

February 24, 2017

**CITY COUNCIL AGENDA**

**Tuesday, February 28, 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. Additions / Deletions to Agenda
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 – 2/14/17
  - b) Approval of Work Session Minutes – 2/14/17
  - c) Approval of Closed Meeting Minutes – 11/7/16, 1/31/17
  - d) Approval of Accounts Payable Listing
  - e) Utility Report
  - f) Liquor Store Report
  - g) Certify Unpaid Curb Stop Repair to Property Taxes 615 SE 2<sup>nd</sup> St.
5. Hazardous Waste Day Contract
6. Great Plains Natural Gas Project Update
7. Library Update – Wayne Runningen
8. Water Tower – Project 86 – Apex Agreement Proposal – Bob Schlieman
9. Community Center Project 85 – Proposal BHH Architects
10. Financial Planning Agreement for New TIF District
11. Otter Tail County Trail Plan Update

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 02-28-17

The City Council of Pelican Rapids met in regular session at 5:00 p.m., on Tuesday, 02-28-17 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: Clerk-Treasurer Danielle Heaton, Street and Park Superintendent Brian Olson, City Engineer Bob Schlieman and City Attorney Greg Larson

General Attendance: Girl Scout Members Ashlea Matykiewicz and Sarah Haugrud and Emma Hanson, Cub Scout Member Hunter Hanson, Library Board Member Wayne Runningen and Lou Heglund 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 Girl Scout Members Ashlea Matykiewicz and Sarah Haugrud and Emma Hanson and Cub Scout Member Hunter Hanson.

There were no citizen's comments.

Motion by Ballard, seconded by Foster to approve the agenda with the additions of No. 12 WWTF Update, No. 13 City Council Strategic Planning Session, No. 14 Lifeguards, No. 15 Snow Plowing and No. 16 Back Alley Walkway Bridge and the deletion of No. 11 Otter Tail County Trail Plan Update. Motion passed unanimously.

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

a) Approval of Minutes – 2/14/17

b) Approval of Work Session Minutes – 2/14/17

c) Approval of Closed Meeting Minutes – 11/7/16, 1/31/17

d) Approval of Accounts Payable Listing

e) Utility Report

f) Liquor Store Report

g) Certify Unpaid Curb Stop Repair to Property Taxes 615 SE 2<sup>nd</sup> Street

Motion passed unanimously.

Clerk-Treasurer Danielle Heaton reviewed the Hazardous Waste Day Contract. Otter Tail County will bring their mobile household hazardous waste collection vehicle to the Public Works Building on August 2, 2017 between the hours of 10:00 a.m. and 2:00 p.m. The City is responsible for staffing the collection event. The City must also provide Food and refreshments to each worker. Motion by Holl, seconded by Foster to allow Mayor Frazier to sign the

Operation of a Mobile Collection for Household Hazardous Waste contract. Motion passed unanimously.

Street and Park Superintendent Brian Olson spoke to Council regarding a Great Plains Natural Gas Project that will take place in the City this summer. Great Plains will be upgrading the natural gas pipes in the Northwest part of the cities. Superintendent Brian Olson asked Council to consider waiving the \$500.00 deposit for tar breakup. Usually, the City collects the deposit and then has a contractor repair the tar. Because Great Plains will be breaking up small amounts of tar in many areas of the City, they will have their own contractor make the repairs. Motion by Strand, seconded by Holl to waive the tar break-up deposit as the contractor will be taking care of all costs associated with this project. Motion passed unanimously.

Library Board Chair Wayne Runningen provided Council with a Library update. He put together a Pelican Rapids Public Library: a Multicultural Learning Center Document Reference Manual for City Council. He wanted to clarify a few things after the last Council meeting. He explained how the Library Board and City Council work together. When the Library Report or new hires are approved by City Council, it is giving the Clerk-Treasurer the authority to pay library bills or pay library employees. Council Member Strand was frustrated that the City is trying to save money and keep taxes down, and the Library seems to do their own thing without considering the effects on the City. Council Member Foster was concerned about the effect this may have on the pay equity reporting.

Library Board Chair Runningen also provided Council with a proposal of \$4,090.00 to replace the glycol in the boiler at the library as it has developed a corrosive characteristic and may cause damage to the system piping. The Library Board has not made any decisions yet, but indicated that they would like it done as soon as possible to avoid further damage. Council needs to decide if it should be budgeted and expensed next year or should it be done sooner. Council has some time to think about it.

City Engineer Bob Schlieman of Apex Engineering Group presented Council with an Agreement between Owner and Engineer for Professional Services. This format allows us to execute a single agreement, then for each specific project moving forward the only thing that would have to be done is execute a task order. The document includes the overall general conditions as well as a specific task order for the tower project. City Attorney Greg Larson encouraged each Council Member to read the agreement, but he did not find any red flags to speak of. Motion by Strand, seconded by Foster to accept and sign the Agreement with Apex Engineering Group. A signed copy of the Agreement will be provided to Council when the City receives it. Motion passed unanimously.

A Financial Planning Agreement for a new TIF district was provided in the Council packet. This agreement is to allow Northland Securities, Inc. to provide the TIF work for the new housing development. Motion by Holl, seconded by Foster to approve the Financial Planning Agreement with Northland Securities, Inc. for a new TIF district. Motion passed unanimously.

Attorney Greg Larson reminded Council about the offer made to Gridor with the liquidated damages claim of \$650,000 on the WWTF. The deadline is today (February 28, 2017) and no

response has been received. Attorney Larson did receive a call from Gridor's attorney. Gridor's attorney requested another meeting between SEH, Gridor and the City. Attorney Larson is wondering what step Council would like to take now. Council Member Ballard is not in favor on another informal meeting. Mayor Frazier asked about mediation. From a strategic standpoint, the City may want to consider waiting until Gridor has completed the punch list items. Council Member Foster is frustrated too but would like to have another meeting. Council Member Holl is also in favor of a meeting. Motion by Foster, seconded by Strand to have Attorney Larson set-up an informal meeting with Gridor and their attorney. Motion passed. Opposed: Ballard

Council Member Strand asked about Lifeguard training. City staff has put the information on the Facebook page.

Council Member Strand voiced his concerns with the slippery roads.

Clerk-Treasurer Heaton handed out the BHH Architect proposal for the Community Center and City Hall updates. Discussion was postponed until the next meeting.

The City Council Planning Session will be on Friday, April 7, 2017 from noon-4:00 p.m. in City Hall Council Chambers.

Motion by Strand, seconded by Ballard to adjourn the City Council meeting at 6:32 p.m. Motion carried. Opposed: Holl



Danielle Heaton  
Clerk-Treasurer