



PELICAN RAPIDS

CITY COUNCIL AGENDA

December 7, 2017

**Tuesday, December 12, 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 11/28/17
  - 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 353 SE 5<sup>th</sup> St and 101 SE 3<sup>rd</sup> St.
    6. Certify Unpaid Costs of Demolition at 125 NW 1<sup>st</sup> Ave.
    7. Approve Plumber Registration for Marty Hanson for Pelican Plumbing
5. Consider Parcel 76000990836000 Transfer to City Resolution 2017-31
6. Support Consideration to Otter Tail County Historical Society/Place Base Productions
7. Resolution 2017-32 Designating the Polling Place for 2018
8. Project 79 WWTF/Gridor Construction Update
9. The “Colony” Housing Project Update – Administrator Solga
10. Approve 2018 General Fund Budget (Truth in Taxation) 6:00p.m.
11. Auditing RFP
12. Pelican Rapids Dam Discussion at LREC for January 30, 2018 at 7:00 p.m.
13. Adjourn

## CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 12-12-17

The City Council of Pelican Rapids met in regular session at 5:00 p.m., on Tuesday, 12-12-17 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 and Street and Park Superintendent Brian Olson, Library Director Annie M. Wrigg.

General Attendance: Chamber Board Member John Ohman, Mario Mancilla, Alejandra Mancilla 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.

John Ohman invited City Council and staff to the Chamber's Annual Christmas Gathering at the VFW on, Thursday, December 14 at 6:00 p.m.

Motion by Ballard, seconded by Holl to approve the agenda with the following changes: remove Street and Parks Report from consent agenda and add it to agenda as No. 14  
add No. 15 Police Personnel  
add to No. 7 Scott Nelson for Nelson Plumbing and Heating on consent agenda  
add No. 16 City Holiday Gathering  
add No. 17 Council Meeting Video  
change No. 5 to Resolution No. 2017-33  
change No. 7 to Resolution No. 2017-34.

Motion passed unanimously.

Motion by Holl, seconded by Strand to approve the consent agenda but pull c)1. Library Report for further discussion..

- a) Approval of Minutes – Council Meeting 11/28/17
- b) Approval of Accounts Payable Listing
- c) Staff Reports
  - ~~1. Library Report~~
  2. Police Chief Report
  3. Financial Report
  4. Certify Unpaid Administrative Penalties for 353 SE 5<sup>th</sup> St and 101 SE 3<sup>rd</sup> St.
  5. Certify Unpaid Costs of Demolition at 125 NW 1<sup>st</sup> Avenue.
  6. Approve Plumber Registration for Marty Hanson for Pelican Plumbing and Scott Nelson for Nelson Plumbing and Heating.

Motion passed unanimously.

## CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 12-12-17

Council Member Foster asked why no bids were presented to Council to replace the sidewalk in front of the Library. Superintendent Olson informed Council of his discussions with the Library Board at the November meeting. Library Director Wrigg explained that the Library is paying for the sidewalk fix and it will not affect the City budget. Motion by Holl, seconded by Strand to approve the Library Report. Motion passed unanimously.

Mario Mancilla asked Council to accept the donation of parcel number 76000990836000 to the City. The parcel has special assessments of \$13,891.90 and the City would assume the responsibility of paying the specials on the parcel. Administrator Solga and Council discussed that the parcel is mostly wet lands and can be used by the city to help control storm water retention for the area.

Motion by Strand, seconded by Foster to introduce Resolution 2017-33 entitled: **RESOLUTION NO. 2017-33; RESOLUTION TO ACCEPT GIFT OF REAL PROPERTY BY QUIT CLAIM DEED EXECUTED BY GRANTORS MARIO MANCILLA AND ALEJANDRA MANCILLA, SAID REAL PROPERTY BEING LEGALLY DESCRIBED AS LOT 7, BLOCK 1, T & L REDGECREST, ACCORDING TO CERTIFIED PLAT THEREOF ON FILE AND OF RECORD IN THE OFFICE OF THE COUNTY RECORDER IN AND FOR OTTER TAIL COUNTY, MINNESOTA.** (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 Ballard, seconded by Holl to approve paying Otter Tail County Historical Society in the amount of \$1,000. This is to help support the County's 150<sup>th</sup> Anniversary celebration in 2018. Motion passed unanimously.

Motion by Holl, seconded by Ballard to introduce Resolution 2017-34 entitled: **RESOLUTION NO. 2017-34; RESOLUTION TO DESIGNATE THE POLLING PLACE FOR 2018.** (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.

Street and Parks Superintendent Brian Olson provided Council with a report. The City drop box has been moved from Arvig to City Hall. The level of water in the Mill Pond was elevated to prevent frazzle ice. LED lights are being installed in the Library. The Skating Rink is being flooded. The City has been advertising for help but only just received three applications. He asked for Council approval to offer the position to the three if they are interested so the warming house can be open over Christmas break. Superintendent Olson will bring the names to Council at the January meeting. Council Member Foster expressed concerns about the washouts by the windmill house being a safety concern. Houston Engineering will be contacted as to what can be done to fix the situation. Motion by Foster, seconded by Strand to approve hiring the three applicants that have applied and bringing the details to the January 2018 meeting. Motion passed unanimously.

Project 79 WWTF/Gridor Construction Update. Administrator Solga, Mayor Frazier, Council Member Foster along with the City Attorney met with Gridor and had some discussions. Discussions are still on going and Council will be updated when there is more information.

Administrator Solga updated Council on the "Colony" Housing Project. DW Jones is still interested in building an apartment building in Pelican Rapids. He is gathering letters of support for his grant application.

## CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 12-12-17

Administrator Solga reviewed an Auditing RFP for Council as the City's current Auditor has told us that he is no longer doing City audits. Council Members Holl and Foster volunteered to sit on a committee to assist with picking a new City Auditor. Motion by Ballard, seconded by Holl to approve the Auditing RFP and move forward with the process. Motion passed unanimously.

The Pelican Rapids Dam discussion will be at LREC on January 30, 2018 at 7:00 p.m. Administrator Solga updated Council on the resignation of full-time Police Officer Andrew Hayes. His last day will be December 21, 2017. The City will need to replace a full-time position and is still trying to fill part-time positions. Motion by Strand, seconded by Foster to approve advertising for a Full-time Police Officer. Motion passed unanimously.

Motion by Foster, seconded by Strand to begin advertising for a full-time administrative police chief position when the Police Department is staffed. Motion passed unanimously.

Council Member Holl asked City staff to discuss a Holiday gathering to decide if one should be held again this year.

Council Member Strand asked if the Council meetings could be broadcast live on Facebook or put on YouTube. Administrator Solga will look into it.

Pursuant to due call and published notice thereof, Mayor Frazier called the Truth in Taxation meeting to Order at 6:00 p.m. The purpose of the meeting was to consider the 2018 General Fund Budget as proposed at the September 26, 2017 Council Meeting.

Council reviewed the proposed General Fund Budget and Levy Certification for 2018. A few changes were made since the Proposed Budget was set because the Community Center Bond did not go through. The General Fund Levy amount did not change but the Special Levy went from \$239,535 to \$193,196.

No comments were made by the public.

Mayor Frazier closed the Public Hearing at 6:05 p.m.

Motion by Foster, seconded by Strand to adopt the 2018 General Fund Budget in the amount of \$1,855,451, to certify the General Fund Levy at \$684,377 and the Special Levy at \$193,196. Motion passed unanimously.

City Administrator Solga recommended Council approve using Economic Development Funds to pay off the City's portion of Special Assessments on Lots 76000990791000, 76000990837000, and 76000990836000. Motion by Foster, seconded by Ballard to approve using up to \$36,700 to pay the Special Assessments for the three lots listed above. Motion passed unanimously.

Motion by Strand, seconded by Ballard to adjourn the City Council meeting at 6:08 p.m. Motion carried. Opposed: Holl



Danielle Heaton  
Clerk-Treasurer