



PELICAN RAPIDS

CITY COUNCIL AGENDA

November 9, 2017

**Tuesday, November 14, 2017 5:00 p.m. Council Chambers, 315 N. Broadway**

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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 – Council Meeting 10/31/17 and Closed Meeting 10/31/17
  - b) Approval of Accounts Payable Listing
  - c) Staff Reports
    1. Library Report
    2. Street and Park Superintendent Report
    3. Police Chief Report
    4. Financial Report
    5. Certify Unpaid Administrative Penalties for 200 SW 10<sup>th</sup> Ave, 9 Industrial Park Dr., 30 SW 6<sup>th</sup> Ave. Unpaid Water Bill 112 SW 6<sup>th</sup> Ave.
    6. Approval of a Business License for Zierke & Zierke to operate a Mobile Home Park
    7. Approve a Cigarette License for Cynthia Stotesbery at Larry's Supermarket; Jeanne Hovland at Southtown C Store; Greg Larson at Park Region Co-op; Paul's of Pelican, Inc. at Tesoro; Carolyn Brown at Family Dollar; VFW Gilmore Weik Post 5252;
    8. Approve Plumber Registration for Blake Wrigley with Wrigley Mechanical; Mark Green with Green's Plumbing & Heating
    9. Recreational Game License for 3 games for Chet Nettetstad at the Pool Hall
    10. Approve Outdoor Sales Lot License for Alan Johnson and Peter Hart
5. CIP GO 2017C Bond Sale – Tammy Omdal
6. Debt Management Policy & Investment Management Policy
7. Public Hearing – Project No. 87
8. Project 87 Street/Utility Assessment
9. Dam Spillway Assessment Report – Rick St. Germaine, Houston Engineering
10. WWTF Improvement Project No. 79
  - SEH Agreement
  - Request for Payment to SEH Engineering \$350,000
11. Lakes Country Service Coop Building Official Update
12. City Hall Project 85 Change Order Authority
13. Accept Liquor Store Repair Bid
14. Project 86 Water Tower Pay Request #3 – Classic Protective Coatings - \$25,847.50
15. Safe Routes to School Study
16. Schedule Planning Retreat
17. Adjourn

## CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 11-14-17

The City Council of Pelican Rapids met in regular session at 5:00 p.m., on Tuesday, 11-14-17 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 City Attorney Greg Larson.

General Attendance: Boy Scout Member Gage Stromberg, Tammy Omdal of Northland Securities, Gary Toftely, Wayne Bakken, Rodney Ellingson, Corbin Hastings, Nicki Hastings, Brian Evenson, Julie Tunheim, Mario Mancilla, Debbi Restad, Maggie Driscoll, Dawn Egge, Luke Sherbrooke, Wayne Johnson, Ken Lyden, Delores Lyden, Dorene Kram, Donna Stenholm, Jeanne Dow, Pat Zick, Mike Zick, Rick St. Germaine and Jeremy McLaughlin of Houston Engineering 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 Member Gage Stromberg.

Motion by Foster, seconded by Ballard to approve the agenda with the addition of No.18 Fines for messes. Motion passed unanimously.

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

- a) Approval of Minutes – Council Meeting 10/31/17 and Closed Meeting 10/31/17
- b) Approval of Accounts Payable Listing
- c) Staff Reports
  1. Library Report
  2. Street and Park Superintendent Report
  3. Police Chief Report
  4. Financial Report
  5. Certify Unpaid Administrative Penalties for 200 SW 10<sup>th</sup> Avenue, 9 Industrial Park Drive and 30 SW 6<sup>th</sup> Avenue. Certify Unpaid Water Bill for 112 SW 6<sup>th</sup> Avenue.
  6. Approval of a Business License for Zierke & Zierke to operate a Mobile Home Park
  7. Approve a Cigarette License for Cynthia Stotesbery at Larry's Supermarket; Jeanne Hovland at Southtown C Store; Greg Larson at Park Region Co-op; Paul's of Pelican, Inc. at Tesoro; Carolyn Brown at Family Dollar;
  8. Approve Plumber Registration for Blake Wrigley with Wrigley Mechanical; Mark Green with Green's Plumbing & Heating
  9. Recreational Game License for three games for Chet Nettetstad at the Pool Hall
  10. Approve Outdoor Sales Lot License for Alan Johnson and Peter Hart

Motion passed unanimously.

Tammy Omdal from Northland Securities explained to Council that the CIP Bonds for the City Hall improvements were sold on Wednesday for an average interest rate of 3.12%.

## CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 11-14-17

Motion by Holl, seconded by Foster by to introduce Resolution 2017-32 entitled: **RESOLUTION NO. 2017-32; RESOLUTION CONFIRMING SALE OF \$890,000 GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN BONDS, SERIES 2017C, FIXING THE FORM AND SPECIFICATIONS THEREOF, PROVIDING FOR THEIR EXECUTION AND DELIVERY, AND PROVIDING FOR THEIR PAYMENT.** (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.

Every time the City sells bonds, there is a rating report provided that helps reduce the interest rate. One of the criteria is to have a Debt Management Policy and Investment Management Policy. Though the City follows certain criteria, there has never been a written policy. Having a written policy may help with ratings in the future. Motion by Strand, seconded by Holl to approve the Debt Management Policy and the Investment Management Policy. Motion passed unanimously.

Pursuant to due call and published notice thereof, the City Council of Pelican Rapids met to consider, and possibly adopt, the proposed assessment for Improvement No. 87 which includes improvements to 6<sup>th</sup> Street NE, 6<sup>th</sup> Street SE, 1<sup>st</sup> Avenue SE, 2<sup>nd</sup> Avenue SE, Maplewood Drive, Ridge Crest Drive, Lake Region Avenue, 10<sup>th</sup> Avenue SE, 430<sup>th</sup> Street (Golf Course Road) and Recreational Trail. Mayor Frazier called the Public Hearing to order at 5:11 p.m.

City Engineer Bob Schlieman gave a background on Project No. 87 and the areas of the city it covered. The overall project costs were \$2,127,284. He then reviewed the City's Assessment Policy. The remainder of Project No. 87 will be completed in spring/summer 2018.

The Public Hearing was opened to the public for comment. Anyone present that wanted to make a comment was able to do so. Administrator Solga explained that the City does not have a policy in place at this time that allows people to defer special assessments.

The public hearing was closed at 5:51 p.m.

Rick St. Germaine and Jeremy McLaughlin of Houston Engineering presented the Dam Spillway Assessment Report to Council. After taking samples of the concrete in the spillway, the options are either repair of the spillway structure or replacement of spillway structure. Repair costs would be \$214,240 and replacement costs would be \$364,876. If the City would prefer a Weir Type Gate instead of Stop Log Gate, an additional \$138,000 needs to be added to the total.

Next step is to evaluate the Windmill and see why the sink holes appeared when the Mill Pond was drawn down last summer.

Attorney Larson reviewed the Settlement Agreement and Release with SEH and it is consistent with the discussion had by Council previously.

Motion by Strand, seconded by Foster to sign the Settlement Agreement and Release with Short Elliot Hendrickson Incorporated (SEH). Motion passed unanimously.

Council discussed how SEH should be paid the \$350,000 the City has agreed to pay for services rendered on Project No. 79. Administrator Solga recommended requesting PFA funds of \$187,584.14 and paying \$162,415.86 from sewer funds. There is an additional \$16,000 that the City has already paid from sewer funds that will not be submitted for reimbursed by PFA. Motion by

## CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 11-14-17

Ballard, seconded by Foster to approve Administrator Solga's recommendation for the payment to SEH in the amount of \$350,000. Motion passed unanimously.

Administrator Solga updated Council on the Lakes Country Service Coop (LCSC) Building Official Program. LCSC sent a letter stating effective 1/31/2018 the Building Official Program will be terminated. The City is going to have to find building official services.

Council discussed giving Administrator Solga the authority to approve change orders on City Hall Project No. 85 updates up to \$10,000 as recommended by the architect. Administrator Solga said he would not want to make the decision on his own; he would like at least one council member to also assist in the decision. Motion by Frazier, seconded by Holl to allow Administrator Solga authorizing necessary change orders up to \$10,000 on the City Hall project. Motion failed. Frazier, Holl: Aye. Strand, Ballard, Foster: Nay.

Motion by Strand, seconded by Ballard to approve Project No. 86 Pay\_Request No. 3 for Classic Protective Coatings in the amount of \$25,847.50. Motion passed unanimously.

Superintendent Brian Olson updated Council on some work that needs to be done on the exterior of the Liquor Store building. A bid was requested from two companies, but only Miller & Son's Drywall submitted a quote of \$7,500 to repair the damage to the exterior of the building. Motion by Ballard, seconded by Foster to accept the bid of \$7,500 from Miller & Son's Drywall. Motion passed unanimously.

There was a minor error found on special assessments on 6<sup>th</sup> Avenue NE. Those properties will be adjusted and new assessment sheets will be mailed out. Council set the period for 20 years and the interest rate at 4.2%.

Motion by Ballard, seconded by Foster to introduce Resolution 2017-31 entitled: **RESOLUTION NO. 2017-31; RESOLUTION ADOPTING ASSESSMENT FOR 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.

Partnership for Health has grant money available to help update the City's Safe Routes to School Study. Council Member Strand will work on building a team and applying for the grant to help fund the study.

Council Member Strand wanted to talk about the Administrative fines for public nuisance messes. He has concerns about the current process in place and wondered if we should reverse Mr. Woessner's fine. Administrator Solga explained the process to Council. Motion by Strand, seconded by Foster to reconsider the fine to Ben Woessner. City Attorney Greg Larson cautioned Council against reversing the fine if the property owner admitted to having a violation at the meeting. Strand, Foster: Aye. Ballard, Holl, Frazier: Nay. Motion was defeated.

Motion by Strand, seconded by Foster to place a moratorium on all Administrative fines on public nuisances until a better system can be put in place. Foster feels very frustrated when there are no photos or videos for Council to review but doesn't necessarily think a moratorium is necessary. Administrator Solga will talk with Chief Stadum to make sure his staff takes photos of the violations before the Administrative Penalty gets mailed. Strand withdrew motion. Foster withdrew second.

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The next City Council Planning Retreat is on Wednesday, November 22, 2017 at 3:30 p.m.

Motion by Strand, seconded by Ballard to adjourn the City Council meeting at 7:32 p.m. Motion carried. Opposed: Holl



Danielle Heaton  
Clerk-Treasurer