

CITY COUNCIL AGENDA

November 7, 2019

Tuesday, November 12, 2019 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 (*City Council or City Staff Only*)
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 – Council Meeting 10/29/19
 - b) Approval of Accounts Payable Listing
 - c) Otter Tail County Long Range Strategic Plan Open House Meetings
 - d) Staff Reports
 1. Police Chief Report
 2. Financial Report
5. 2018 Audit Report – Dean Birkland
6. County Garage Location – Apex Engineering/ BHH
7. 2024 Project Segment TA Grant Selection Application – Bob Schlieman
8. Street and Park Report
9. Resolution 2019-21 Designate the Polling Place for 2020
10. Pelican Rapids Library Board Report – Dave Gottenborg
11. Mayor Report
12. City Administrator Report

The Council Meeting Will be Closed to the Public to Discuss the Following Items:

- A. Gridor Construction Mediation

13. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 11-12-19

The City Council of Pelican Rapids met in regular session at 5:00 p.m., on Tuesday, 11-12-19 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 Curt Markgraf

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, City Attorney Greg Larson and Attorney Jim Strommen.

General Attendance: Cheryl Brenna, Audrey Wifall, Patrick Hollister, Kathryn Kitowski, City Auditor Dean Birkeland, Dave Gottenborg, Matt Malone, Wayne Johnson, Matthew Yavarow, Charles Grotte, Christi Field, and Lou Hoglund from the Pelican Press were also present.

Mayor Frazier welcomed everyone to the Council Meeting and announced upcoming events.

All present stood and said the Pledge of Allegiance.

Motion by Strand, seconded by Markgraf to approve the agenda with the addition of No. 14 Lighted Horse Parade. Motion passed unanimously.

Motion by Foster, seconded by Strand to approve the following consent agenda items:

- a) Approval of Minutes – Council Meeting 10/29/19
- b) Approval of Accounts Payable Listing
- c) Otter Tail County Long Range Strategic Plan Open House Meetings
- d) Staff Reports
 1. Police Chief Report
 2. Financial Report

Motion passed unanimously.

Audrey Wifall spoke to Council regarding the Lighted Horse Parade on November 29, 2019. For the safety of the horses and the people watching, they are requesting no parking during the parade on highway 59 and no parking on one side of NE 2nd Avenue. Motion by Ballard, seconded by Foster allowing no parking on highway 59 on both sides and NE 2nd Avenue on one side at 5:00 pm to the end of the parade. Motion passed unanimously.

Auditor Dean Birkeland from CarlsonSV presented the 2018 Audit report to Council. He reviewed the general fund and the enterprise funds. Motion by Strand, seconded by Foster to accept the 2018 Audit Report. Motion passed unanimously.

Bob Schlieman with Apex Engineering has been working with BHH and Otter Tail County on a garage location. The county has looked at various sites in and around town and would now like to get Council's thoughts on where they would like to build before moving forward since a zone change would be necessary. The proposed sites were reviewed and Council said they are open to rezoning the areas in question.

City Engineer Bob Schlieman spoke to Council about the 2024 Project Segment TA Grant

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Selection Application. He reviewed the different proposed surface improvement areas on TH 59 and TH 108.

Street and Park Superintendent Brian Olson provided Council with an update. Street sweeping is done for the fall. The sink hole on Highway 59 will be repaired by MnDOT. The skating rink has been set up. He asked for Council approval to purchase a snow blower for \$879. It will be used to help clear the snow on the bridge and other areas. Funds will be taken from streets capital. Motion by Frazier, seconded by Markgraf to approve the purchase of the snow blower for \$879. Motion passed unanimously.

Motion by Foster, seconded by Ballard to introduce the following written resolution:
RESOLUTION NO. 2019-21, A RESOLUTION TO DESIGNATE THE POLLING PLACE. Motion passed unanimously. (A complete text of this resolution is part of permanent public record and will be in effect and in full force upon publication.)

Library Board Member Dave Gottenborg read a letter from the Library Board to the Council. The Library Board felt there were a few things that need to be addressed with Council. The letter explained that the Library Board conducts an annual performance review of the Library Director, not the City Administrator or Council. The Library Board requested City Council assign a different council member to have the Library portfolio.

Council Member Markgraf provided Council with a recap of the Library Board meeting. There will be a remodeling project of the backroom. Copies of the Pelican Press before 1924 will be digitalized and searchable. Motion by Strand, seconded by Ballard to approve the Library Report. Motion passed unanimously.

Mayor Frazier reported that since the last city council meeting he has; held conversations with the Mayor, visited Ace Hardware after the expansion project, had a meeting with OTP regarding rebate incentives at the pool for solar heating and attended the WCI annual meeting.

Administrator Solga reported that since the last city council meeting he has; met with a property owner to discuss fencing questions; continued working with Lakes Country Service Coop on the PBX phone system and computer upgrade install; submitted the TA Grant Letter of Intent and researched the TA Full Application; had conversations with several engineering firms interested in the 2024 Complete Street Project; met with MNDOT Detroit Lakes to discuss the cost share of the 2024 Complete Streets Project; reviewed the draft airport layout plan; met with engineers, elected officials, street department superintendent and MNDOT to discuss the draft airport layout plan and capital improvement plan; submitted airport capital improvement plan to the State; continued work on city vs Gridor construction law suit; worked on 2020 water and sewer budgets.

Mayor Frazier read the following statements.

“When balancing the purposes of the attorney-client privilege with regard to the City Council openly discussing the strategies involved with regard to the disputes involving Gridor Construction, Inc. and/or the impact of said disputes, and the responses and actions to be taken by the City in relation to said disputes, as they relate to the Wastewater Treatment Facility Project worked on by Gridor Construction, Inc., such open discussions of the City Council outweigh the purpose of the open meeting law, and, therefore, demonstrates the need for absolute confidentiality.”

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“The Council MUST actually communicate with its attorney at the closed meeting.”

“The meeting will now be closed so that the City Council of the City of Pelican Rapids, Minnesota, and its attorney, may discuss matters related to its disputes and claims with regard to the Wastewater Treatment Facility Project involving Contractor Gridor Construction, Inc. and the grounds permitting said closed meeting are based on the attorney-client privilege contemplated in Minnesota Statutes section 13D.05, subd. 3(b). I will now entertain a motion to close this portion of the meeting.”

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

“The time is 7:02 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 8:03 p.m.”

No action was necessary at this time.

Motion by Strand, seconded by Markgraf to adjourn the Council meeting at 8:04 p.m. Motion passed unanimously.



Danielle Heaton, MCMC
Clerk-Treasurer