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**Tuesday, September 10, 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 8/27/19
  - b) Approval of Accounts Payable Listing
  - c) Staff Reports
    1. Library
    2. Police Chief Report
    3. Financial Report
5. 2024 Complete Streets Report – SRF Consulting/PartnerSHIP 4 Health (In Packet)
6. Colony LLC, Prj #89 Change Order – Bob Schlieman
7. Street and Park Report
8. LCSC Health/Safety Training Proposal (In Packet)
9. 2020 General Budget (In Packet)
10. Mayor Report
11. City Administrator Report
12. Adjourn

## CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 09-10-19

The City Council of Pelican Rapids met in regular session at 5:00 p.m., on Tuesday, 09-10-19 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 and Park Superintendent Brian Olson, Police Chief Jeff Stadum, City Attorney Greg Larson and City Engineer Bob Schlieman.

**General Attendance:** Stewart Crosby, Patrick Hollister, Andrew Johnson, Deb Sjostrom, Dave Sjostrum, Judy Tabbut, Everett Ballard, Matt Strand, Nick Leonard, Rudy Martinez, Wayne Runningen, Wayne Hurley, Mary Safgren, Tom Pace, Emma Olson 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 Strand, seconded by Ballard to approve the agenda with the addition of No. 13 Colony Housing LLC. Promissory Note Reassignment and No. 14 Planning Commission Report. Motion passed unanimously.

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

- a) **Approval of Minutes – Council Meeting 8/27/19**
- b) **Approval of Accounts Payable Listing**
- c) **Staff Reports**
  1. **Library**
  2. **Police Chief Report**
  3. **Financial Report**

Motion passed unanimously.

Stewart Crosby of SRF Consulting Group presented the 2024 Complete Streets Concept for US 59 & MN 108. Because MnDOT will be redoing highway 59 and 108 within city limits, the city has the opportunity to think ahead and plan for improvements to the main streets in town. Patrick Hollister with PartnerSHIP 4 Health, business owners, residents and MnDOT made up the advisory committee. There were public meetings held to gather input from the community. Crosby presented the recommended concepts of each segment of highway involved in the project. MnDOT will hold public input meetings in the future as they begin planning the project.

Patrick Hollister, PartnerSHIP 4 Health, spoke to Council of a TA (Transportation Alternatives) grant opportunity the city could apply for to help offset the local funding requirements. Council will need to choose what segment of highway to apply for grant funding at the next meeting to meet deadlines.

City Engineer Bob Schlieman presented a change to the substantial completion date for Colony

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LLC. Infrastructure Project No. 89. The contractor is asking to change the date of substantial completion from October 18, 2019 to June 15, 2020 because of funding delays. If the City is agreeable, a change order will be issued. Motion by Foster, seconded by Strand to approve the substantial completion date from October 18, 2019 to June 15, 2020. Motion passed unanimously.

City Attorney Greg Larson spoke was contacted by the mortgage company for Colony Housing LLC. They asked if the city would consider transferring the tax abatement revenue note from Colony to Bank Forward (mortgage company). City Attorney Larson has no concerns with the city transferring the note to Bank Forward. Motion by Strand, seconded by Foster to authorize the City Clerk and Mayor to sign documents to allow Colony Housing LLC. to transfer the tax abatement revenue note to Bank Forward. Motion passed unanimously.

Street and Park Superintendent Brian Olson presented his monthly report. The pool closed on August 28. October 6 is hydrant flushing and crosswalks have been repainted. Motion by Strand, seconded by Markgraf to approve the street and parks report. Motion passed unanimously.

Council reviewed the Lakes Country Service Cooperative Service Agreement. Administrator Solga presented a Service Agreement with Lakes Country Service Cooperative. The new agreement proposes \$6,913 with an annual increase of 2.5%. This agreement will begin January 2020. Motion by Ballard, seconded by Markgraf to approve the Service Agreement with Lakes Country Service Coop. Motion passed unanimously.

Council discussed the Proposed 2020 General Fund Budget. Administrator Solga reviewed the general budget. Some increases to the budget discussed are: library cost of living adjustment, \$100,000 library roof, computers for Clerk, Administrator and Accounting Clerk, election funds for presidential primary, pool drain covers, suspension bridge repaint, park walkways, playground equipment and funds for planning. Some decreases to the budget discussed are: sidewalk funds and street capital. To help offset a large levy increase; \$100,000 in excess liquor store funds will be transferred to the general fund. After some discussion, Council removed two items from parks capital totaling \$11,070. That would make the General Levy for \$753,489 and the Special Levy \$200,400.

Council Member Ballard voiced his concerns about the sustainability of the amount of the City's funding for the library. Every year it continues to increase and it puts more of a strain on the City. Currently, the city is providing more funding than required by state law. He questioned whether enough is being done to request funds from the townships. Wayne Runnigen explained that townships are not required to provide funds to the library. The funds they provide are donations. If the City cuts funding, Runnigen said they would have to cut staffing and hours open. Ballard encouraged the library to solicit funds from other sources and not depend so heavily on the City. Council Member Foster also had concerns. Council Member Markgraf felt the Library is very important for the community and the City should continue the support.

Motion by Strand, seconded by Markgraf to approve the General Levy for 2020 in the amount of \$753,489 and the 2020 Special Levy of \$200,400. Motion passed unanimously.

Council Member Ballard updated Council on the Planning Commission meeting. The Planning Commissioners would like to have a joint work session with Council on September 30, 2019 at 6:00 pm. Council agreed on the date and time of the work session.

The Mayor reported that since the last Council meeting he: attended a meeting with the DNR,

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went to St Paul to provide testimony before the Lessard-Sams committee for the dam removal and composed letter in support of the Pelican Rapids Community Swimming Pool

Administrator Solga reported that since the last city council meeting he has; held department head meetings; work on gather material and setting city council agenda; met with SEH Engineering and Street Superintendent Brian Olson to discuss the airport ALP project; continued activities related to City vs Gridor Construction lawsuit; met with city attorney and property owner regarding river park land transfer to city; assisted Lakes Country Service Coop regarding the PBX phone system install; attended an August 29, 2019 meeting with Mayor Frazier and the DNR regarding the dam removal and to discuss Lessard-Sams Outdoor Heritage Council testimony in St. Paul; testified before the Lessard-Sams Outdoor Heritage Council on Sept. 4, 2019 regarding dam removal funding; Had discussions with Minnesota Housing Finance Agency regarding the approval of the additional \$204,000 for Colony LLC apartment project; attended the new pedestrian bridge ribbon cutting; worked on DNR revision request for the city's water supply plan.

Motion by Strand, seconded by Markgraf to adjourn the Council meeting at 7:42 pm. Motion passed unanimously.



Danielle Heaton, MCMC  
Clerk-Treasurer