

January 26, 2017

CITY COUNCIL AGENDA

Tuesday, January 31, 2017

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
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 – 1/10/17
 - b) Approval of Accounts Payable Listing
 - c) Utility Report
 - d) Liquor Store Report
 - e) Local Board of Review 4/4/17
5. City Hall Personnel
6. Tables and Chairs
7. Hazardous Building Updates
8. Gridor Draft Letter
9. Predatory Offender Ordinance
10. Water Treatment Plant Project 83 Final Paperwork Approval
11. City Council Planning Retreat
12. Hospital Board Appointment
13. Farmland Lease Bids
14. League of Minnesota Cities Annual Conference Update – CJ Holl
15. Otter Tail County Visitors Guide

At This Point the Council Meeting Will be Closed to the Public for Union Negotiations Strategy.
The following Items will be Discussed

- A. Union Negotiations Strategy
16. Police Union Contract and 2017 Cost of Living Adjustment

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 01-31-2017

The City Council of Pelican Rapids met in regular session at 5:00 p.m., on Tuesday, 01-31-17 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 CJ Holl

Council Member Kevin Ballard

Council Member Steve Foster

Other city staff present: Administrator Don Solga, Clerk-Treasurer Danielle Heaton, Street and Park Superintendent Brian Olson, City Engineer Bob Schlieman, City Attorney Greg Larson and Library Director Annie M. Wrigg

General Attendance: Girl Scout Members Clair and Ella Schleske, Amy and Dion Schleske 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 led by Girl Scout Members Clair and Ella Schleske.

There were no citizen's comments.

Motion by Foster seconded by Strand to approve the agenda with the additions of No.17 Minnesota Lottery use of Pelican Pete Agreement and No. 18 Water Tower Project No. 86. Motion passed unanimously.

Motion by Ballard, seconded by Holl to approve the consent agenda except item 4e) Local Board of Review 4/4/17.

- f) Approval of Minutes – 1/10/17
- g) Approval of Accounts Payable Listing
- h) Utility Report
- i) Liquor Store Report
- j) ~~Local Board of Review 4/4/17~~

Motion passed unanimously.

Clerk-Treasurer Danielle Heaton provided more information about item 4e) Local Board of Review 4/4/17. The Local Board of Review is scheduled for 4/4/2017, 2:00 – 3:00 PM at 315 N Broadway, City Hall Council Chambers. A quorum is needed for this meeting. Motion by Ballard, seconded by Holl to hold the Local Board of Review on 4/4/2017, 2:00 – 3:00 PM at 315 N Broadway, City Hall Council Chambers. Motion passed unanimously.

Clerk-Treasurer Danielle Heaton asked for Council approval to hire Onnalee Miller Krump as the new Accounting Clerk. She has eighteen plus years' experience in Accounting and Payroll

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practices. Motion by Ballard, seconded by Foster, to hire Onnalee Miller Krump as Accounting Clerk starting at \$16.45 an hour which is Step 3 of the wage scale. Motion passed unanimously.

City Engineer Bob Schlieman of Apex Engineering updated Council on Project No. 86 – Elevated Water Storage and Recoat. KLM Engineering did an inspection of the tank and recommended some items they feel should be done to bring it up to OSHA requirements. Apex Engineering is ready to move on to the design phase of the project and would like to team with KLM Engineering because they are considered tank experts within the region. The City would like to apply for PFA funding. Motion by Foster, seconded by Strand to authorize Apex Engineering to team with KLM Engineering to begin the design process. Motion passed unanimously.

Street and Park Superintendent Brian Olson discussed the storage of the tables and chairs in the Public Works building. Mayor Frazier said that the chairs and tables are mismatched. He doesn't feel that it will go well with the new community center. Council Member Holl would like to use tables and chairs that are stackable for the Community Center. Council Member Strand said they are too good to throw away. Council Member Ballard is concerned with the rising costs of the Community Center. Motion by Holl, seconded by Strand to allow Superintendent Olson to offer the tables and chairs stored in the Public Works building to people in the community. Everyone agreed they should stay in the community. Motion passed unanimously.

City Attorney Greg Larson provided Council with an update on Hazardous Buildings.

- 117 NW 1st Avenue - the title work was completed and publication will begin on February 1, 2017 for 4 consecutive weeks.
- 108 NW 2nd Street – the title work was completed and publication will begin on February 1, 2017 for 4 consecutive weeks.
- 25/27 NW 1st Avenue - property owner applied for a building permit. The property owner was served November 8, 2016 and the 90 days period will be up in February. The building permit was vague in nature and it did not address everything listed in the Building Officials report. The Building Official will contact the property owner to explain to him that the building permit is not complete and he will need more detail.

Council directed staff to bill the property owners for all service and filing fees the City has incurred relating to hazardous buildings.

City Attorney Larson presented a draft letter to Council for Gridor. In an effort to resolve the matter of the City's liquidated damages, the City offered an agreement of \$650,000. The offer will remain in effect until February 28, 2017. The total liquidated damages the City claims is at \$792,000 and continues to grow at \$1,000 a day until the project is complete. Motion by Holl, seconded by Foster to direct Attorney Larson to update the letter with the current dates and the additional liquidated damages accrued since the last council meeting and send the letter. Motion passed unanimously.

Motion by Strand, seconded by Foster to introduce the following written ordinance:
ORDINANCE 2017-01; AN ORDINANCE ADDING "CHAPTER ELEVEN ENTITLED PUBLIC

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PROTECTION AND OFFENSES; PREDATORY OFFENDERS – RESIDENCY RESTRICTIONS, SAFETY ZONES AND PROHIBITED ACTIVITY” INTO THE CITY CODE OF THE CITY OF PELICAN RAPIDS, MINNESOTA. (A complete text of this resolution is part of permanent public record in the City Clerk’s office.) Motion carried and resolution declared duly adopted. Opposed: Holl

Administrator Solga was contacted by Minnesota Lottery. They are starting a campaign using Minnesota landmarks. They are requesting from the City of Pelican Rapids permission to use Pelican Pete on their scratch off tickets. Attorney Larson made a small revision to make sure the City is not misrepresenting itself. Motion by Holl, seconded by Strand to accept the agreement with Minnesota Lottery to use Pelican Pete. Motion passed unanimously.

Administrator Solga reviewed the final paperwork for Water Treatment Plan Project No. 83. Motion by Holl, seconded by Ballard to approve the Mayor signing the certificate of substantial completion paperwork and a letter from the City to PFA stating that the City accepts that the project is complete and no further action is required. Motion passed unanimously.

The City cash flowed \$240,000 of Project No. 83. Now that the Project is complete, Administrator Solga reviewed the cash balance in the Water Fund and discovered that the City doesn’t need to request the \$240,000 from PFA.

Mayor Frazier presented the idea of having a City Council Planning Retreat. The retreat would be a way for the Council to all get together and discuss the goals and strategies for the City for the next year. Council decided that February 17, 2017 from noon – 4:00 p.m. will be when the Planning Retreat will be held.

The City of Pelican Rapids is looking for a representative for the Hospital Board.

The Farmland Lease Bids Bid opening was on Friday January 27, 2017. The low bid was \$30.00 an acre and high bid was \$127.00 an acre. Peter Restad had the high bid and reviewed the lease agreement. The agreement is for five years beginning on January 1, 2017 through December 31, 2021. The rent will be \$127.00 an acre with a 3% inflation clause. Motion by Strand, seconded by Foster to approve the high bid of \$127.00 an acre and the lease agreement. Motion passed unanimously.

Council Member CJ Holl gave an update on the League of Minnesota Cities Annual Conference for Experienced Officials which he attended last week.

Administrator Solga presented the draft publication that Pelican Rapids will have in the 2017 Otter Tail County Visitors Guide. The cost will be \$3,000. Motion by Ballard, seconded by Strand to approve the visitors guide along with the suggested changes. Motion passed unanimously.

Mayor Frazier read the following statement:

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“The next agenda item for this meeting is strategy for labor negotiations pursuant to Minnesota Statutes section 13D.03. I will now entertain a motion to close this portion of the meeting.”

Motion by Strand, seconded by Ballard to approve closing the meeting. Motion passed unanimously.

“The time is now 6:54 p.m. The City Council will now go into a closed session in Chambers. Only the City Council and authorized City representatives may be in attendance at any portion of the closed session.”

“Following a closed meeting, the City Council meeting is now open. The time is 7:31 p.m.”

Administrator Solga reviewed the Police Union Contract. Originally the union wanted language changes to the contract and a wage adjustment. After meeting with the Mayor and Administrator, the union has agreed to a one-year contract with a three percent cost of living adjustment (COLA) and no language change to the contract. During the one year contract Administrator Solga will oversee activities related to scheduling and training. Motion by Foster, seconded by Strand to approve the one year Police Contract with a three percent COLA retro-active to January 1, 2017. Motion passed unanimously.

Administrator Solga asked Council to consider a three percent COLA for all non-union employees retro-active to January 1, 2017. Motion by Holl, seconded by Ballard to approve a three percent COLA retro-active to January 1, 2017. Motion passes unanimously.

Motion by Strand, seconded by Foster to adjourn the City Council meeting at 7:34 p.m. Motion carried. Opposed: Holl



Danielle Heaton
Clerk-Treasurer