

CITY COUNCIL AGENDA

November 21, 2018

Tuesday, November 27, 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. Additions / Deletions to Agenda (*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 Council Minutes – 11/13/18
 - b) Approval of Accounts Payable Listing
 - c) Certify Unpaid Utility Bill to Property Taxes for 421 SE 1st ST
 - d) Staff Reports
 1. Utility Report – People Service
 2. Liquor Store Report
5. Dam Discussion – Amanda Hillman, DNR
6. Solar Panel Discussion – Jack Hanson
7. Bikeable Community Workshop – Patrick Holister, Partnership 4 Health
8. 2019 Highway 59 & 108 Planning Process – Patrick Holister, Partnership 4 Health
9. Historic City Hall Committee Report – Wayne Runningen
10. Wastewater Treatment Facility Litigation – Greg Larson
11. Ordinance 2018-03 Repealing MN Building Code Enforcement – Greg Larson
12. Home and Garden Show
13. Planning Commission and Park Board Discussion – Don Solga
14. 2019 Cost of Living Adjustment – Don Solga
15. City Hall Project #85 Pay Request #7 – MinKo Construction \$147,137.00
16. Adjourn

CITY OF PELICAN RAPIDS AMENDED COUNCIL MEETING MINUTES – 11-27-18

The City Council of Pelican Rapids met in regular session at 5:00 p.m., on Tuesday, 11-27-18 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

City staff present: City Administrator Don Solga, Clerk-Treasurer Danielle Heaton,

Superintendent Brian Olson and City Attorney Greg Larson.

General Attendance: Amanda Hillman, Nicki Stetz, John Hanson, Patrick Hollister, Wayne Runnigen, Dawn Finn, David Thompson, Rick Johnson, Glenys Ehlert, Patti Boen, Jodi Jenrysik, Kathy Bergren, Tim Femling, Sharee Femling, Judith Engebretson, Katy Reiersen, Andrew Johnson, Maureen Berg, Larry and Terri Gray, Kate Martinez and Lou Hoglund 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.

During citizen's comments, Dawn Finn invited everyone to a Community Education event on December 5 from 7 p.m. to 9 p.m. at the Pelican Rapids Schools Fine Arts Auditorium. The title of the event is Empowering Yourself in a World of Uncertainty.

Motion by Ballard, seconded by Markgraf to approve the agenda with the additions of No. 17 Council Email Accounts, No. 18 Job Descriptions, No. 19 Add Reports to Agenda, No. 20 Agenda Question. Motion passed unanimously.

Motion by Markgraf, seconded by Foster to approve the following consent agenda items except Utility Report – PeopleService:

- a) Approval of Council Minutes – 11/13/18
- b) Approval of Accounts Payable Listing
- c) Certify Unpaid Utility Bill to Property Taxes for 421 SE 1st ST
- d) Staff Reports
 1. ~~Utility Report – PeopleService~~
 2. Liquor Store Report

Motion passed unanimously.

Council Member Foster asked if salt could be added to the Utility Report and if there had been any news from MESERB. Administrator Solga said he would ask PeopleService if they would be able to add salt to their report and he has not heard anything from MESERB.

Amanda Hillman from the Minnesota Department of Natural Resources reviewed the Pelican Rapids Dam Modification Concept with Council. Recently, both Prairie Lake and Lizzie Lake

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have sent letters of support to the DNR in favor of removal of their dams so only the City of Pelican Rapids and the Elizabeth dam are remaining. Mayor Frazier asked if Pelican Pete would have to be moved and she replied that it may have to be move during construction of the rapids, but that would be worked out by the engineers. The next step would be to have another town meeting to present everything to the public.

Administrator Solga will work with the DNR to schedule another town meeting. He will also look into finding out who would help figure out who the exposed land belonged too. Abstracts of owners may have to be reviewed.

John Hanson, Solar Energy Consultants, asked the Council to consider putting in solar panels. It could save the City money on their utility bills. He also talked about a rebate that Otter Tail Power is offering to do this. Administrator Solga contacted Otter Tail Power to ask them to attend a Council meeting so Council can get more information about the program. Mr. Hanson will check in with the City in a couple of weeks to see if the City has made any decisions.

Patrick Hollister from PartnerSHIP 4 Health would like the City of Pelican Rapids to consider applying to host a Bikeable Community Workshop in 2019. The grant is due Friday November 30, 2018. There would be a workshop/meeting in the morning, and then the rest of the workshop would be on bikes and go around the community. The cost to the City is estimated at approximately \$850. The Park Board has discussed and would like to move forward. Park Board Chairperson Kate Martinez volunteered to help Mr. Hollister with the 2019 Bikeable Community Workshop Application if Council approves. Motion by Ballard, seconded by Foster, to allow Patrick Hollister from PartnerSHIP 4 Health to apply on behalf of the City of Pelican Rapids, for the 2019 Bikeable Community Workshop. Mayor Frazier will be listed as the elected official on the application. Motion passed unanimously.

Patrick Hollister from PartnerSHIP 4 Health would like the City of Pelican Rapids to consider a concept plan for 2019 Highway 59 & 108. Highway 59 & 108 are tentatively scheduled to be reconstructed in 2024 by the State and that would be a good time to improve the area for biking, walking and handicapped-accessibility which would make it more pedestrian friendly. PartnerSHIP 4 Health may be able to provide the City with funding to facilitate the Concept Plan Process. Mr. Hollister will know for sure mid-December. Mr. Hollister outlined what the process would be if the City was interested in the idea. Motion by Foster, seconded by Strand, to continue pursuing the 2019 Highway 59 & 108 Concept Plan Process as detailed in the memo provided by Mr. Hollister from PartnerSHIP 4 Health. Motion passed unanimously. Administrator Solga was contacted by the Chamber and they are not able to help with the Home and Garden Show at this time. Dawn Finn asked if she could have a few days to contact the EDC (Economic Development Corporation). Council Member Markgraf suggested giving Dawn Finn until Friday to check with the EDC since the cancellation date is November 30, 2018 for the City to get the money back. If the EDC is unable to do it, the City will cancel.

Wayne Runnigen provided Council with the Historic City Hall Committee Report. He reviewed the meetings they had and the decision that the committee came too. The Committee recommended to Council to not sell Historic City Hall (HCH), and for it to remain open as a tourist center during the main busy tourist season which is May through October and also other times of the year for other community events. The upstairs can be used by the Chamber of

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Commerce to house their supplies for a fee. The Friends of the Library has some volunteers that are willing to volunteer to staff HCH, in exchange they would like a small area where they could

sell books. The City would hire a HCH Coordinator as a part-time employee to schedule volunteers and work the hours not covered by the volunteers. Nick Leonard from Otter Tail County recently contacted Administrator Solga because they are interested in a part-time social media position and wondered if it could somehow be combined with the HCH coordinator position. Maureen Berg spoke to Council of her experience working at HCH and how important the position is. David Thompson whose uncle donated the funds that refurbished HCH spoke to Council about how his family would like to preserve the heritage and keep HCH building City owned and the tourist center. The funds to hire a HCH coordinator are already in the 2019 General Fund Budget, so no decision has to be made right now.

City Attorney Greg Larson updated Council on the counterclaim the City received from Gridor Construction, Inc. Because there is a counterclaim involved, the League of Minnesota Cities hired a lawyer for the counterclaim. At this point it is unclear if the new firm, Kennedy and Graven Law Firm, will cover the initial claim by the City and the counterclaim, or just the counterclaim. In order to ensure that the City responds to the counterclaim in a reasonable time, Council made the following motion: Motion by Markgraf, seconded by Foster to approve Kennedy and Graven Law Firm to proceed with any or all portions of the lawsuit. Motion passed unanimously.

City Attorney Larson reviewed the memo he put together on the building code enforcement for Council. Motion by Markgraf, seconded by Strand to introduce the following written ordinance: **ORDINANCE NO. 2018-03, ENTITLED, AN ORDINANCE REGARDING THE MINNESOTA BUILDING CODE AND STATE BUILDING CODE IN ORDER TO TAKE AWAY ENFORCEMENT OBLIGATIONS OF THE CITY OF PELICAN RAPIDS WITH REGARD TO THE ENFORCEMENT OF SAID MINNESOTA BUILDING CODE AND STATE BUILDING CODE.** Voting yes: Strand, Ballard, Foster, and Markgraf. Voting no: Frazier Motion passed. (A complete text of this ordinance is part of permanent public record and will be in effect and in full force upon publication.)

Administrator Solga updated Council on Planning Commission and Park Board openings. Len Zierke resigned as a member of the Park Board and the City will need to replace three Planning Commission Members for 2019 also. Motion by Markgraf, seconded by Strand, to post and publish notice of Planning Commission and Park Board openings. Motion passed unanimously.

Administrator Solga asked Council to approve a 2% Cost of Living Adjustment effective January 1, 2019. This amount was in the budgets and this is the amount that the Union employees will receive on the same day. Motion by Markgraf, seconded by Foster, to approve the 2% COLA. Motion passed unanimously.

Motion by Ballard, seconded by Foster to approve City Hall Project No. 85 Pay Request No. 7 to MinKo Construction, Inc. in the amount of \$147,137. Motion passed unanimously.

Council Member Strand questioned why Administrator Solga asked for his city issued email password. Administrator Solga explained his reasons and Council Member Strand does not feel

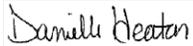
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that he needs to provide the password to the City. City Attorney Larson suggested that it be a topic at the next meeting; then the issue could be looked into further.

Council Member Strand asked that all City job descriptions be provided with the next Council packet. Motion by Strand, seconded by Markgraf to instruct staff to provide a copy of each job description in the next Council packet. Motion passed unanimously.

Council Member Strand felt that the Administrator and Mayor are not keeping the rest of Council updated on what is happening in the City. He requested that they give an oral report at each meeting so that Council can stay better informed. Motion by Strand, seconded by Markgraf to add oral reports to each Council agenda. Voting yes: Strand, Ballard, Foster, Markgraf, Frazier. Voting no: None. Motion passed unanimously.

Motion by Strand, seconded by Ballard to adjourn the City Council meeting at 8:01 p.m. Motion passed unanimously.



Danielle Heaton
Clerk-Treasurer