

March 23, 2017

**CITY COUNCIL AGENDA**

**Tuesday, March 28, 2017**

**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. 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 – 3/14/17
  - b) Approval of Accounts Payable Listing
  - c) Improvement Project No. 79 Request for Payment
    - SEH Engineering - \$2,035.08
  - d) Utility Report
  
5. Community Gardens
  
6. Chamber of Commerce Events – Jennifer Hams
  
7. Fire Hall Geo Cache Consideration
  
8. Liquor Store Report
  - Sunday Liquor Consideration
  
9. Hazardous Buildings Update
  - 25/27 NW 1st Ave - Schleske
  - 108 NW 2<sup>nd</sup> St - Amerson
  - 117 NW 1<sup>st</sup> Ave - O'Neal
  - 121 NW 1<sup>st</sup> Ave - Grabarkewitz
  - 125 NW 1<sup>st</sup> Ave - Ostendorf
  - 129 NE 5<sup>th</sup> Ave - Waasdorp
  - 309 NE 5<sup>th</sup> Ave - Klaboe
  
10. Building Permit 25/27 NW 1<sup>st</sup> Ave – Roger Schleske

**CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 03-28-17**

11. Leiter Request for Animal Grazing Consideration
12. Police Personnel
13. Library HVAC Glycol Proposal
14. City Hall Garage Consideration
15. Road Grader Consideration
16. Hospital District Board Appointment
17. Agreement for Ambulance Service
18. Council Planning Retreat Reschedule
19. Project 86 Water Tower Color and Logo

## CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 03-28-17

The City Council of Pelican Rapids met in regular session at 5:00 p.m., on Tuesday, 03-28-17 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 three members of the Council were present at roll call:

Council Member Steve Strand

Council Member CJ Holl

Council Member Kevin Ballard - absent

Council Member Steve Foster

Other city staff present: Administrator Don Solga, Clerk-Treasurer Danielle Heaton, Street and Park Superintendent Brian Olson, Police Chief Jeff Stadum, Liquor Store Manager Maggie Johnson and City Attorney Greg Larson.

General Attendance: Girl Scout Members Aaliyah Phommachalinh, Llavina Deluna, Hector Deluna, Julie Tunhiem, Janet Lindberg, Jennifer Hams, Jen Ballard, Mr. and Mrs. Wes Sorenson, Roger and LouAnn Schleske, Austin and Courtney Leiter 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 Aaliyah Phommachalinh and Llavina Deluna.

There were no citizen's comments.

Motion by Holl, seconded by Strand to approve the agenda as presented. Motion passed unanimously.

Motion by Foster, seconded by Strand to approve the consent agenda.

- a) Approval of Minutes – 3/14/17
- b) Approval of Accounts Payable Listing
- c) Improvement Project No. 79 Request for Payment
  - SEH Engineering - \$2,035.08
- d) Utility Report

Motion passed unanimously.

Jennifer Hams from the Pelican Rapids Area Chamber of Commerce addressed Council about upcoming events planned this year in the community. She reported that the Art in the Park Committee would like to reserve some of the campsites in Sherin Park for the vendors. She will work with City Hall to reserve and pay for those sites.

Janet Lindberg and Julie Tunheim updated Council on the Pelican Rapids Community Gardens. There are some concerns with the layout they presented because of the Water

## CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 03-28-17

Tower Painting Project. Based on their fee structure they expected fees would cover the cost of setting up the garden plots and water infrastructure. Superintendent Olson will meet with them and come up with a layout that will work.

Wes Sorenson asked Council to consider allowing placement of a Geo Cache outside of the Fire Hall. Motion by Strand, seconded by Foster to approve placing the Geo Cache at the southside exterior, southeast corner of the Fire Hall. Motion passed unanimously.

Council reviewed the February Liquor Store Report. Discussion on the new Liquor Sales on Sunday law followed. Liquor Store Manager Maggie Johnson talked to area cities to see what their intentions are pertaining to the new law. Effective July 2<sup>nd</sup> intoxicating liquor; off-sale will be allowed on Sunday from 11:00 a.m. and 6:00 p.m. Johnson would like Council to consider opening on Sunday's at least in the summer months (May-September), she is not so sure about the winter months. Administrator Solga suggested tracking sales and expenses on Sunday to see if the Liquor Store is profitable. Council Member Holl would like to see the Liquor Store open on Sundays. He would like people to be able to shop locally instead of traveling to another community to do their liquor shopping. Discussion was postponed until the next meeting for further discussion when all Council members are present.

Attorney Larson and Administrator Solga updated Council on Hazardous Buildings.

- 108 NW 2<sup>nd</sup> St – Amerson – After the first week of publication in the paper, the five property owners were located and are going to be served.
- 117 NW 1<sup>st</sup> Ave - O'Neal – Notice has been published in the paper for four consecutive weeks. The City will wait for the 90 days to lapse and then move forward.
- 121 NW 1<sup>st</sup> Ave – Grabarkewitz – Tested for hazardous material and came back positive on siding. The property owner is removing belongings and plans to remove siding. Motion by Foster, seconded by Strand to allow the property owner until April 30 to remove the personal belongings and the hazardous siding. Motion passed unanimously.
- 125 NW 1<sup>st</sup> Ave – Ostendorf – City staff will begin removing belongings from property and compiling an inventory. Anything of value will be sold at auction.
- 129 NE 5<sup>th</sup> Ave – Waasdorp – Attorney Larson will file the paperwork this week for the Court process because the 90 days has expired.
- 309 NE 5<sup>th</sup> Ave – Klaboe – Property owner will be served when he returns for the summer.
- 25/27 NW 1st Ave - Schleske – Property owner was served in November. The 90 days expired in February. Attorney Larson will file the paperwork this week to begin the Court process.

Administrator Solga has been in contact with HRA about many of these properties and he will continue to pursue that option.

## CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 03-28-17

Roger Schleske addressed Council about a building permit at 25/27 NW 1<sup>st</sup> Avenue. He applied for a building permit on January 24, 2017. The building permit application did not describe the work he planned on completing. The building official requested more information on the application and considered the application incomplete. By the time Mr. Schleske provided more information, the 90 day period to repair the property had passed. Attorney Larson had two concerns which were that the building permit application was vague and ambiguous and the timing of the application at the end of the 90 day deadline. Attorney Larson recommended the City should proceed with filing a motion with the Court, and then the district court will make a formal determination to keep the process moving forward with definite deadlines. Motion by Holl, seconded by Foster to proceed with the district court option. Motion passed unanimously.

Mr. and Mrs. Leiter have made a request for animal grazing on their property in the past. Attorney Larson has some concerns with allowing animals in the entire parcel because it would be expanding a non-conforming use in a residential zone. Leiter provided the City with three letters supporting their claims of having animals on the property. The City redacted the names for privacy purposes. Attorney Larson has some concerns with the letters showing enough evidence. The first letter states animals were at the address. The second letter says along Maplewood Drive and the parcel immediately next to Maplewood Drive cannot be grandfathered in. The third letter states that animals were in the front pasture by Maplewood Drive. Attorney Larson does not feel that there is enough information in the letters to provide the City with clear specific findings. After discussion Council postponed until April 11 meeting to discuss with a full Council. Motion by Holl, seconded by Strand to postpone further discussion until the next Council Meeting on April 11, 2017. Motion passed unanimously.

Police Chief Jeff Stadum and Administrator Solga completed the full-time police officer interviews. Chief Stadum recommended to Council to hire Joshua Putzke as a full time police officer at \$19.87 an hour which is step 2 on the wage scale. Motion by Strand, seconded by Holl to hire Joshua Putzke as full-time police officer. Motion passed unanimously.

Because Officer Putzke is a part-time officer now, we will need to hire a part-time officer (maybe 2) to replace him. Motion by Foster, seconded by Strand to approve offering the part-time position to an applicant who applied for the full-time position. Motion passed unanimously.

Library Board Member Wayne Runningen came to a previous meeting and presented to Council the proposal for Library HVAC Glycol. Since it was not an emergency, the Council was going to take some time to think about it. Motion by Strand, seconded by Holl to accept the proposal and approve payment of \$4,090.00 for the Library HVAC Glycol from available Liquor Store funds. Motion passed unanimously.

## CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 03-28-17

In the past, Council had considered an attached garage for City Hall. Since the plans are being prepared for the Community Center, now would be a good time to reconsider the garage. A 30x30 two story garage would be ideal. The city could then terminate the present garage lease and apply those annual costs towards the debt service of the event center. Motion by Strand, seconded by Foster to add an attached garage to the architect drawings being prepared by BHH Partners. Motion passed unanimously.

Street and Park Superintendent Brian Olson requested Council approval to purchase a road grader. He found a 1987 Champion 27A with 7,100 hours that may become available. If the City purchased a road grader, the gravel roads in town could be maintained more than they are now. It could also be used to help with snow and ice.

Motion by Foster, seconded by Strand to make an offer to purchase the road grader for \$10,000. Motion passed unanimously.

Council was notified that the City's Hospital District Board Appointment is Mary Williams.

Council reviewed the Agreement for Ambulance Service with Ringdahl. Motion by Strand, seconded by Foster to approve the Agreement for Ambulance Service. Motion passed unanimously.

Council Planning Retreat Rescheduled for April 14 from noon - 4 p.m.

Council must decide on the Color and Logo for Project No. 86 Water Tower re-coat. Administrator Solga will discuss with the engineer to find out when the decision needs to be made.

Motion by Strand, seconded by Foster to adjourn the City Council meeting at 8:24 p.m. Motion carried. Opposed: Holl



Danielle Heaton  
Clerk-Treasurer