

Tuesday, July 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 6/25/19
 - b) Approval of Accounts Payable Listing
 - c) Chamber of Commerce Raffle at VFW 26 1st Ave NW, 10/12/19
 - d) Certify Unpaid Utility Bill to Property Taxes for 610 SE 2nd Ave
 - e) Staff Reports
 1. Library
 2. Police Chief Report
 3. Financial Report
5. Report on Colony Housing Project Bid Opening – Bob Schlieman (In Packet)
6. Colony Housing Project
 - Resolution 2019-15 Amending Resolution 2018-01 to Approve Request for Additional MHFA Grant Agreement Funds (In Packet)
 - Approve City-County Tax Abatement Agreement (In Packet)
 - Approve City-School Tax Abatement Agreement (In Packet)
7. Street and Park Report
8. Resolution 2019-16 Resolution Accepting Donations to the City of Pelican Rapids
9. Mayor Report
10. City Administrator Report
11. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 07-09-19

The City Council of Pelican Rapids met in regular session at 5:00 p.m., on Tuesday, 07-09-19 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, Street Park Superintendent Brian Olson, City Attorney Greg Larson and City Engineer Bob Schlieman.

General Attendance: Lou Hoglund from the Pelican Press was 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.

Council Member Ballard had a concerned citizen come to him regarding drivers not stopping for pedestrians in the crosswalk.

Motion by Strand, seconded by Foster to approve the agenda with the addition of No. 12 Left-hand turns on Hwy 59 to 108 and No. 13 City Council Quorums at Public Meetings. Motion passed unanimously.

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

- a) Approval of Minutes – Council Meeting 6/25/19
- b) Approval of Accounts Payable Listing
- c) Chamber of Commerce Raffle at VFW 26 1st Ave NW, 10/12/19
- d) Certify Unpaid Utility Bill to Property Taxes for 610 SE 2nd Ave
- e) Staff Reports
 1. Library
 2. Police Chief Report
 3. Financial Report

Motion passed unanimously.

City Engineer Bob Schlieman reported on the Colony Housing Project bid opening. The city received three bids and low bid was received from Hough, Inc. of DL for \$606,468. The total project is estimated to cost \$767,000.

Since the total estimated project costs are higher than the \$563,000 grant the city received from Minnesota Housing Finance Agency, the city will be requesting the additional \$204,000 from MHFA. Motion by Strand, seconded by Foster to introduce Resolution 2019-15 entitled: **RESOLUTION NO. 2019-15; RESOLUTION REQUESTING ADDITIONAL FUNDS FROM MINNESOTA HOUSING FINANCE AGENCY FOR THE COLONY HOUSING PROJECT.** (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 reviewed the tax abatement agreements between the City and the County and

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the City and School. The agreements state that the school and county will levy the appropriate amount for the abatement and forward that amount to the city. The city will then send payment to the developer. Once the City has approved the agreements, they will be sent to the county and the school to be approved. Motion by Foster seconded by Strand to approve the Tax Abatement Agreement between the City and Otter Tail County and the City and School Board for the Colony Housing Project. Motion passed unanimously.

Street and Park Superintendent Brian Olson provided Council with a report. The pool opened on June 11 and session one of swimming lessons have been completed. The pool leak has not been located but it has slowed.

Council Member Markgraf received comments on the street signage and route of the parade. It went very well this year.

Superintendent Olson received two estimates for the railing system on the pedestrian bridge. The estimates, which include rail, delivery and installation, were \$18,499 and \$35,000. There was also an additional \$4,860 in concrete work that needed to be done on the bridge. The bridge fund has been spent, so this will come out of the general fund. Motion by Markgraf, seconded by Strand to approve the \$18,499 for the rail in light bronze and \$4,860 for the additional concrete work. Motion passed unanimously.

Motion by Strand, seconded by Markgraf to introduce Resolution 2019-16 entitled: **RESOLUTION NO. 2019-16; RESOLUTION ACCEPTING DONATIONS TO THE CITY OF PELICAN RAPIDS.** (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.

Mayor Frazier reported that since the last meeting he had Conversations with the Mayor on June 26, attended bid opening and OTC Transportation Plan meeting on June 27, partook in the Pelican Fest parade on June 29, wrote a column for the Pelican Press, and attended the Erhard parade July 4. He also attended the Pool Committee Meeting and met with administrator Solga to review the agenda before the Council meeting.

Administrator Solga reported that since the last city council meeting he has: worked on electronic council meeting capability; continued efforts to find a rental property inspector; continued activities related to City vs Gridor Construction lawsuit; held conference call with MHFA and DW Jones regarding Colony Apartment process timeline events, ads, and resolutions; worked to finalize resolution seeking additional grant funding from MHFA for Colony Apartment project; met with city attorney to discuss tax abatement agreements, then worked the attorneys and Northland Securities toward finalizing agreements; held Colony Apartment project bid opening on June 27; met with individual interested in resources and city code related to business; continued work on LCSC Health and Safety Service Contract; prepared and placed police officer job ad; have spoken with an architect regarding a proposal to do plans/specs/bid documents for a library roof project; attended and assisted MNDOT during ADA Pre-design field walk on July 8, 9, & 10.

Council Member Strand would like to have a green light installed on Broadway that could help with the left hand turns and the flow of traffic. He would like if it could happen now instead of waiting until the MN DOT 2024 Hwy project. He also asked about installing a crosswalk sign in the middle of the streets as crossing Broadway in the summer can be very dangerous.

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Motion by Strand, seconded by Markgraf to adjourn the City Council meeting at 6:03 p.m.
Motion passed unanimously.



Danielle Heaton, MCMC
Clerk-Treasurer