

CITY COUNCIL AGENDA

September 19, 2019

Tuesday September 24, 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. 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 – 9/10/19
 - b) Approval of Accounts Payable Listing
 - c) Certify Unpaid Fire Call to Property Taxes for 201 SE 1st St
 - d) Certify Unpaid Mowing Bill to Property Taxes for 108 NW 2nd St
 - e) Staff Reports
 1. Utility Report
5. Liquor Store Report
 - Personnel
6. CGMC – Elizabeth Wefel
7. Community Development Authority – Amy Baldwin
8. Mobile Bicycle Repair Shop – Jeff McCracken
9. Colony Apartment Complex Utility and Street Improvements/Trunk Hwy 59 and 108 – Bob Schlieman (In Packet)
10. 2024 Project Segment TA Grant Selection (In Packet)
11. Explore MN Tourism Affiliate Welcome Center MOU (In Packet)
12. Home and Garden Show
13. Planning Commission Minutes FYI (In Packet)
14. Mayor Report
15. City Administrator Report
16. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 09-24-19

The City Council of Pelican Rapids met in regular session at 5:00 p.m., on Tuesday, 09-24-19 in Council Chambers, City Hall.

Mayor Frazier called the meeting to order at 5:00 p.m.

Roll call was taken by Accounting Clerk, Onnalee Krump.

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, Accounting Clerk Onnalee Krump, Liquor Store Manager Maggie Johnson and City Engineer Bob Schlieman.

General Attendance: Elizabeth Wefel, Amy Baldwin, Jeff McCracken, Van Holmgren, Andrew Johnson, Commissioner Wayne Johnson, Joyce Burnham, Kathy Knuteson-Olson, Norwood Sisson, John Waller III, Patrick Hollister, Mary Safgren, Amy King, Mark Dokken 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.

Joyce Burnham and Kathy Knuteson-Olson, Co-Presidents of Friends of the Library, spoke of the many uses of the Library and do not want to see the Budget reduced.

Norwood Sisson, spoke to his usage of the Library.

Motion by Foster, seconded by Strand to approve the agenda with the addition of No. 17 Resolution 2019-19 Resolution of Support for the Swimming Pool State Bonding Grant Application. Motion passed unanimously.

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

- a) Approval of Council Minutes – 9/10/19
- b) Approval of Accounts Payable Listing
- c) Certify Unpaid Fire Call to Property Taxes for 201 SE 1st St
- d) Certify Unpaid Mowing Bill to Property Taxes for 108 NW 2nd St
- e) Staff Reports
 1. Utility Report

Motion passed unanimously.

Motion by Markgraf, seconded by Strand to accept the Liquor Report. Motion passed unanimously.

Liquor Store Manager Maggie Johnson asked Council to consider hiring Mason Berube and Keelia Rockstead as part-time liquor store clerks. The starting hourly wage \$13.30.

Motion by Ballard, seconded by Foster to hire Mason Berube and Keelia Rockstead. Motion passed unanimously.

Elizabeth Wefel from the Coalition of Greater Minnesota Cities updated Council on what happened last session and what they are looking at for next session with LGA and Clean Water

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 09-24-19

money are the biggest issues for this area. Future LGA formula changes, large bonding bills with major focus on child care, PFA & BDPI, and Transportation. Some discussion followed.

Amy Baldwin from Community Development Authority introduced the Property Tax Rebate for New Single and Two-Family Homes in Otter Tail County beginning Jan 1, 2020 and the Partnership Grant Program to support growth Countywide. There was some discussion followed a statement from Commissioner Wayne Johnson and encouraged the Council to look into the Property Tax Rebate.

Jeff McCracken and Van Holmgren gave the Council an update on the Mobile Bike Repair. Summer 2020 they hope to locate more places within the City.

City Engineer Bob Schlieman provided an update to Council on Colony Apartment Complex Utility and Street Improvement Project No. 90. Motion by Strand, seconded by Foster to approve the Apex Task Order. Some discussion followed regarding Water, Sewer, Surface Structure (curb & gutter) beyond the Colony Apartment Complex. City Engineer Bob Schlieman will bring a rough estimated cost to the Council in the next month. Motion passed unanimously.

City Engineer Bob Schlieman shared a proposal to assist the City with providing services for the preliminary phase of the City's underground utility infrastructure within the trunk highway 59 and 108 corridors. Motion by Foster, seconded by Strand to accept the Proposal for Professional Services Trunk Highway 59 and 108 Reconstruction with Apex Engineering. Motion passed unanimously.

Patrick Hollister, PartnerSHIP 4 Health, spoke to Council about the Transportation Alternatives (TA) Grant opportunity. Mary Safgren spoke on behalf of MNDOT, and recommended that Council approve Administrator Solga and City Engineer Schlieman work together to submit a Letter of Intent. The Transportation Alternatives (TA) Grant opportunity will be discussed over the next two Council meetings with hopes to meet with Tom Pace from MNDOT and have more details to add to the letter. Deadline to submit is October 31, 2019

Council discussed the Explore Minnesota Tourism Affiliate Welcome Center Program Memorandum of Understanding. Motion by Markgraf, seconded by Strand to approve the Explore Minnesota Tourism Affiliate Welcome Center Program Memorandum of Understanding. Motion passed unanimously.

Administrator Solga spoke to Chamber Chairperson Niki Stetz about the Home and Garden Show and found that the Chamber has not yet spoken about this event. Markgraf expressed concern about spending the money if there is no interest to staff the booth. John Waller III spoke that he would take a shift and would work to get more Chamber people involved. Mayor Frazier, Chamber Chairperson Niki Stetz and Lou Hogland would also take a shift. Motion by Markgraf, seconded by Ballard to submit the Home and Garden Contract by Friday, September 27, 2019 to receive the reduced rates. Motion passed unanimously.

A copy of Planning Commission minutes were provided in the packet.

The Mayor reported that since the last Council Meeting he has met or visited with Colony Homes, LLC, Pelican Rapids Pool Committee Meeting, School Administration, Prairie Lake/Lake Lizzie Dam Replacement Advisory Committee, Movie Night at Veteran's Memorial Park, Administrator Solga, Pelican Power Sports, phone conversation with League of MN Cities, and received phone calls, emails, and letters in support of Library.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 09-24-19

Administrator Solga reported that since the last city council meeting he has; worked to complete the revisions to the City's Water Supply Plan and submitted it to DNR; reviewed and discussed liquor store job applications with manager Maggie Johnson; contacted Design Intent Architecture for status on library roof plans/specs; met with a resident regarding fencing questions; met with commercial property owner to discuss and answer questions related to business resources and building permits; reviewed task order and proposal from Apex engineering; reviewed Explore MN Tourism agreement; worked to fill vacated airport hangar; worked on city hall computer issues; drafted swimming pool resolution for State Bond funding application; met with City's attorneys, then prepped for and attended the City vs Gridor Construction lawsuit deposition on Sept 19.

Motion by Councilman Strand, seconded by Councilman Foster to introduce the following written ordinance: **RESOLUTION NO. 2019-19, ENTITLED, RESOLUTION OF SUPPORT FOR THE GRANT APPLICATION.** 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.) Some discussion followed. Motion passed unanimously.

Motion by Strand, seconded by Markgraf to adjourn the Council meeting at 7:04 pm. Motion passed unanimously.

Respectfully Submitted,
| Onnalee Krump