

CITY COUNCIL AGENDA

June 6, 2019

**Tuesday, June 11, 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. 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 5/28/19
  - b) Approval of Accounts Payable Listing
  - c) Temporary Malt Liquor License for the Jaycees for June 29
  - d) Staff Reports
    1. Library
    2. Police Chief Report
    3. Financial Report
5. Liquor Store Personnel
6. Pool Committee Update
7. Ultra-Light Fly In – July 19<sup>th</sup> – Jeff Shonack
8. Street and Park Report
  - Personnel – Seasonal Parks Maintenance/Lifeguard
  - Resolution 2019-12 Approve MNDOT Routine Maintenance Agreement
9. Recap of 2019 Minnesota Legislative Session - Rep. Bud Nornes
10. Public Hearing on Vacation of 76000990649001 a Dedicated Street at 5:30 p.m.
11. Community Garden Report – Julie Tunheim
12. Perham to Pelican Rapids Regional Trail Status Update Meeting 6/13/19 Dent Community Center (In Packet)
13. 2040 Transportation Plan Update 6/11/19, LREC in Pelican Rapids
14. Library Roof Discussion
15. Financial Planning Agreement of Northland Securities for Colony Apartments (In-Packet)
16. Mayor Report
17. City Administrator Report
18. Adjourn

## CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 06-11-19

The City Council of Pelican Rapids met in regular session at 5:00 p.m., on Tuesday, 06-11-19 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, Police Chief Jeff Stadum and Street and Park Superintendent Brian Olson and Liquor Store Manager Maggie Johnson.

**General Attendance:** Ben Sytsma, John Ohman, Kate Martinez, Amy King, Mark Dokken, Jeff Shoenack, Bud Nornes, Julie Tunheim, Kathy Knuteson-Olson, Robert Gray 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 Strand to approve the agenda with the addition of No.19 Planning Commission Update. Motion passed unanimously.

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

- a) **Approval of Minutes – Council Meeting 5/28/19**
- b) **Approval of Accounts Payable Listing**
- c) **Temporary Malt Liquor License for the Jaycees for June 29**
- d) **Staff Reports**
  1. **Library**
  2. **Police Chief Report**
  3. **Financial Report**

Motion passed unanimously.

Liquor Store Manager Maggie Johnson reported the need for another part-time liquor store clerk. She asked for Council approval to hiring Jamie Funk as part-time liquor store clerk at step one which is \$13.30 an hour. Motion by Ballard, seconded by Foster to approve the hire of Jamie Funk as part-time Liquor Store clerk at \$13.30 an hour. Motion passed unanimously.

Mark Dokken, Amy King and Kate Martinez provided Council with a Pool Committee update. They took the plans from the 2012 Pool Committee and asked Design Intent Architects to provide updated numbers. It would include zero depth entry, a splash pad and lazy river and other amenities. There would be a new bathhouse that would service both the pool and the campground. They have been working with Design Intent Architects out of Fergus Fall. The current cost estimate is \$3.7 million. They are looking into different grant and fundraising opportunities now but they wanted Council's thoughts before moving forward. Council Members Ballard and Markgraf voiced their support of the committee moving forward with the fundraising; no Council Members spoke against moving forward. At some point, it will be helpful for the City

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to decide how much it would be willing to contribute to the fundraising efforts.

Representative Bud Nornes provided Council with an update on the 2019 Legislative Session.

Mayor Frazier opened the Public Hearing. Administrator Solga spoke to Council about the 25 foot strip that was petitioned to be vacated. There were no comments from the public.

Motion by Ballard, seconded by Foster to introduce Resolution 2019-13 entitled: **RESOLUTION NO. 2019-13; A RESOLUTION VACATING PARCEL NUMBER 76000990649001, A DEDICATED STREET UPON PETITION OF A MAJORITY OF ABUTTING LANDOWNERS.** (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.

Jeff Schoenack spoke to Council about hosting an Ultra-Light Fly In, July 19 to 21. He has done this at other municipal airports. There would be no fees and most people attending would camp. They would like to use the meeting room and bathrooms at the airport. If it goes well, he would like to do it annually. Motion by Strand, seconded by Foster to approve Jeff Schoenack's request to hold an Ultra-Light Fly In on July 19 to 21 and use the Airport facilities. Motion passed unanimously.

Street and Park Superintendent Brian Olson provided Council with an updated report. He would like to hire David Johnson as returning lifeguard at a rate of \$10.81. Motion passed unanimously.

Julie Tunheim updated Council on the Community Gardens. They have 34 garden plots this year with about 50 people tending the plots. They installed a raised bed this year that three high school kids planted and are harvesting for the Food Shelf. A leak was found in the water system this year after the gardens were planted.

A Planning Commission meeting update was given by Council Member Ballard. He explained some of the things that they discussed at the last meeting. They also wanted clarification from Council on their role.

1. The Planning Commission is willing to rezone along Highway 108 to commercial to accommodate the County garage.
2. The Planning Commission interprets 906.02 to state they are to evaluate plats, not create them.
3. So far no request has come from a developer about developing a plat for the NW area.
4. Is the City going to be the developer? The financier?

Administrator Solga explained 906.02. It works a little different in this instance as the City is the landowner. Apex engineering can assist the Planning Commission. Apex had put the preliminary plat together. There were dollars put into the 2019 budget for this.

Street and Park Superintendent Brian Olson provided a report. There are still a couple flower beds that can be adopted. He received an estimate the shelter in Brown Field. A Park Maintenance employee is still needed.

The walking bridge was installed. Council can choose brushed concrete ramps for \$25,526.65 or stamped, colored and sealed would cost \$30,708.83. Motion by Markgraf, seconded by Frazier to do the stamped, colored and sealed concrete for \$30,708.83 on the bridge. Motion passed unanimously.

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Minnesota Rural Water was in town to try and locate the leak in the pool. They were not successful. Superintendent Olson doesn't know for sure when the pool will open, but is hoping Monday.

Motion by Strand, seconded by Markgraf to introduce Resolution 2019-12 entitled: **RESOLUTION NO. 2019-12; RESOLUTION APPROVING AGREEMENT FOR ROUTINE MAINTENANCE BETWEEN THE STATE OF MINNESOTA AND CITY OF PELICAN RAPIDS ON HWY 59 AND 108 FOR FISCAL YEAR 2020 AND 2021.** (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.

A Perham to Pelican Rapids Regional Trail Status Update Meeting will be on 6/13/19 at the Dent Community Center.

There will be a 2040 OTC Transportation Plan Update on 6/27/19, LREC in Pelican Rapids.

Superintendent Olson received a couple of bids for the Library roof. The bid for 50 year shingles was \$102,050 and steel would be \$196,000. This does not include any repairs that may need to be done. If shingles are chosen, at least two quotes are needed. If it's steel, then it will have to go out for bids. An Architect would need to be hired to create the bid documents. The City has saved \$120,000 with the 2019 budgeted funds. With the amount of leaks that happened this last spring, Olson, recommended not waiting any longer to repair the roof. Motion by Ballard, seconded by Markgraf to get a proposal for Library roof bid documents. Motion passed unanimously.

Administrator Solga presented a Financial Planning Agreement with Northland Securities, Inc. for Colony Housing Project, amount not to exceed \$5,000. Motion by Strand, seconded by Foster to approve the financial planning agreement with Northland Securities, Inc. Motion passed unanimously.

Mayor Frazier reported that he visited the OTC Historical Museum. He attended the Pool Committee meeting, attended a monthly mayor's breakfast, and was interviewed by a radio station from Callaway. He also attended the MSERB meeting, a workforce meeting, a damage assessment meeting and the bikeable workshop that was held in town today.

Administrator Solga reported that since the last city council meeting he has; had a department head meeting, worked on assembling the agenda and looked into FMLA. The personnel policy has not been updated for years, so he is working on that. He updated portions of the City website. He ordered and setup the HCH and Pool laptops. He worked on rental property program issues because some landlords are continuing to rent without rental licenses. The water tower project is complete. He attended a meeting with Jenni-O, Planning Commission meeting and an OTC Damage Assessment meeting.

Motion by Strand, seconded by Markgraf to adjourn the City Council meeting at 7:34 p.m. Motion passed unanimously.



Danielle Heaton, MCMC  
Clerk-Treasurer