

October 20, 2016

CITY COUNCIL AGENDA

Tuesday, October 25, 2016

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 – 10/11/16
 - b) Approval of Accounts Payable Listing
 - c) Utility Report
 - d) Liquor Store Report
5. Housing Project W108
 - Tax Abatement – Tammy Omdahl, Northland Securities
 - Support resolution/agreement/letter
 - Create Parcel ID Number
6. Dam Information
 - Dam Wall update – Rick Germaine
 - Dam Fish Passage – Howard Fullhart (DNR)
7. Improvement Project #87
8. Hydrant Flushing
9. Parcels 76000990661000 and 76000990661001 Animal and Fence Ordinance Violation
10. Offender Ordinance Consideration
11. Project 79 WWTF Update
12. Project 83 WTP Update
13. Project 80 Bridge L5805 Update
14. Project 85 Community Center Update

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 10-25-2016

The City Council of Pelican Rapids met in regular session at 5:00 p.m., on Tuesday, 10-25-16 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 Parks Superintendent Brian Olson, Police Chief Jeff Stadum, City Engineer Bob Schlieman, City Attorney Greg Larson and Financial Consultant Tammy Omdal.

General Attendance: Girl Scout Members Clair Schleske and Ashlea Matykiewicz, Skip and Andrew Duchesneau of D.W. Jones, Inc., Howard Fullhart of MN DNR and Lou Hoglund of Pelican Rapids Press.

The Mayor welcomed everyone to the Council Meeting and made some upcoming community announcement.

All present stood and said the Pledge of Allegiance led by Girl Scout Members Clair Schleske and Ashlea Matykiewicz.

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

Motion by Holl, seconded by Strand to approve the following consent agenda.

- a) Approval of Minutes – 10/11/16
- b) Approval of Accounts Payable Listing
- c) Utility Report
- d) Liquor Store Report

Motion passed unanimously.

Tammy Omdal of Northland Securities explained to Council the process of tax abatement. The revenue from tax abatement will be used to reimburse the Developer for site improvements and public improvements related to the expansion. Since the developer is requesting tax abatement from the City, School and County, the length of tax abatement is limited to fifteen years.

Skip Dechaneau of D.W. Jones, Inc. explained to Council that he had finished reviewing the numbers with the General Contractor and the Architect and he will now be applying for a one million dollar grant through Minnesota Employment and Economic Development (MN DEED).

Motion by Holl, seconded by Foster to adopt the following written resolution entitled: RESOLUTION NO. 2016-18 RESOLUTION CALLING FOR A PUBLIC HEARING ON PROPOSED PROPERTY TAX ABATEMENTS ON NOVEMBER 29, 2016 AT 5:30 P.M. and to also have Administrator Solga and Attorney Larson work on the Quit Claim Deed to establish

the parcel of land. Motion carried and resolution declared duly adopted. (A complete text of this resolution is part of permanent public record in the City Clerk's office.)

Motion by Foster, seconded by Ballard to adopt the following written resolution entitled: RESOLUTION NO. 2016-19 A RESOLUTION IN SUPPORT OF A PROPOSAL BY D.W. JONES, INC. FOR THE CONSTRUCTION OF WORKFORCE HOUSING IN THE CITY OF PELICAN RAPIDS. Motion carried and resolution declared duly adopted. (A complete text of this resolution is part of permanent public record in the City Clerk's office.)

Attorney Larson reviewed the memo he provided to Council regarding the draft purchase agreement that D.W. Jones, Inc. submitted. After some discussion, Council and D.W. Jones were agreeable with all items on Attorney Larson's memo.

Howard Fullhart from the Minnesota Department of Natural Resources (DNR) asked Council to consider a Dam Fish Passage. Right now, the City is working on repairing the Dam; it would be a good time to have Houston Engineering prepare a design for a fish passage. Currently, the DNR does not have any funds to help the City, but he would like to encourage the City to prepare a concept and design at the City's expense and in the future, the DNR may have funds to help create a fish passage. Houston Engineering will be at the next meeting to discuss this concept with Council further.

Bob Schlieman reviewed Improvement Project 87 and the proposed areas. Administrator Solga, Superintendent Olson and Engineer Schlieman met and created a map and rated the areas on level of importance to make a recommendation. At this time, Council is not interested in moving forward with the area proposed to be served with gravity sanitary sewer south of 1st Avenue SE between 4th Street SE and 6th Street SE.

Motion by Foster, seconded by Ballard to adopt the following written resolution entitled: RESOLUTION NO. 2016-16 A RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS; 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 DOWNTOWN PARKING LOT with the exception of the area proposed to be served with gravity sanitary sewer south of 1st Avenue SE between 4th Street SE and 6th Street SE. Motion carried and resolution declared duly adopted. (A complete text of this resolution is part of permanent public record in the City Clerk's office.)

Detective Jon Karger of the Otter Tail County Sheriff's Office and a Pelican Rapids resident provided the Council with an example of the City of Fergus Fall Predatory Offender Residency Restrictions and Safety Zones Ordinance. He would like the City of Pelican Rapids to consider adding a similar ordinance. Chief Stadum is also in favor of looking into this issue further. Council would like Attorney Larson to follow up with the League of Minnesota Cities and Council can discuss further at the next meeting.

Superintendent Brian Olson addressed Council about the concern over hydrant flushing that was brought up at the last meeting. He talked to management from West Central Turkey's (WCT) about the hydrant flushing. WCT feels that the time the City does it now, works best for them.

Administrator Solga informed Council that Parcels 76000990661000 and 76000990661001 are in violation of the City's Animal Ordinance and possibly Fence Ordinance. He mailed the owner a letter on October 4, 2016 but has received no response.

Waste Water Improvement Project 79 punch list items are still being completed. There are some items that Gridor is not willing to do. Those will be discussion points when the project is completed. Administrator Solga reviewed some of the punch list items. He would like two elected officials to do walk through with him. Mayor Frazier and Council Member Foster offered to do a final walk through.

Water Plant Improvement Project 83 is almost complete and the final pay request could be at the next meeting.

Bridge Removal Project 80 was completed. The Culvert Bridge was removed on Wednesday. When the parking lot is repaired, the walking bridge will be put in.

Administrator Solga updated Council on Project 85 Community Center. By December, the consultant for the project should have some options on new HVAC systems for the Council to review.

Motion by Strand, seconded by Ballard to adjourn the City Council meeting at 7:22 p.m. Motion carried. Opposed: Holl

Danielle Heaton
Clerk-Treasurer

