

---

**Tuesday, February 11, 2020      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 1/28/2020
  - b) Approval of Accounts Payable Listing
  - c) Staff Reports
    1. Police Chief Report
    2. Financial Report
5. Library Report
6. Street and Park Report
7. Draft Pigeon Ordinance (In Packet)
8. Parking – Steve Strand (In Packet)
9. 2020 Red River Valley Home and Garden Show
10. Tourism Conference Request – Dena Johnson
11. Police Union Contract and COLAs
12. Health Care Savings Plan Policy Change (In Packet)
13. Planning Commission Appointment Consideration
14. Mayor Report
15. City Administrator Report
16. Adjourn

## CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 02/11/2020

The City Council of Pelican Rapids met in regular session at 5:00 pm, on Tuesday, 02/11/2020 in Council Chambers, City Hall.

Mayor Frazier called the meeting to order at 5:00 pm.

Roll call was taken by Clerk-Treasurer Danielle Harthun.

Mayor Brent E. Frazier and three members of the Council were present at roll call:

Council Member Steve Strand

Council Member Curt Markgraf

Council Member Kevin Ballard - absent

Council Member Steve Foster

Other city staff present: Administrator Don Solga, Clerk-Treasurer Danielle Harthun, Street and Park Superintendent Brian Olson, City Attorney Greg Larson and Police Chief Jeff Stadum.

General Attendance: Dena Johnson 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.

Motion by Strand, seconded by Foster to approve the agenda with the addition of No. 17 Pelican River Ducks Unlimited Raffle at VFW Post 5252 - 03/27/2020. Motion passed unanimously.

Motion by Strand, seconded by Foster to approve the consent agenda.

- a) Approval of Minutes – Council Meeting 1/28/2020
- b) Approval of Accounts Payable Listing
- c) Staff Reports
  1. Police Chief Report
  2. Financial Report

Motion passed unanimously.

Council Member Markgraf provided a Library Report. Markgraf informed the Library Board that Council has no preference on roof color for the Library. Inventory was completed this year while the Library stayed open which was a challenge. The shelving project should be done soon.

Dena Johnson would like to attend the 2020 Explore Minnesota Tourism Conference in Alexandria, MN. The conference cost is \$359.00. She asked Council to consider paying for it because the information she will learn would help her at the tourism center and will benefit Pelican Rapids. Motion by Foster, seconded by Strand to approve to payment for the 2020 Explore Minnesota Tourism Conference for \$359.00. Motion passed unanimously.

The 2020 Red River Valley Home & Garden Show is the end of February. It is not possible to get a refund or transfer the booth to another business. Dena Johnson has talked to different groups in Pelican Rapids that will help for part of the time.

Street and Park Superintendent Brian Olson provided Council with his report. The Skating Rink has been very busy this year. Olson reported that he along and the Park Board would like to apply for a MN DNR outdoor recreational grant. If the City is awarded the grant, there would be a fifty percent match. Possible uses for the funds would be Peterson Park playground equipment and trail connections in the city. Motion by Markgraf, seconded by Foster to apply for the MN DNR grant. Motion passed unanimously.

## **CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 02/11/2020**

Motion by Strand, seconded by Foster to approve the street and parks report. Motion passed unanimously.

Council Member Foster requested that a pool report be provided by Olson with as much information as possible.

City Attorney Greg Larson reviewed sample ordinances regarding Pigeons. Council discussed different items they would like included in the ordinance. Council set a onetime application fee of \$10.00. Larson will reach out to some cities that allow pigeon to get some feedback. Attorney Larson will have a draft ordinance for Council in March to consider.

Council Member Strand was contacted by Matt Strand, owner of Strand Hardware. Mr. Strand was frustrated last week because the freight truck could not back up to his business due to a vehicle parked in a undesignated parking spot. Council reviewed the parking ordinance. Currently, there is no signage regarding parking in that lot. Officer Stadum recommended signage. Superintendent Olson commented that it is hard to get the parking lot cleared of snow because the lot is always in use. Council asked Attorney Larson to add something to the ordinance allowing the parking lots to be treated the same way as streets after a snowfall. Then the street department will be able to clear the snow properly. Council Member Strand thought that was a good start but asked to add parking in the designated lines to the ordinance as well.

Administrator Solga, Council Member Markgraf, Mayor Frazier and Chief Stadum met with the Police Union to discuss a new two year contract. Pending City Council approval, for the committee and union agree to a 4% increase in wages, the night shift differential increasing to \$1.00 an hour which will be prorated back to January 1, 2020. Also for 2020 they increased the amount the city pays toward health insurance from \$700 to \$1,000 per month. The health insurance will begin with the next monthly premium due date. For 2021, the committee and union agreed to an increase from \$1,000 to \$1,200 per month towards health insurance premiums and a HSA contribution of \$50 for single and \$100 for family and a 3% wage increase. Administrator Solga reviewed how the changes would affect the 2020 Police Budget. The committee and union also agreed to add Health Care Savings Plan (HCSP) language to the contract. The language was based on recommended language from Minnesota State Retirement Systems' (MSRS).

Motion by Foster, seconded by Markgraf to approve the 2020/2021 police union contract. Motion passed unanimously.

Administrator Solga reviewed the effects to the 2020 general fund if wages for all other employees followed what the police department received. Motion by Markgraf, seconded by Frazier to approve a 4% wage increase for 2020 which will be prorated back to the first pay period in January 2020 and the city will pay towards health insurance from \$700 to \$1,000 per month. The health insurance increase will start with the next monthly premium. Motion passed unanimously.

The city already has a HCSP policy through the MSRS but, the policy was not clear as to whether it pertained to just retirement or included other separation from service. With recommendations from Minnesota State Retirement Systems' (MSRS), Administrator Solga recommended changing retirement to separation of employment in the city policy for clarification and to match intent and practice, both in the city policy and union contract. Motion by Foster, seconded by Strand to approve the policy change. Motion passed unanimously.

## CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 02/11/2020

Pelican River Ducks Unlimited would like to hold a raffle at VFW Post 5252 on March 27, 2020. Motion by Strand, seconded by Foster to approve the application. Motion passed unanimously.

The city received a Planning Commission application from John McMillen. He owns a lot in town and hopes to build a home on it in the future. Motion by Strand, seconded by Foster to appoint John McMillen to the Planning Commission. Motion passed unanimously.

Mayor Frazier reported that since the last city council meeting he has; held a 'Conversations with the Mayor' session at the Pelican Rapids Public Library, attended a Pelican Rapids Bicycle and Pedestrian Plan Community Advisory Committee meeting at city hall, working with the Park Board and an individual to get a memorial park bench installed at Sherin Park, met with Administrator Solga and a representative of Otter Tail Power Company regarding street lights throughout the city and met with Administrator Solga regarding this evening's city council meeting agenda.

Administrator Solga reported that since the last city council meeting he has; held bi-monthly department head meeting; worked with city clerk to set agenda and prep for meeting; spent some time researching library building R-values and efficiency ratings for the roof project to be used for potential rebates; spent time troubleshooting patrol Expeditor program issues and troubleshooting MS Excel file printing issue; held phone conversations with Law Enforcement Labor Services (LELS) and CGMC labor attorneys in order to finalize union agreement; met with a resident interested in sitting on the planning commission; met with Otter Tail County engineer and Apex engineering regarding this year's CSAH 96/100 street & utility project; participated in a conference call with Mayor Frazier, Councilman Foster, MESERB and CGMC regarding the MPCA's and International Red River Board's (IRRB) discussions on Total Phosphorus and Total Nitrogen in the Red River; met with Ottertail Power Company regarding the city owned lights and the 2024 street project; met with the mayor and police chief regarding PD department stuff; attended the TA Application review board with Apex Engineering to present the 2024 Complete Street project; Did research for ordinances that relate to public parking lots.

Motion by Strand, seconded by Foster to adjourn the City Council meeting at 7:05 pm. Motion passed unanimously.



Danielle Harthun  
Clerk-Treasurer