

October 6, 2017

CITY COUNCIL AGENDA

Tuesday, October 10, 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. 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 Minutes – 9/25/17 Budget Meeting, 9/26/17 Council Meeting, Closed Meeting, 9/28/17 Planning Retreat
 - b) Approval of Accounts Payable Listing
 - c) Staff Reports
 1. Library Report
 2. Financial Report
5. Public Hearing – City Hall/Community Center
 - Construction Bid Award
 - Resolution 2017-25 Approving the Issuance of General Obligation Bonds, Series 2017 C
 - Resolution 2017-26 Adopting A Capital Improvement Plan and Providing Preliminary Approval for the Issuance of Bonds Thereunder
 - Resolution 2017-27 Approving Property Tax Abatements
 - Finance Plan Approval
6. Administrative Hearing – Ben Woessner
7. Street and Park Superintendent Report
8. Project 87 Street/Utility
 - Update
 - Resolution 2017-28 Declaring Cost to be Assessed and Ordering Preparation of Proposed Assessment
 - Resolution 2017-29 Hearing on Proposed Assessment
9. Police Chief Report & Personnel
10. Highway 59 Crosswalks (by High School) Safety Concern
11. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 10-10-17

The City Council of Pelican Rapids met in regular session at 5:00 p.m., on Tuesday, 10-10-17 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 and Police Chief Jeff Stadum.

General Attendance: Boy Scout Member Noah Ballard, Chad Borman with BHH Architects, Tammy Omdal from Northland Securities, Erik Johnson, John Waller III, Polly Fahrendorff, Gregg Fahrendorff, Harold Holt, Bonnie Onnen, Arnie Cox, Jeanne Hovland, Judy Tabbut, Rev. Scott Block, Nikki Hastings, Corbin Hastings, Denise Borgen, Wayne Bakken, David Gottenborg, Ben Woessner, Marjorie Engebretson, Wayne Runningen, Gerald Grefsrud, Everett Ballard, Maxine Ballard, Annie M. Wrigg, Debbi Restad, Andrew Johnson, Dave Peterson 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 Boy Scout Member Noah Ballard.

Motion by Foster, seconded by Strand to approve the agenda with no additions or deletions. Motion passed unanimously.

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

- a) Approval of Minutes – 9/25/17 Budget Meeting, 9/26/17 Council Meeting, Closed Meeting, 9/28/17 Planning Retreat
- b) Approval of Accounts Payable Listing
- c) Staff Reports
 1. Library Report
 2. Financial Report

Motion passed unanimously.

Pursuant to due call and published notice thereof, the City Council of Pelican Rapids met to consider Proposed Property Tax Abatements for the Community Center Improvement Project Capital Improvement Plan and Notice of Intention to Issue Capital Improvement Bonds. Mayor Frazier called the Public Hearing to order at 5:03 p.m.

Mayor Frazier provided a history of the building since 2002 when the City moved in. In July 2017 the building was paid off. In September 2017 the bids were opened with Minko Inc. having the low bid. The city had 45 days to award the bid. A letter was mailed to all property owners in the City of Pelican Rapids explaining what the bond costs would be to each property. The bond payment was included in the

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 10-10-17

preliminary budget that was submitted to the County for 2018. Chad Borman from BHH Architect is here to answer questions if needed.

The Public Hearing was opened to the public for comment. Anyone present that wanted to make a comment was able to.

Chad Borman explained to Council the differences between a serving kitchen and a commercial kitchen.

Tammy Omdahl from Northland Securities explained the three resolutions that were provided to Council in the packet.

Council heard from many people in favor and against this project. Some concerns are the increase in taxes, upstairs isn't large enough for an event center and the cost of dam repairs. Some positives were: a need for meeting space, economic development, committees for both a community center and commercial kitchen held many meetings looking into this over the years.

Motion by Holl, seconded by Frazier to move forward with Base Bid (HVAC and roof replacement), Alternate No. 1 (exterior renovations including insulation, windows and exterior finishing) and Alternate No. 2 (Community Center) and accept Minko Construction Inc. as low bid at \$1.38 million. Strand, Ballard, Foster: Nay. Holl, Frazier: Aye. Motion lost.

Motion by Ballard, seconded by Foster to move forward with Base Bid (HVAC and roof replacement) and Alternate No. 1 (exterior renovations including insulation, windows and exterior finishing) and accept and award the bid to Minko Construction Inc. for \$772,181. Strand: Nay. Ballard, Holl, Foster, Frazier: Aye.

Motion by Foster, seconded by Ballard to introduce Resolution 2017-27 entitled: **RESOLUTION NO. 2017-27; RESOLUTION APPROVING PROPERTY TAX ABATEMENTS.** (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: Strand

Motion by Ballard, seconded by Foster to introduce Resolution 2017-26 entitled: **RESOLUTION NO. 2017-26; RESOLUTION ADOPTING A CAPITAL IMPROVEMENT PLAN AND PROVIDING PRELIMINARY APPROVAL FOR THE ISSUANCE OF BONDS THEREUNDER.** (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: Strand

Motion by Foster, seconded by Ballard to introduce Resolution 2017-25 entitled: **RESOLUTION NO. 2017-25; A RESOLUTION APPROVING THE ISSUANCE OF GENERAL OBLIGATION BONDS, SERIES 2017C.** Since Alternate 2 was not chosen by Council, the amount in paragraphs one and three need to be changed to \$950,000. (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. Opposed: Strand

Chad Borman of BHH Architects will contact Minko Construction Inc. tomorrow and let them know that their Base Bid and Alternate No. 1 have been accepted in the amount of \$772,181.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 10-10-17

City resident Ben Woessner requested an administrative hearing with Council to address a nuisance letter and administrative penalty he received for a rental property he owns. Woessner claimed that the debris was picked up by the deadline given except for a garbage container full of scrap metal that was to be picked up and a toilet. He requested Council waive the fee.

Motion by Foster, seconded by Holl to waive the administrative penalty. Officer Stadum pointed out that it was still a violation that was not abated by the deadline. More time could have been given if the property owner would have asked. Strand, Holl, Frazier: Nay. Ballard, Foster: Aye. Motion lost.

Street and Park Superintendent Brian Olson provided Council with a report. Sewer jetting has been completed. Hydrant flushing is done. They are starting on the upgrades to the bathhouse and pool building this fall. He is proposing changing all City Hall, Fire Department, Liquor Store, Public Works and Library lights to LED lights. Council Member Strand suggested bypassing the ballasts to save even more money. Olson will have to get a quote from an electrician and bring it back to Council. Motion by Strand, seconded by Ballard to approve the Street and Park report. Motion passed unanimously.

City Engineer Bob Schlieman provided Council with an update on the street and utilities project. Construction of all portions of the project, except the downtown parking lot, are expected to be substantially complete by October 15, 2017. The Special Assessment Hearing will be on November 14, 2017 at or after 5:00 p.m.

Motion by Strand, seconded by Foster to introduce Resolution 2017-28 entitled: **RESOLUTION NO. 2017-28; RESOLUTION DECLARING COST TO BE ASSESSED AND ORDERING PREPARATION OF PROPOSED ASSESSMENT 6TH STREET NE, 6TH STREET SE, 1ST AVENUE SE, 2ND AVENUE SE, MAPLEWOOD DRIVE, RIDGE CREST DRIVE, LAKE REGION AVENUE, 10TH AVENUE SE, 430TH STREET (GOLF COURSE ROAD) AND RECREATIONAL TRAIL.** (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 introduce Resolution 2017-29 entitled: **RESOLUTION NO. 2017-29; RESOLUTION FOR HEARING ON PROPOSED ASSESSMENT 6TH STREET NE, 6TH STREET SE, 1ST AVENUE SE, 2nd AVENUE SE, MAPLEWOOD DRIVE, RIDGE CREST DRIVE, LAKE REGION AVENUE, 10TH AVENUE SE, 430TH STREET (GOLF COURSE ROAD) AND RECREATIONAL TRAIL.** (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.

Police Chief Stadum reviewed the Police Department report for the month September. Officer Joshua Putzke resigned as of October 19, 2017. Motion by Strand, seconded by Holl to approve Officer Putzke's resignation. Motion passed unanimously.

Chief Stadum and Administrator Solga asked Council if the previous potential employee list could be used as Putzke had been full time less than a year. The person from the list would be Andrew Hayes, who is currently a part time officer for the City. The starting hourly rate would be \$18.62 an hour. Motion by Foster, seconded by Ballard, to approve the hire of Andrew Hayes as full time officer at \$18.62 an hour. Motion passed unanimously.

Council Member Strand has concerns about the Highway 59 Crosswalks by the High School. He would like to form a committee to look into safer options. Council Member Holl suggested going to the next school board meeting to see if the school shares these concerns and would like to be involved in the committee.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 10-10-17

Motion by Strand, seconded by Foster to adjourn the City Council meeting at 7:44 p.m. Motion carried.
Opposed: Holl



Danielle Heaton
Clerk-Treasurer