

**CITY COUNCIL AGENDA**

April 25, 2019

**Tuesday, April 30, 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 – 4/9/19, Board of Review 4/4/19
  - b) Approval of Accounts Payable Listing
  - c) Charitable Gambling for the Humane Society of the Lakes at Taqueria Escobar
  - d) Certify Unpaid Administrative Penalty of \$50 for 409 NW 3<sup>rd</sup> St
  - e) Staff Reports
    1. Liquor Store
    2. Utility Report – People Service
5. Park Board Report – Kate Martinez
6. Personnel – Pool and Park
7. Discharge of Notice of Lis Pendens – Greg Larson (In Packet)
8. Historic City Hall/Chamber Lease Agreement (In Packet)
9. Airport M&O Grant Agreement (In Packet)
  - Resolution 2019-04
10. Dam Resolution 2019-05 and Information (In Packet)
11. Resolution 2019-06 Approving and Authorizing Lease Purchase of 2020 Ford Police Interceptor (In Packet)
12. Pedestrian Bridge – Administrator Solga
13. Colony Apartments Update – Administrator Solga
14. Mayor Report
15. City Administrator Report
16. Adjourn

## CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 04-30-19

The City Council of Pelican Rapids met in regular session at 5:00 pm., on Tuesday, 04-30-19 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 Street Parks Superintendent Brian Olson and City Attorney Greg Larson.

General Attendance: Howard Fullhart, Kate Martinez and Lou Hogle 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 with the addition of No. 17 Hwy 108 and 59 meeting. Motion passed unanimously.

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

- a) Approval of Council Minutes – 4/9/19, Board of Review 4/4/19
- b) Approval of Accounts Payable Listing
- c) Charitable Gambling for the Humane Society of the Lakes at Taqueria Escobar
- d) Certify Unpaid Administrative Penalty of \$50 for 409 NW 3<sup>rd</sup> St
- e) Staff Reports
  1. Liquor Store
  2. Utility Report – People Service

Motion passed unanimously.

Kate Martinez provided Council with a Park Board Report. The City was awarded the grant money for three benches. The elementary students are very excited to begin working with the artist on this project next week. Also, Oktoberfest has donated new planters that will hang from the decorative light poles downtown. Motion by Markgraf, seconded by Strand to approve the donation from Oktoberfest and the Park Board report. Motion passed unanimously.

Superintendent Brian Olson asked Council to hire Earl Carlson as returning Summer Mower. Motion by Strand, seconded by Foster to hire Earl Carlson as Summer Mower at \$15.15 an hour. Motion passed unanimously.

Superintendent Brian Olson asked Council to hire Jessie Willson as Pool Manager. Motion by Foster, seconded by Strand to hire Jessie Willson as Pool Manager at \$15.61 an hour. Motion passed unanimously.

Motion by Ballard, seconded by Markgraf to introduce Resolution 2019-05 entitled:

**RESOLUTION NO. 2019-05; RESOLUTION APPROVING THE REMOVAL OF THE PELICAN RAPIDS DAM BY THE MINNESOTA DEPARTMENT OF NATURAL RESOURCES.** Council Member Foster felt that the same questions have been asked but aren't being answered thoroughly by the

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DNR. Council Member Strand and Council Member Foster had questions for the DNR. The DNR attempted to answer questions regarding cattails, high water mark, land ownership, the suspension bridge and other items. The DNR explained that the majority of these items will be taken care of in the design phase. City Attorney Greg Larson recommended an amendment to the resolution because Council Members Foster and Strand were not comfortable with the wording of the resolution. Council Member Ballard chose not to add an amendment to the motion.

Motion by Ballard, seconded by Markgraf to call to question. Motion passed to call to question. Roll call vote: Strand, Foster: Nay. Ballard, Markgraf, Frazier: Aye. Motion passed and resolution declared duly adopted. (A complete text of this resolution is part of permanent public record in the City Clerk's office.)

City Attorney Greg Larson discussed with Council a Discharge of Notice of Lis Pendens against Gary Waasdorp. Mr. Waasdorp has taken care of his hazardous building at 129 NE 5<sup>th</sup> Avenue and done everything the City required. Motion by Markgraf, seconded by Foster to allow City Attorney Greg Larson to file the Discharge of Notice of Lis Pendens with Otter Tail County. Motion passed unanimously.

Council reviewed the Historic City Hall/Chamber Lease Agreement. The Chamber is also considering this agreement at their meeting. Motion by Foster, seconded by Strand to approve the City of Pelican Rapids & Pelican Rapids Chamber of Commerce Historic City Hall Space Lease Agreement contingent on the Chamber approving the agreement. Motion passed unanimously.

Administrator Solga reviewed the State of Minnesota Airport Maintenance and Operation Grant Contract that was provided to Council. It is a two year agreement starting July 1, 2019 to June 30, 2021. They will reimburse up to \$6,515 each year of airport expenses. This is an agreement the City has with the State every two years.

Motion by Foster, seconded by Ballard to introduce Resolution 2019-04 entitled:  
**RESOLUTION NO. 2019-04; RESOLUTION AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION AIRPORT MAINTENANCE AND OPERATION GRANT CONTRACT.** (A complete text of this resolution is part of permanent public record in the City Clerk's office.) Motion passed and resolution declared duly adopted.

Motion by Strand, seconded by Markgraf to introduce Resolution 2019-06 entitled:  
**RESOLUTION NO. 2019-06; RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF A LEASE PURCHASE AGREEMENT AND RELATED DOCUMENTS AND CERTIFICATES.** (A complete text of this resolution is part of permanent public record in the City Clerk's office.) Motion passed and resolution declared duly adopted.

Administrator Solga discussed the Pedestrian Bridge between Main Street and NW 1<sup>st</sup> Street with Council. Superintendent Olson and Administrator Solga reported that a 55 foot bridge would be needed. It will not be placed exactly where the previous culvert bridge was, but will be placed so that no parking spots will be removed. Administrator Solga will get quotes for an 8 foot by 55 foot pedestrian bridge for the next meeting.

## CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 04-30-19

Administrator Solga provided an update on the Colony Apartment project. Skip Duchesneau of DW Jones and Administrator Solga met and toured the Unique Apartments. Both apartment buildings have a 30 percent vacancy rate for various reasons. Administrator Solga, DW Jones and Minnesota Financing had a conference call on Friday. DW Jones decided to do an updated housing study. The grant money deadline was the end of May for the underground infrastructure, but the City was given a six month extension.

Council Member Foster gave an update on the Highway 59 & Highway 108 public input meeting. He was not impressed with the way the meeting was facilitated. Council Member Strand felt that people were frustrated. Administrator Solga explain that there will be more public meetings and the advisory committee will make changes to the plans based on the feedback that was received.

Mayor Frazier gave a report. He spoke with Arvig about the benefits of broadband versus dial up. He wrote a letter to the MPCA about quality standards. Attended Mayor for a day essay and Arbor Day events at the school. He also attended the Swimming Pool Committee Meeting.

City Administrator Solga gave his report. He has been working on numerous items on the Agenda. He held a Department Head Meeting. More items on the City Hall project punch list were completed since the last Council Meeting, but no finish date is known at this time. He ordered a laptop for HCH for volunteers when open. TMobile also worked on punch list items. He also met with Ms. Elsaas regarding different financing options and some other resources. He talked with DNR. Attended a Park Board Meeting, Pool Committee Meeting and Hwy 2024 project meeting. He has also been working with Apex Engineering so the City can apply for PFA funds on the Water and Sewer portions of CSAH 100 & 96.

Motion by Strand, seconded by Foster to adjourn the City Council meeting at 6:42 p.m. Motion passed unanimously.



Danielle Heaton, MCMC  
Clerk-Treasurer