

**CITY COUNCIL AGENDA**

January 24, 2019

**Tuesday, January 29, 2019**

**4:30 p.m.**

**Council Chambers, 315 N. Broadway**

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1. Call to Order
  - a) Oath of Office – Curt Markgraf
  - b) Roll Call of Members
  - c) Welcoming Remarks
  - d) Announcements
  - e) 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 – 1/8/19
  - b) Approval of Accounts Payable Listing
  - c) Otter Tail County Long-Range Strategic Plan Meeting, 2/4/19 5:30 - 7 p.m. at LREC
  - d) Pelican Rapids Ducks Unlimited Raffle 3/29/19 at VFW
  - e) 2019 Local Board of Review and Equalization 4/4/19, 2:00 to 3:00 p.m., at City Hall
  - f) 2019 Recreational Game License for 2 Games at Gilmore Weik Post 5252, 26 NW 1<sup>st</sup> Ave
  - g) Certify Unpaid \$50 Administrative Penalty to Property Taxes for 421 SE 1<sup>st</sup> St, 41 NE 1<sup>st</sup> Ave, 30 SW 6<sup>th</sup> Ave, 18 SW 6<sup>th</sup> Ave, 101 SE 3<sup>rd</sup> St and 20 SE 4<sup>th</sup> Ave
  - h) Certify Unpaid Mowing Bill to Property Taxes for 700 East Mill Ave
  - i) Staff Reports
    1. Utility Report – People Service
    2. Liquor Store Report
5. Park Board Appointments – Amber Lindberg and Amy King
6. Bench Grant Update and Request – Kate Martinez
7. Land Donation Appraisal & Approval
8. Approval of Resolution No. 2019-01 Resolution Allowing Wire/Automated Bank Payments
9. Discuss Phone System Upgrade to a Hosted PBX System – Administrator/LCSC
10. Pay Equity Report Council Approval
11. City Burning Ordinance – Trevor Steeves
12. Friendship Festival – 6/22/19
13. City Council Meeting Time – Kevin Ballard
14. City Administrator Oral Report
15. Adjourn

## CITY OF PELICAN RAPIDS AMENDED COUNCIL MEETING MINUTES – 01-29-19

The City Council of Pelican Rapids met in regular session at 4:30 p.m., on Tuesday, 01-29-19 in Council Chambers, City Hall.

Mayor Frazier called the meeting to order at 4:30 p.m.

Council Member Curt Markgraf took his oath of office.

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: City Administrator Don Solga, Clerk-Treasurer Danielle Heaton and Fire Chief Trevor Steeves.

General Attendance: Park Board Chairperson Kate Martinez and Lou Hoglund from the Pelican Press were also present.

The Mayor welcomed everyone to the Council Meeting and announced that the DNR Informational Dam meeting has been rescheduled for February 20 at 7:00 p.m. at LREC.

All present stood and said the Pledge of Allegiance.

Motion by Ballard, seconded by Markgraf to approve the agenda as presented. Motion passed unanimously.

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

- a) Approval of Council Minutes – 1/8/19
- b) Approval of Accounts Payable Listing
- c) Otter Tail County Long-Range Strategic Plan Meeting, 2/4/19 5:30 - 7 p.m. at LREC
- d) Pelican Rapids Ducks Unlimited Raffle 3/29/19 at VFW
- e) 2019 Local Board of Review and Equalization 4/4/19, 2:00 to 3:00 p.m., at City Hall
- f) 2019 Recreational Game License for 2 Games at Gilmore Weik Post 5252, 26 NW 1<sup>st</sup> Ave
- g) Certify Unpaid \$50 Administrative Penalty to Property Taxes for 421 SE 1<sup>st</sup> St, 41 NE 1<sup>st</sup> Ave, 30 SW 6<sup>th</sup> Ave, 18 SW 6<sup>th</sup> Ave, 101 SE 3<sup>rd</sup> St and 20 SE 4<sup>th</sup> Ave
- h) Certify Unpaid Mowing Bill to Property Taxes for 700 East Mill Ave
- i) Staff Reports
  1. Utility Report – People Service
  2. Liquor Store Report

Motion passed unanimously.

City resident Bard Miller, 1200 Maplewood Drive, contacted Fire Chief Trevor Steeves to ask if he could burn a pile of timber on his property. City ordinance does not allow for open burning within the City. Fire Chief Steeves provided a copy of the City of Fergus Falls open burning ordinance as a template if Council is interested in allowing opening burning. If Council would like the current ordinance amended, he will work with the Administrator Solga and the City

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Attorney to amend the ordinance and present to Council. Motion by Strand, seconded by Foster, to approve the concept of open burning within the City and move forward with the ordinance amendment. Motion passed unanimously.

Kate Martinez, Park Board Chair, provided Council with an update on the bench grant. The spots where the benches would be placed have to be specified in the grant and the business owners have been contacted. Benches would be placed in front of Strand Hardware, Pelican Pizza and Pelican Drug. The new benches would be replacing cement benches that would be placed into the parks. Motion by Foster, seconded by Markgraf to approve the placement of benches downtown in front of Strand Hardware, Pelican Pizza and Pelican Drug. Motion passed unanimously.

Kate Martinez recommended Council approve the appointment of Amber Lindberg and Amy King to the Park Board. Motion by Strand, seconded by Ballard to approve the appointment of Amber Lindberg and Amy King to the Park Board. Motion passed unanimously.

There is a piece of property next to the river across from Veteran's Memorial River Park that the City has been trying to get the owner to donate to the City for a few years. Kate Martinez contacted the owner and he agreed to donate it if the City would pay for any legal fees for the quit claim deed and also an appraisal so he can use it as a tax deduction. Motion by Strand, seconded by Foster to approve the land donation appraisal and legal fees up to \$2,000. Motion passed unanimously.

Motion by Ballard, seconded by Markgraf to introduce Resolution 2019-01 entitled: **RESOLUTION NO. 2019-01; RESOLUTION ALLOWING WIRE/AUTOMATED BANK PAYMENTS.** (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 Draft Pay Equity Implementation Report with Council. He has been in contact with the State of Minnesota, and the City will pass the pay equity report. Motion by Markgraf, seconded by Ballard to approve the pay equity report and allow the City Administrator to submit the report. Motion passed unanimously.

Mayor Frazier presented on behalf of the Friendship Festival, June 22, 2019, they would like to reserve the site on the evening of June 21, 2019 for the Festival. They will purchase the camping sites for the evening. Motion by Markgraf, seconded by Ballard to approve the campground reservation by the Friendship Festival on June 21, 2019. Motion passed unanimously.

Council Member Kevin Ballard would like to revisit the discussion about the 4:30 p.m. Council meeting time. After the last meeting, he thought the 4:30 p.m. is not fair to the public. The comment period is at the beginning, so if someone comes after 5:00 p.m., they would miss it. If the comment part was moved to the end of the agenda, then the public may have to sit through a long meeting just to make a comment. Council may have already had discussion and voted on an item that a member of the public may have wanted to listen too. Council Member Ballard feels it was a disservice to the public to have changed the meeting time to 4:30 p.m. Council Member Strand felt a meeting at 4:30 p.m. would work for the public and Council would be flexible for those not able to attend the meeting till 5:00 p.m. Motion by Ballard, seconded by Markgraf, to

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change Council meeting times to 5:00 p.m. Aye: Frazier, Ballard, Markgraf. Nay: Foster, Strand. Motion passed.

Administrator Solga reported that since the last city council meeting he has; worked with architect BHH to generate and monitor punch-list items for the city hall project, discussed updating telephone system to a Hosted PBX system, Work with staff on the remaining rental licenses, had on-going discussions with attorney regarding Gridor legal issue, had on-going discussions regarding the 32-unit apartment planned on West Hwy 108, met with Park Board, attended quarterly employee safety meeting, worked on 2019 Pay Equity report, submitted annual census response form, submitted annual PFA compliance report, submitted annual Tier II Emergency & Hazardous Chemical Inventory reports to State, attended public info meeting in Perham regarding the Pelican Rapids to Perham Trail, notified planning commissioners of their appointments and discussed roles, worked with Arvig and In-Control to change static IP at water and wastewater facilities, attended the Otter Tail Lakes Country Assoc. meeting to Historical City Hall, met with LMC Loss Control Rep to discuss city's work comp claims, worked on draft agreement between City and County relating to CSAH 96 & 100 projects.

Mayor reported he and Council Member Markgraf have completed the Local Board of Review and Equalization training online. He also wrote a letter of support for the grant Kate Martinez is applying for to help pay for the downtown benches.

Administrator Solga discussed upgrading the phone system with Council. Currently the City has an analog system, but Administrator Solga has received two quotes to upgrade to an internet based system. There would be additional upfront costs, but within a year, the City would be saving money. Administrator Solga explained this system would be much more efficient for the police department than the current phone system. Council will discuss more at the February 26 Council Meeting.

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



Danielle Heaton  
Clerk-Treasurer