
Tuesday, November 13, 2018 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 10/30/18
 - b) Approval of Accounts Payable Listing
 - c) Staff Reports
 1. Report
 2. Police Chief Report
 3. Library
 4. Financial Report
5. Canvas the Vote Resolution No. 2018-27
6. Carlson SV Audit Engagement
7. Public Hearing on Proposed Assessment for Downtown Parking Lot – 5:30
 - Resolution 2018 – 26 Adopting Assessments Downtown Parking Lot
8. Colony Housing Project – DW Jones
9. Ordinance 2018-02 Repealing MN Building Code Enforcement – Greg Larson
 - Construction Permit Fee
 - Commercial Property Discussion
10. Street and Park Superintendent Report
 - Walking Bridge – Parking Lot to Veterans Park
11. Garden Show Volunteers
12. Street/Parking Project #87 Pay Request No. 7 – Hough Inc. \$12,193.15
13. Local Board of Review and Equalization Training
14. Last Council Meeting in December and Christmas Eve Closing Discussion
15. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 11-13-18

The City Council of Pelican Rapids met in regular session at 5:00 p.m., on Tuesday, 11-13-18 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 Curt Markgraf

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, City Engineer Bob Schlieman and City Attorney Greg Larson.

General Attendance: Kathy Bergren, Kate Matinez, Dr. Ed Richardson, Skip Duchesneau, Dawn Finn, Judy Tabbut, Maureen Berg, Kathy Knuteson-Olson, Rudy Butena, and Louis Hoglund from the Pelican Press were also present.

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

All present stood and said the Pledge of Allegiance.

Mercantile on Main made their final payment on the building they purchased from the City and thanked the City for making it possible for their group to purchase the property.

Motion by Ballard, seconded by Foster to approve the agenda with the additions of No. 16 Agenda Sequence Question, No. 17 Meeting Conduct and Decision Making and No. 18 LMC Workshop. Park Benches were added to the Street and Park Superintendent Report. Motion passed unanimously.

Motion by Markgraf, seconded by Ballard to approve the following items in the consent agenda:

- a) Approval of Minutes – Council Meeting 10/30/18
- b) Approval of Accounts Payable Listing
- c) Staff Reports
 1. Report
 2. Police Chief Report
 3. Library
 4. Financial Report

Motion passed unanimously.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 11-13-18

Motion by Ballard, seconded by Foster to introduce Resolution 2018-21 entitled: **RESOLUTION NO. 2018-27; A RESOLUTION CERTIFYING THE RESULTS OF THE TUESDAY, NOVEMBER 6, 2018 ELECTION** (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 Foster, seconded by Strand to approve the signing of the Audit Engagement Letter by Mayor Brent E. Frazier and Administrator Don Solga with CarlsonSV CPAs & Advisors for the 2018 Audit. Motion passed unanimously.

Street and Parks Superintendent Brian Olson provided Council with the Street and Park report. Olson updated Council on the walking bridge that will be put in behind the businesses on Main Street. Unfortunately the company that built the previous walking bridge for the City doesn't have the time or the manpower to build another one. This could make the price of a bridge increase. Motion by Strand, seconded by Markgraf to approve the street and parks report. Motion passed unanimously.

Kate Martinez, Park Board Member, is the new art teacher at Viking Elementary School. She would like to include more public art into the community by doing a bench project downtown. She would like to incorporate it into her classroom with her students too. She is going to write for the Legacy Grant to help pay for the benches. The metal artist who would be making the benches is Tom Christenson from Lutzen Minnesota and he will come up and work with the students. The cost of each bench would be \$6,000 to \$8,000 and are made of brass. She is asking the City to pledge \$3,500 of Liquor Store Profits. She will be looking for \$1,500 of donations from another source. She would like to start with two benches. Motion by Strand, seconded by Foster to pledge \$5,000 from Liquor Store Funds towards the brass benches projects. Motion passed unanimously.

Pursuant to due and proper notice duly given as required by law, the Council met to hear all objections to the proposed assessment of the cost of Improvement of the downtown parking lot and alley north of the Pelican River between 1st Street NW and Trunk Highway 59 by making improvements to the sanitary sewer collection system, parking lot surface, curb and gutter, and sidewalk. All persons owning property affected by such improvement were given an opportunity to be heard with reference to such assessment.

City Engineer Bob Schlieman opened the Assessment Hearing; he discussed the purpose of the hearing and gave the project background. He reviewed all the utilities and surface improvements that were made. He then reviewed the project costs and the assessable amounts. It was then opened to up to the public for questions.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 11-13-18

Motion by Strand, seconded by Foster to introduce Resolution 2018-21 entitled: **RESOLUTION NO. 2018-26; RESOLUTION NO. 2018-26 RESOLUTION ADOPTING ASSESSMENT DOWNTOWN PARKING LOT** (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.

Skip Duchesneau of DW Jones presented pictures of the Apartment building he would like to build in Pelican Rapids. After reviewing Tax Abatement and Tax Increment Financing, he would like to continue with the Tax Abatement if the City is ok with that option. Administrator Solga mentioned at a previous meeting, that \$100,000 of Economic Development Funds were available if the Council would like to move forward on this project. Motion by Strand, seconded by Foster to commit \$100,000 of Economic Funds to DW Jones for the Colony Housing Project. Motion passed unanimously.

City Attorney Greg Larson reviewed with Council the ordinance that he drafted. There are some details that need to be decided. City Attorney Larson was asked to find out if the City can opt out of the just the residential enforcement of the building code. A construction permit fee should be established. This will cover the planning and zoning and any other items that may be addressed in the City ordinances.

Clerk-Treasurer Danielle Heaton reminded Council that volunteers are needed to for the Red River Valley Home and Garden Show. Dawn Finn mentioned the things that were done to prepare for the show last year and volunteered to ask the Chamber if they would be interested in helping with it again this year. The dates of the show are February 22-24, 2019.

Motion by Strand, seconded by Foster to approve City Hall Project No. 87 Pay Request No. 7 for Hough, Inc. of Detroit Lakes in the amount of \$12,193.15. Motion passed unanimously.

Clerk-Treasurer Heaton needs one or two Council Members to take the Local Board of review training. It is available on-line until February 1, 2019. Mayor Frazier and Council Member Markgraf volunteered to take the training.

Council discussed whether there should be a Council Meeting the end of December. The scheduled meeting would actually be on Christmas Day. Motion by Strand, seconded by Foster to not have a Council meeting the end of December. There will only be one meeting in December 2018. Motion passed unanimously.

Since Christmas Eve is on a Monday and in the past staff has only worked a half day, Administrator Solga asked Council to consider closing City Hall all day on Christmas Eve. Staff will take vacation or comp time for Christmas Eve if approved. Motion by Ballard, seconded by Markgraf to approve closing City Hall all day on Monday December 24, 2018. Motion passed unanimously.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 11-13-18

Council Member Strand asked how the sequence of the Agenda is decided. Staff reviewed the process with Council.

Council Member Foster spoke to Council about meeting conduct and the decision making process. He would like Council to work better together so they do not lose their credibility with the public.

The League of Minnesota Cities workshop needs to be rescheduled for January 2019. Council will contact Administrator Solga with dates that will work.

Motion by Strand, seconded by Ballard to adjourn the City Council meeting at 7:57 p.m. Motion passed unanimously.



Danielle Heaton
Clerk-Treasurer