

CITY COUNCIL AGENDA

April 4, 2019

Tuesday, April 9, 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 3/26/19, Dam Input Meeting 3/28/19
 - b) Approval of Accounts Payable Listing
 - c) Staff Reports
 1. Library
 2. Street and Park Report
 3. Financial Report
5. Dam Discussion
6. Police Chief Report
 - Police Squad SUV (In Packet)
7. City / Chamber Historic City Hall Agreements
 - Terminate Old Lease (In Packet)
 - Consider New Lease (In Packet)
8. Fire Department Personnel
 - Open Burn Ordinance 2019-02 (In Packet)
9. Park Board
 - Movie Night in the Park
10. EDA and EDC Funds – City Administrator
11. WWTF Litigation Expert Witness Billings – City Administrator
12. Airport ALP Proposal – City Administrator (In Packet)
13. Mayor Report
14. City Administrator Report
15. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 04-09-19

The City Council of Pelican Rapids met in regular session at 5:00 p.m., on Tuesday, 04-09-19 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 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: Administrator Don Solga, Clerk-Treasurer Danielle Heaton, City Attorney Greg Larson and Police Chief Jeff Stadum.

General Attendance: Howard Fullhart, Amanda Hillman, Judy Tabbut, Amy King, Patricia Elsaas, Kathleen Hoover, Jennifer Cardwell 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.

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

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

- a) **Approval of Minutes – Council Meeting 3/26/19, Dam Input Meeting 3/28/19**
- b) **Approval of Accounts Payable Listing**
- c) **Staff Reports**
 1. **Library**
 2. **Street and Park Report**
 3. **Financial Report**

Motion passed unanimously.

Mayor Frazier reviewed the Public Input Discussion that was held on March 28, 2019 regarding the Pelican Dam. The majority of the public present was in favor of restoring the rapids and asked Council to make the decision soon. Motion by Foster, seconded by Strand to move into discussions with the DNR with the intentions of having the dam removed. Council Member Ballard asked for clarification on the motion. Council Member Strand felt there are still many questions that needed answers. Some concerns are: river safety, riparian rights, a bridge where the dam is now and a future walkway by the river. Amanda Hillman and Howard Fullhart from the DNR explained that the land issues are usually figured out at the same time as the design process; it will depend on what property owner's deeds say. The grant money cannot be used for walkways and bridges, so if the City wanted to add those things in the future, it would have to be paid for some other way. Council Member Foster asked if just the spillway could be removed and the dam abutments remain. Amanda thought that it would not work because it would be too narrow. Council Member Foster had concerns about sloughs developing in the river when the rapids are restored. Howard explained that when the river finds its path, the sediment will condense and vegetation will grow. Amanda said that can be talked about more in the design process. Strand, Ballard, Markgraf, Foster, Frazier: Aye. Motion passed unanimously.

Amy King, Park Board Member, asked Council to have two movie nights this summer. This is something the Park Board has been discussing and they think it will help bring people into town and enjoy the city parks. For this year, the Park Board plans to hire Otter Tail Telcom to show the movies. Otter Tail Telcom shows movies in the City of Fergus Falls during the summer. The cost would be \$500 per event and they are planning on having one movie in June and one in July. The Park Board

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 04-09-19

would like to have the movie in Veteran's Memorial River Park. The funds could come from the Parks budget or Liquor Store funds. Motion by Ballard, seconded by Markgraf to approve the two movie events in the Park for \$1,000. Motion passed unanimously.

Police Chief Jeff Stadum provided Council with the March 2019 report. Full and Part time hours worked were 915.5 and total miles driven were 3,548. Motion by Strand, seconded by Foster to approve the Police Department Report. Motion passed unanimously.

Police Chief Stadum provided the information for the 2020 Police Squad. Administrator Solga has contacted two companies for financing options. The total cost of the vehicle would be \$45,504.21 if the city were to choose to finance through SCB. The first payment would be due in 2020. When the City receives the new SUV, the Impala will be taken out of service and sold.

Motion by Strand, seconded by Markgraf to approve the purchase of the 2020 SUV and finance through SCB with the first payment due in 2020. Motion passed unanimously.

Council reviewed the old agreement with the Pelican Rapids Chamber of Commerce. Since the agreement is obsolete, it was agreed it should be terminated. Motion by Foster, seconded by Strand to terminate the old agreement with the Pelican Rapids Chamber of Commerce. Motion passed unanimously.

Council considered the new lease City of Pelican Rapids & Pelican Rapids Chamber of Commerce Historic City Hall Space Lease Agreement. The Chamber Board is meeting tonight and reviewing it too. If any changes need to be made, they will be reviewed at the next meeting.

Clerk-Treasurer Heaton reported the Fire Department conducted employment interviews and they would like Council to consider hiring Wyatt Haiby and Derek Tollefson as Fireman. Their wage will be \$10.71 an hour. Motion by Strand, seconded by Ballard to approve the hiring of Wyatt Haiby and Derek Tollefson at \$10.71 an hour. Motion passed unanimously.

Motion by Strand, seconded by Markgraf 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. 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.)

Administrator Solga explained the difference between the Economic Development Authority (EDA), Economic Development Funds and the Pelican Rapids Area Economic Development Corporation (PRAEDC). The Council is also the EDA and there is currently \$26,180.38. Currently, there is \$132,199.87 in Economic Development funds which are city funds. The PRAEDC is separate from the city. They are a group of business owners and community leaders formed to be a private group as an avenue for existing and potential businesses to have private communications about their business. The PRAEDC is the advisory committee that oversees the Pelican Rapids Community Funds administered by West Central Initiative (WCI) and the PRAEDC has a process where they can help with loans for businesses.

City Attorney Greg Larson updated Council on a conversation with him, the city, the League of Minnesota Cities and Kennedy and Graven. They wanted to discuss the breakdown on WWTF litigation expert witness billings. Since there is a lot of crossover in the case against Gridor and the case defending the City, the attorneys, LMC, and city came to an agreement to split the bills fifty-fifty if Council agrees. Motion by Foster, seconded by Strand to allow the City share the costs fifty-fifty on engineering and expert witness fees in the Gridor case. Motion passed unanimously.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 04-09-19

Administrator Solga presented the Pelican Rapids Municipal Airport – Lyon’s Field Airport Layout Plan and Narrative Report Scope of Work which was included in the packet. This is something that the State has been talking about for the last few years. The State wants an Airport Layout Plan and Narrative Report. The City cost will be \$44,300 and MN DOT reimburses 95 percent. The City has the funds to do this. Motion by Foster, seconded by Strand to approve Administrator Solga to submit the letter of intent to MNDOT for the Airport Layout Plan and Narrative Report. Motion passed unanimously.

Mayor Frazier reported that since the last council meeting he attended the Highway Meeting and Public Dam Input Meeting. He also met with Wayne Runningen regarding Historic City Hall. He also attended a meeting at the school about the Soccer League.

Administrator Solga reported that since the last city council meeting he has; held bi-monthly department head meeting, had communications with BHH Consulting and Minko Construction regarding the city hall project and punch list, made follow up contact with potential rental inspectors, of the three contacted only two have interest in possibly submitting a proposal, continued activities related to City vs Gridor Construction lawsuit, worked on water tower T-Mobile punch list, had communications with MNDOT Aero and SEH Engineering regarding a proposal for the airport layout plan requested by MNDOT Aero, attended the April 8 planning commission meeting, worked with SRF Consulting and Partnership for Health to organize, prepare for, then attend the 2024 highway project advisory committee meeting, worked on annual DNR water quality report, had communications with developer regarding the 32-unit apartment planned on West Hwy 108, worked on draft lease agreement for historic city hall, attended the annual Board of Review hearing at city hall.

Motion by Strand, seconded by Ballard to adjourn the City Council meeting at 6:44 p.m. Motion passed unanimously.



Danielle Heaton, MCMC
Clerk-Treasurer