

January 25, 2018

CITY COUNCIL AGENDA

Tuesday, January 30, 2018

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 – 1/9/18
 - b) Approval of Accounts Payable Listing
 - c) Liquor Store Report
 - d) Utility Report – People Service
5. Police Personnel
 - Full Time
 - Part Time
6. Liquor Store Personnel
7. Resolution 2018-02 for Parallel Parking on CSAH100
8. Building Official Services
9. Public Hearing Vacation of Easement Along South Line of Maplewood Heights Block 2, Lot 13 – 5:30 p.m.
10. Auditor Selection Consideration
11. Unique Opportunities Agreement
12. Water Main Break Debriefing
13. Legal Complaint Draft Time Extension – Greg Larson
14. Adjourn

The City Council of Pelican Rapids met in regular session at 5:00 p.m., on Tuesday, 01/30/18 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

City staff present: Administrator Don Solga, Clerk-Treasurer Danielle Heaton, Street and Park Superintendent Brian Olson, Police Chief Jeff Stadum and City Attorney Greg Larson.

General Attendance: Troy Johnson and Samuel Herzog of Unique Opportunities, Attorney Chad Miller of Krekelberg Law 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 Holl, seconded by Foster to approve the agenda with the addition of No. 15 FM Home and Garden Show and No. 16 LMC Experienced Officials Conference Comments. Motion passed unanimously.

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

- a) Approval of Minutes – 1/9/18
- b) Approval of Accounts Payable Listing
- c) Liquor Store Report
- d) Utility Report – People Service

Motion passed unanimously.

Police Chief Stadum and Administrator Solga completed job interviews on January 19, 2018 for the Police Officer Position. They are recommending Council hire Thomas Smieja as Full-Time Police Officer at \$18.62 and Joseph Cahill as Part-Time Police Officer at \$17.11. Both are contingent on a completed background check. Motion by Ballard, seconded by Foster, to approve the recommendation to hire Thomas Smieja as Full-Time Police Officer at \$18.62 an hour and Joseph Cahill as Part-Time Police Officer at \$17.11 an hour. Motion passed unanimously.

Administrator Solga reported that the Liquor Store had a resignation of a part-time employee. The Liquor Store will need to hire a part-time clerk. Motion by Strand, seconded by Foster to approve the posting and interviewing of a new part-time clerk. Motion passed unanimously.

Motion by Foster, seconded by Strand to introduce Resolution 2018-02 entitled: **RESOLUTION NO. 2018-02; RESOLUTION FOR PARALLEL PARKING ONLY.** (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.

Administrator Solga updated Council on the Building Official Services with Lake Country Service Coop ending on January 31, 2018. Solga presented a Service Agreement with Sid Fossan dba, Stonehenge Enterprises for Building Official Services for the City. The Agreement begins February 1, 2018 and ends December 31, 2018. Motion by Foster, seconded by Holl to approve the Services Agreement with Sid Fossan dba, Stonehenge Enterprises. Motion passed unanimously.

Council Member Holl recapped the League of Minnesota Experienced Officials Conference he attended in January.

Council Member Foster asked Council if the City should consider selling the upper floor of City Hall at the FM Home and Garden Show. It will be put on a future agenda to discuss what Council would like to do with the upper floor of the building.

Pursuant to due call and published notice thereof, a public hearing was held to consider vacating:

All that portion of the easement corridor located northerly and adjacent to the southerly boundary line of Lot 13, Maplewood Heights, said easement corridor being the easement corridor dedicated to the public and shown on the Plat of Maplewood Heights, according to the said Plat of Maplewood Heights filed with the records and office of the Otter Tail County Recorder; EXCEPT that portion of the easement corridor located northerly and adjacent to the southerly boundary line of said Lot 13 lying within the boundaries of the easement corridor dedicated to the public lying westerly and adjacent to the easterly line of said Lot 13, as shown on said Plat of Maplewood Heights.

All interested and affected persons were given an opportunity to voice their concerns and be heard.

Attorney Chad Miller of Krekelberg Law Firm spoke on behalf of Mary Carol Peterson. He provided Council with the reasons to vacate the easement, which were also listed in the petition provided to Council.

Mayor Frazier closed the Public Hearing.

Motion by Strand, seconded by Ballard to introduce Resolution 2018-03 entitled: **RESOLUTION NO. 2018-03; A RESOLUTION VACATING AN EASEMENT UPON PETITION OF LANDOWNER.** (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.

Administrator Solga along with Council Members Foster and Holl reviewed the Auditor RFP's that were received by the City. All RFP's meet the criteria. CarlsonSV was the low bid for three years at \$43,425.00. Motion by Ballard, seconded by Strand to approve CarlsonSV as the City Auditor for 2017, 2018 and 2019. Motion passed unanimously.

Administrator Solga reviewed a Sewer Utility Agreement with Unique Opportunities, LLC. The infrastructure needs to be changed from 6 to 8 inch sewer service line to meet city infrastructure requirements. Motion by Strand, seconded by Foster to adopt the Sewer Utility Agreement with Unique Opportunities, LLC. Motion passed unanimously.

Administrator Solga updated Council on the Water Main Break debriefing meeting that took place between Administrator Solga, Police Chief Stadum, Superintendent Olson, Mayor Frazier, and Clerk-Treasurer Heaton.

City Attorney Greg Larson asked Council for an extension to draft the legal complaint. Administrator Solga has been talking to an engineer at WSN that is willing to sit down and review the documents and possibly agree to be the City's expert witness. Attorney Larson would like to meet with the engineer before the complaint is filed. The engineer will be here February 1 to review information and it may take a day and a half to review everything. Motion by Foster, seconded by Strand to allow the City to incur costs with WSN to review the information for the complaint and to allow Attorney Larson to be a party to those discussions with the WSN engineer. Motion passed unanimously.

Motion by Strand, seconded by Ballard to adjourn the City Council meeting at 6:10 p.m. Motion carried. Opposed: Holl.



Danielle Heaton
Clerk-Treasurer