

January 5, 2018

**CITY COUNCIL AGENDA**

**Tuesday January 9, 2018**

**5:00 p.m.**

**Council Chambers, City Hall**

---

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. Agenda Additions or Deletions
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 Meeting Minutes – 12/12/17
  - b) Approval of Accounts Payable Listing
  - c) Appoint Clerk-Treasurer Danielle Heaton
  - d) Designate Official Newspaper: Pelican Rapids Press
  - e) Designate Official Depositories: Wells Fargo, Minnesota National Bank, Wells Fargo Investments and Bell Bank
  - f) Approve Expenses to Fire, Police, Liquor Store, Clerks', Mayors' Regional Meetings and Trainings
  - g) Approve Payment of Administrator and Clerk-Treasurer Bonds
  - h) Approve Payment of Liquor Store Bond
  - i) Lake Country Service Cooperative Membership Renewal
  - j) Coalition of Greater Minnesota Cities Membership Renewal
  - k) Minnesota Council of Airports Membership Renewal
  - l) Household Hazardous Waste Day 8/1/18 10:00 to 2:00 p.m. Public Works Facility
  - m) 2018 Local Board of Review and Equalization 4/3/18 2:00-3:00 p.m. City Hall Council Chambers
  - n) Staff Reports
    1. Library Report
    2. Financial Report
      - Property/Casualty LMCIT 2017 Dividend \$9,367.00
    3. Pelican River Pheasants Forever Raffle at VFW 02/03/2018
5. The Colony Housing Project – Skip Duchesneau

**CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 01-09-18**

- Addendum to Purchase Agreement
- 6. Administrative Penalty - John Dunwell
- 7. Consider Vacation of Easement Along South Line of Maplewood Heights Block 2, Lot 13
- 8. Election of Acting Mayor
- 9. Liquor Store Sunday Hours
- 10. Police Chief Report
  - Personnel
- 11. Street/Park Superintendent Report
  - Skating Rink Personnel
- 12. Dam Powerhouse Report
- 13. Fire Department Capitol Expense Request – Trevor Steeves
- 14. Fargo Home and Garden Show Consideration

**At This Point the Council Meeting Will be Closed to the Public  
The Following Items will be Discussed**

- A. Project 79 WWTF – Greg Larson
- 15. Approve 2018 Appointments to Boards and Authorities
- 16. Approve City Fee Schedule
- 17. Set Time, Place & Date of Regular Meeting
- 18. Adjourn to EDA Meeting
- 19. Review EDA Actions
- 20. Adjourn

January 5, 2018

**EDA AGENDA**

**Tuesday, January 9, 2018**

**Immediately Following Council**

**City Hall**

---

1. Call to Order
2. Agenda Additions or Deletions
3. Election of Officers
4. Approval of Minutes – 1/10/2017
5. Membership Renewal for Greater Minnesota Partnership

## CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 01-09-18

The City Council of Pelican Rapids met in regular session at 5:00 p.m., on Tuesday, 01-09-18 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

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

General Attendance: Shad, Tami, Hunter and Emma Hanson, Skip Duchesneau, 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 member Emma Hanson and Cub Scout member Hunter Hanson.

Motion by Holl, seconded by Ballard to approve the agenda with the additions of Parking and LREC DNR Meeting Agenda. Motion passed unanimously.

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

- a) Approval of Council Meeting Minutes – 12/12/17
- b) Approval of Accounts Payable Listing
- c) Appoint Clerk-Treasurer Danielle Heaton
- d) Designate Official Newspaper: Pelican Rapids Press
- e) Designate Official Depositories: Wells Fargo, Minnesota National Bank, Wells Fargo Investments and Bell Bank
- f) Approve Expenses to Fire, Police, Liquor Store, Clerks', Mayors' Regional Meetings and Trainings
- g) Approve Payment of Administrator and Clerk-Treasurer Bonds
- h) Approve Payment of Liquor Store Bond
- i) Lake Country Service Cooperative Membership Renewal
- j) Coalition of Greater Minnesota Cities Membership Renewal
- k) Minnesota Council of Airports Membership Renewal
- l) Household Hazardous Waste Day 8/1/18 10:00 a.m.to 2:00 p.m. at the Public Works Facility
- m) 2018 Local Board of Review and Equalization 4/3/18 2:00-3:00 p.m. City Hall Council Chambers
- n) Staff Reports
  4. Library Report
  5. Financial Report

## CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 01-09-18

- Property/Casualty LMCIT 2017 Dividend \$9,367.00
- o) Pelican River Pheasants Forever Raffle at VFW 02/03/2018

Motion passed unanimously.

Fire Chief Trevor Steeves asked Council to approve a request for Class A Uniforms for the members of the Fire Department. The Department has not ordered new uniforms for seventeen years. The quote is for \$5,715.60. The Fire Department has \$5,000 in its capital budget and they will cover the rest with Relief Association funds. Motion by Strand, seconded by Holl to approve the purchase of Class A Uniforms for the Fire Department with the City paying \$5,000 of the total bill. Motion passed unanimously.

Skip Duchesneau of DW Jones provided Council with an update about the Colony Housing Project. He is still planning on doing the project but he explained that a different agency has now taken over the grant funds so now paperwork and timelines have changed slightly. He needs to have a few changes made to the original paperwork. He requested Council approve an addendum to the purchase agreement changing the closing date to on or before December 31, 2018. Motion by Ballard, seconded by Foster to amend the original purchase agreement to read as follows: The date of closing shall be on or before December 31, 2018. Motion passed unanimously.

Motion by Holl, seconded by Strand to introduce Resolution 2018-01 entitled: **RESOLUTION NO. 2018-01; AUTHORIZING DW JONES TO ENTER INTO A FUNDING AGREEMENT WITH MINNESOTA HOUSING IN AN AMOUNT NOT TO EXCEED \$563,000.** (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.

Motion by Ballard, seconded by Foster to approve Clerk-Treasurer Danielle Heaton to sign Affirmative Action Certification for which DW Jones is applying. Motion passed unanimously.

Attorney Chad Miller from Krekelberg Law Firm presented a Petition for Vacation of Easement on behalf of Mary Carol Peterson located at 801 SE 5<sup>th</sup> Street. When she attempted to sell her home, it was found that an unused utility easement which was located along the southerly boundary of Lot 13, Block 2, Maplewood Heights which actually goes right through the owners garage. The Petition requests Council set a public hearing on this petition. Motion by Foster, seconded by Holl to accept the Petition for Easement located along the southerly boundary of Lot 13, Block 2, Maplewood Heights and set the public hearing for January 30, 2018 at 5:30 p.m. Motion passed unanimously.

Council discussed with Liquor Store Manager Maggie Johnson about the Liquor Store being open on Christmas Eve and New Year's Eve (both Sundays). When Council discussed it last they decided to be open July 2 through Labor Day 2017 and will reconsider other Sundays. At this time Council has had no other discussion. Johnson had mentioned that she would like to have the Liquor Store open on the two Sundays in

## CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 01-09-18

question last summer. Since it was never revisited, she took it upon herself to have the store open. Holl feels that the lines of communication need to be better and that ultimately it is the Council's decision to be open on Sundays and Frazier agreed. Foster commended Johnson for taking it upon herself to have the Liquor Store open those two Sundays.

Johnson requested Council approval to be open on Super Bowl Sunday. Motion by Foster, seconded by Holl to approve the Liquor Store being open on Super Bowl Sunday, February 4, 2018. Motion passed unanimously.

Police Chief Jeff Stadum gave his Report for December. Stadum requested Council approval to hire John LaFerriere as a part-time police officer contingent on a background check. Starting wage will be \$17.11 an hour, which is level one of the pay scale. Motion by Strand, seconded by Foster to approve the hire of John LaFerriere as part-time Police Officer at \$17.11 an hour contingent on the background check. Motion passed unanimously.

Superintendent Brian Olson provided Council with a Street and Park Report. He would like council to consider hiring Morgan Hatle, Samantha Johnson, Chloe Miltich, Grace Peterson, Hailey Peterson and Anna Stachowski as skating rink attendants. Skating Rink Attendants with experience will be paid \$10.30 an hour and those with no experience will be paid \$9.79. Motion by Foster, seconded by Ballard to approve hiring the above listed applicants. Motion passed unanimously.

Olson gave a run-down of the events of the water main break for Council and answered all their questions. City staff will be having a debriefing meeting this week and will update Council at the next meeting. Mayor Frazier thanked Olson, his crew and all the vendors that came together to help the City out with water main break.

Solga provided Council with a copy of the Dam Power House Report for Council to review. The City and DNR will be having an informational community meeting about the dam repairs and a possible fish passage which may include possible dam removal.

Holl would like Council to consider having a booth at the Fargo Home and Garden Show. The Chamber is willing to help, and if the City is willing to support it, he will organize everything to help highlight the community. The dates are February 23 and 24. Motion by Strand, seconded by Ballard to approve spending \$840 for a booth at the Fargo Home and Garden Show. Motion passed unanimously.

Motion by Strand, seconded by Ballard to appoint Steve Foster as Acting Mayor. Holl feels the position should rotate every year and he would volunteer to do it for 2018. Motion carried. Opposed: Holl Motion by Holl, seconded by Ballard to maintain the regular Council Meeting on the second Tuesday and last Tuesday of every month at 5:00 p.m. Motion passed unanimously.

## CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 01-09-18

Motion by Foster, seconded by Ballard to approve the 2018 Appointments to Boards and Authorities with the addition of Ben Sytsma to the blank spot under Planning Commission. Motion passed unanimously.

Motion by Holl, seconded by Foster to approve the 2018 City Fee Schedule changing the cost of Machine with man and Sewer Jetter with men to \$100 per hour. Motion passed unanimously.

Motion by Foster, seconded by Ballard to approve the Economic Development Authority's actions including election of officers, approval of the 01-10-17 EDA minutes, and approval of the 2018 membership to the Greater MN Partnership. Motion passed unanimously.

Mayor Frazier made the following statement: "The next agenda item for this meeting is being closed for attorney-client privilege pursuant to Minnesota Statutes section 13D.05, subdivision 3(b), and based upon the City attorney's advice as presented previously at this meeting."

City Attorney Greg Larson advised: "This does qualify to be a closed meeting even though the City is not technically in litigation but because of the historical component of it."

"I will now entertain a motion to close this portion of the meeting."

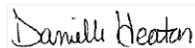
Motion by Foster, seconded by Ballard to approve closing the meeting. Motion passed unanimously.

"The time is 6:55 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 8:00 p.m."

Motion by Foster, seconded by Ballard to authorize the City Attorney to begin preparing a claim against Gridor Construction. Motion passed unanimously.

Motion by Strand, seconded by Ballard to adjourn the City Council meeting at 8:01 p.m. Motion carried. Opposed: Holl



Danielle Heaton  
Clerk-Treasurer