

November 3, 2016

CITY COUNCIL AGENDA

Monday, November 7, 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. 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 – 10/24/16
 - b) Approval of Accounts Payable Listing
 - c) Improvement Project No. 79 Request for Payment:
 - 1) SEH Engineering - \$1,696.26
 - d) Staff Reports
 - 1) Street and Park Report
 - 2) Library Report
 - 3) Financial Report
 - e) Pelican Rapids Pool Hall Raffle, March 18, 2018 valued at \$5,000.
 - f) Certify to Property Taxes Unpaid Mowing and Administrative Penalty Bills
 - 1) 76000990131000 – 117 NW 1st Ave - \$93.50
 - 2) 76000990102000 – 14 NW 3rd Ave - \$50.00
 - 3) 76000990253001 – 20 SE 4th Ave - \$50.00
 - 4) 76000990866000 – 9 Industrial Park Drive - \$50.00
 - 5) 76000990559000 – 353 SE 5th St. - \$50.00
 - 6) 76000990642000 – 409 NW 3rd St. - \$50.00
 - 7) 76000270054000 – 800 Old Fergus Road - \$50.00

5. Police Chief Report

6. Chamber Hay Rides November 25 from 3 – 5 p.m. Request to Close E.L. Peterson Parking Lot

7. Ordinance Violation – Austin Leiter

8. Dam Update – Houston Engineering
9. Housing Project Land Purchase Agreement – Greg Larson
10. Set Date to Canvass Election Results
11. Resolution No. 2016-22 and Joint Powers Agreement for Prosecuting Attorney
12. Resolution No. 2016-17 - City & Township Winter Maintenance Agreement
13. City Hall Job Positions
14. Community Garden
15. Outdoor Warning Siren Tests
16. Classification and Compensation Study Report – Flaherty & Hood, Carol Loncar

At This Point the Council Meeting Will be Closed to the Public for Labor Negotiations Strategy.
The Following Items will be Discussed:

- A. Labor Negotiations Strategy
17. Resolution No. 2016-20 Approve Job Classification Study
18. Resolution No. 2016-21 Approve Implementation Strategy

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 11-07-16

The City Council of Pelican Rapids met in regular session at 5:00 p.m., on Monday, 11-07-16 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, Police Chief Jeff Stadum and City Attorney Greg Larson.

General Attendance: Boy Scout Members Gage Stromberg, Logan and Ian Fahje, Janet Lindberg, Austin Leiter, Courtney Raines-Leiter, Rick St. Germain of Houston Engineering, Skip and Andrew Duchesneau of D.W. Jones, Inc. Brandon Fitzsimmons and Carol Loncar of Flaherty & Hood P.A. and Lou Hogle 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 Members Gage Stromberg and Logan and Ian Fahje.

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

Motion by Holl, seconded by Strand to approve the consent agenda as presented except item C1.

- a) Approval of Minutes – 10/24/16
- b) Approval of Accounts Payable Listing
- e) ~~Improvement Project No. 79 Request for Payment:~~
 - 1) ~~SEH Engineering – \$1,696.26~~
- d) Staff Reports
 - 1) Street and Park Report
 - 2) Library Report
 - 3) Financial Report
- e) Pelican Rapids Pool Hall Raffle, March 18, 2018 valued at \$5,000.
- f) Certify to Property Taxes Unpaid Mowing and Administrative Penalty Bills
 - 1) 76000990131000 – 117 NW 1st Ave - \$93.50
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 - 5) 76000990559000 – 353 SE 5th St. - \$50.00
 - 6) 76000990642000 – 409 NW 3rd St. - \$50.00
 - 7) 76000270054000 – 800 Old Fergus Road - \$50.00

Motion passed unanimously.

Council Member Ballard asked questions about Improvement Project No. 79 Request for Payment: SEH Engineering - \$1,696.26. Motion by Ballard, seconded by Foster to approve the SEH pay request. Motion passed unanimously.

Police Chief Jeff Stadum reported on the activities of the Police Department. Police Chief Stadum asked Council to consider hiring Aric Larson as part-time Police Officer pending

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psychological testing. He will start at \$17.71 which is step one of the wage scale. Motion by Strand, seconded by Holl to approve hiring Aric Larson starting at \$17.71 per hour which is level one of the wage scale. Motion passed unanimously.

The Community Garden must be moved from its current location. Janet Lindberg asked Council to consider allowing the use of City property as a Community Garden. Right now, there are about thirty plots approximately (13x15 feet). Julie Tunheim could help manage the garden. Ms. Lindberg will help form a Community Garden Committee to look into this matter further and establish rules and guidelines. Motion by Holl, seconded by Strand to allow the Community Garden's to move up near the Water Tower and charge \$5.00 per plot to cover the cost of the water. The Motion passed unanimously.

Austin Leiter moved here in November 2015 and at that time the ordinance allowed horses on 2.5 acres. He would like Council to consider allowing them to keep their animals to graze on their property. Administrator Solga reviewed the conversations he had with the property owners regarding the fencing and the animals grazing. Council recommended sending the issue to the Planning Commission to see if there would be a way to work with the Leiter's and their situation.

Rick St. Germaine of Houston Engineering gave a Dam Repair Update. Houston Engineering has been monitoring the Dam Wall since it failed earlier this summer. They will continue to monitor it for a while. The City received a grant to help fix the wall and there are a few different ways to do that. If the City would like to consider a fish passage, the City would have to come up with the money for the plans but there may be some money available to help build the passage. At this time, it appears that the retaining wall on the dam wall did not allow for run off. The amount of rainfall the City received this summer and the soil being so heavily saturated caused the dam wall to collapse. Motion by Holl, seconded by Frazier to ask Houston Engineering to provide a proposal to look at the feasibility of doing a fish passage. Motion passed unanimously.

City Attorney Greg Larson, Council and D.W. Jones, Inc. reviewed the purchase agreement. Attorney Larson reviewed the changes that Council requested at the previous meeting. D.W. Jones requested a few changes and Council was agreeable to all. Motion by Ballard, seconded by Foster to approve allowing the Mayor and Clerk to sign the Purchase Agreement with Colony Housing LLC. for Parcel Numbers 76000210004001 and 76000220016004. Motion passed unanimously.

Clerk-Treasurer Danielle Heaton asked Council to set a date and time for a Special Meeting to canvass the 2016 General Election Day results. Motion by Ballard, seconded by Strand to canvass the vote at a Special Meeting on November 17, 2016 at 1:00 p.m. Motion passed unanimously.

Motion by Ballard, seconded by Strand to introduce the following written resolution:
RESOLUTION NO. 2016 –22 A RESOLUTION APPROVING THE STATE OF MINNESOTA JOINT POWERS AGREEMENT WITH THE CITY OF PELICAN RAPIDS ON BEHALF OF IT'S CITY ATTORNEY AND POLICE DEPARTMENT.
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.)

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Motion by Foster, seconded by Ballard to introduce the following written resolution:

RESOLUTION NO. 2016 –17 CITY & TOWNSHIP WINTER MAINTENANCE

AGRREMENT. 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.)

On November 1, 2016 Administrator Solga, Clerk-Treasurer Heaton and Mayor Frazier conducted interviews for Office Specialist and Accounting Clerk Positions. Their recommendations are to hire Donna Rensink as Office Specialist at \$11.32 which is level one of the wage scale. Her first day is November 8, 2016. Also, Hannah Cox as Accounting Clerk at \$14.29 which is level two of the wage scale because of her education and experience. Her first date is yet to be determined. Motion by Holl, seconded by Strand to hire Donna Rensink and Hannah Cox at the above mentioned wage. Motion passed unanimously.

Otter Tail County is considering discontinuing the monthly test of the warning siren from October through March. The purpose is to help maintain the integrity of the siren.

Carol Loncar and Brandon Fitzsimmons presented the Classification and Compensation Study Report for the City of Pelican Rapids. Brandon Fitzsimmons. The study identifies findings and makes recommendations related to classification and compensation for City employees. Flaherty & Hood, P.A. analyzed results from job analysis, job evaluation and market survey.

Mayor Frazier read the following statement:

The next agenda item for this meeting is strategy for labor negotiations pursuant to Minnesota Statutes section 13D.03. I will now entertain a motion to close this portion of the meeting.

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

The time is now 6:49 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 7:59 P.m.

Motion by Foster, seconded by Ballard to introduce the following written resolution:

RESOLUTION NO. 2016 -20 APPROVING THE JOB CLASSIFICATION STUDY

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.)

Council will postpone acting on Resolution 2016-21 until the next Council Meeting.

Motion by Holl, seconded by Strand that the Pay Equity Implementation Report and Job Class Data Entry Verification List be approved, signed by the Mayor, and submitted to the State of Minnesota. Motion passed unanimously.

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Motion by Holl, seconded by Foster to allow the Chamber to close the downtown parking lot behind Strand Hardware for hayrides on November 25th from 2-5:30 p.m. Motion passed unanimously.

Motion by Strand, seconded by Ballard to adjourn the City Council meeting at 8:06 p.m. Motion carried. Opposed: Holl



Danielle Heaton
Clerk-Treasurer