Pelican Rapids Firemen's Relief Association Meeting at fire hall, met with Administrator Solga and Pelican Rapids Library Board President Wayne Runnigen regarding city funding to the library for COLA adjustments in the year 2020, the 2 furnaces and the Library 2020 Budget, made a telephone call to Patrick Waletzko of the Otter Tail County Emergency Management regarding the COVID-19 status in Otter Tail County, contacted Todd Kampstra of Jenny-O, Supt. Ed Richardson of PRHS and Library Board President Wayne Runnigen all in regards to the COVID-19 and business operations at their facilities, met with Administrator Solga, Police Chief Stadum, Parks & Streets Supt. Olson and Clerk Harthun in regards to the COVID-19 and City of Pelican Rapids operations, called the City of Fergus Falls regarding the COVID-19 decisions in Fergus Falls, called a Special Council Meeting for 20 March 2020, called several businesses and the Larson Funeral Home regarding their businesses and the impact of the COVID-19, with Police Chief Stadum, I attended the ambulance personnel training in regards to the COVID-19,

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attended a City of Pelican Rapids Department Heads Meeting, set the agenda with Administrator Solga and Clerk Harthun for the Special Council Meeting of 20 March 2020, attended the City of Pelican Rapids Special Council Meeting on 20 March 2020, attended the City of Pelican Rapids Emergency Management Team Meeting on 23 & 30 March, attended 2 LMC teleconference meetings with Administrator Solga and Clerk Harthun, have sent 2 emails to Pat Waletzko of Otter Tail County Emergency Management regarding the implementation of COVID-19 safety measures in Pelican Rapids, attended a Zoom technical meeting at city hall with city staff, authored 2 mayor's columns in The Press, and met with Administrator Solga regarding the agenda for this evening's city council meeting.

Motion by Markgraf, seconded by Ballard to adjourn the City Council meeting at 6:49 pm.  
Motion passed unanimously.



Danielle Harthun  
Clerk-Treasurer