

**Tuesday, March 10, 2020****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 (*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 2/25/2020
  - b) Approval of Accounts Payable Listing
  - c) Staff Reports
    1. Police Chief Report
    2. Financial Report
5. MnDOT Left Turn Signal Discussion – Tom Pace
6. City Lights – Ottertail Power Co (In packet)
7. Sunday Soccer League – Rudy Martinez
8. Planning Commission Report
  - Resolution Farmer's Elevator
  - Resolution Land Sale to DSE LLC
    - Consider Quit Claim Deed
9. Street and Park Report
10. Pigeons
  - Consider Ordinance 2020-01 Amend Chapter 5, Part 4, Section 504.01, Subdivision 1(B) of the City Code
  - Consider Ordinance 2020-02 Amend Chapter 5, Part 4, Section 504.02 of the City Code
  - Consider Ordinance 2020-03 Authorizing the Keeping of Racing Pigeons, Fancy Pigeons and Sporting Pigeons, Providing for Issuance of Permits and Providing Penalties for Violations
11. Public Parking Lots
  - Consider Ordinance 2020-04 Amend Chapter Seven, Part 1, Section 701 of the City Code
  - Consider Ordinance 2020-05 Amend Chapter Seven, Part 1, Section 701.07, Subdivision 7 of the City Code
  - Consider Ordinance 2020-06 Amend Chapter Seven, Part 1, Section 701.07, Subdivision 8 of the City Code
12. CSAH 96/100 Project Update & Resolutions – Bob Schlieman (In packet)
  - Resolution 2020-02 Approving County Project Within Municipal Corporate Limits
  - Resolution 2020-03 Resolution for Parallel Parking
  - Resolution 2020-04 Approving County Project with Municipal Corporate Limits
  - Resolution 2020-05 PFA Clean Water Revolving Fund Loan Application for Wastewater Collection System Improvements
  - Resolution 2020-06 PFA Drinking Water Revolving Fund Application for Water Distribution System Improvements
  - Resolution 2020-07 Resolution Receiving Report and Ordering Preparation of Plans for CSAH 96, CSAH 100, 1<sup>st</sup> Street SW, and Great Northern Railroad Underground Utility and Street Improvements
  - Resolution 2020-08 Resolution Approving Plans and Specifications and Ordering Advertisement for Bids for CSAH 96, CSAH 100, 1<sup>st</sup> Street SW and Great Northern Road Underground Utility and Street Improvements
13. Colony Apartments Utility Update & Change Order #2 – Bob Schlieman (In packet)
14. Library Report

- Resolution 2020-09 Approving Plans and Specification and Ordering Advertisement for Bids (In packet)
  - Library Letter Discussion
15. Water Supply Plan Certificate of Adoption (In packet)
  16. Ringdahl Ambulance Agreement
  17. Mayor Report
  18. City Administrator Report
  19. Adjourn

### **CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 03/10/2020**

The City Council of Pelican Rapids met in regular session at 5:00 pm, on Tuesday, 03/10/2020 in Council Chambers, City Hall.

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

Clerk-Treasurer Danielle Harthun took roll call.

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

Other city staff present: Administrator Don Solga, Clerk-Treasurer Danielle Harthun, Street and Park Superintendent Brian Olson, City Attorney Greg Larson, City Engineer Bob Schlieman, Planning Commissioner Chair John Waller III, and Police Chief Jeff Stadum.

General Attendance: Rudy Martinez, Norbert Villagomez, Tom Pace, Patrick Hollister, Katie Kitowski, Travis Grefsrud, Peter Scott, Abby Scott, Trudy Kordosky, 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 Foster, seconded by Markgraf to approve the agenda as presented. Motion passed unanimously.

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

- a) Approval of Minutes – Council Meeting 2/25/2020
- b) Approval of Accounts Payable Listing
- c) Staff Reports
  1. Police Chief Report
  2. Financial Report

Motion passed unanimously.

Tom Pace from MnDOT provided Council with an update on the 2024 Highway Project. Mr. Pace also discussed left-hand turn signal options at Broadway and Mill Avenue. If they city waits until the 2024 project, the consultant will do a study to figure out the best option for traffic at that intersection. If the city chooses to do something now, the city will pay for it, and MnDOT will install.

Rudy Martinez spoke to Council regarding the Sunday Soccer League. He explained that the League has been restructured and is called the Pelican Rapids United Soccer Association (PRUSA). They will play every Sunday and will bring many people to town. They asked for City Council to support the Sunday Soccer League and PRUSA. The Park Board fully supports the PRUSA. Games will be played May through August. Motion by Foster, seconded by Strand to support PRUSA and the Sunday Soccer League and allow them to use Brown Field for their games. Motion passed unanimously.

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Chairman John Waller III explained that the Farmer's Elevator of Pelican Rapids requested a Special Use Permit (SUP) to place propane tank(s) on their property to assist with drying grain. A public hearing was held on March 9, 2020 to allow for public input. After the public hearing, the Planning Commissioners passed Resolution PC2020-01 recommending Council approve the SUP. Motion by Strand, seconded by Foster to accept the Planning Commission recommendation and approve the Special Use Permit. Motion passed unanimously.

The Planning Commission also discussed the sale of land to DSE Properties, LLC. Dan Egge had previously spoke to the Council (May 2019) and the council had agreed to the sale. The Planning commission passed Resolution PC2020-12 recommending the sale. Motion by Foster, seconded by Ballard to accept the Planning Commission recommendation and approve the Land Sale. Motion passed unanimously.

Motion by Ballard, seconded by Strand to approve the execution of the quit claim deed. Motion passed unanimously.

Superintendent Brian Olson provided a Street and Parks report. The street department has been filling potholes and getting the street sweeper ready. The skating rink has closed for the season. Olson also needs a resolution passed so that he may apply a MNDNR grant. Motion by Strand, seconded by Foster to introduce Resolution 2020-10 entitled: **RESOLUTION NO. 2020-10; RESOLUTION APPLYING FOR THE OUTDOOR RECREATION GRANT THROUGH MNDNR.** (A complete text of this resolution is part of permanent public record in the City Clerk's office.) Motion passed and resolution declared duly adopted.

Superintendent Olson updated the Council on the swimming pool. The pool leaked last summer and must be repaired before it can open this summer. He has talked to different pool companies and he decided the bottom would have to be dug up to check for leaks in the bottom of the pool. He invited the Mayor and Council to come and tour the pool. The repairs to the pool will all be dependent on the weather this spring. Motion by Strand, seconded by Markgraf to approve the Street and Parks report. Motion passed unanimously.

City Engineer Bob Schlieman updated Council on the CSAH 96 & 100 project. The designs are being reviewed by the county and the state and construction should start in June.

Motion by Foster, seconded by Strand to introduce Resolution 2020-02 entitled: **RESOLUTION NO. 2020-02; RESOLUTION APPROVING A COUNTY PROJECT WITHIN MUNICIPAL CORPORATE LIMITS.** (A complete text of this resolution is part of permanent public record in the City Clerk's office.) Motion passed and resolution declared duly adopted.

Motion by Foster, seconded by Strand to introduce Resolution 2020-03 entitled: **RESOLUTION NO. 2020-03; RESOLUTION FOR PARALLEL PARKING ONLY.** (A complete text of this resolution is part of permanent public record in the City Clerk's office.) Motion passed and resolution declared duly adopted.

Motion by Ballard, seconded by Markgraf to introduce Resolution 2020-04 entitled: **RESOLUTION NO. 2020-04; RESOLUTION APPROVING COUNTY PROJECT WITHIN MUNICIPAL CORPORATE LIMITS.** (A complete text of this resolution is part of permanent public record in the City Clerk's office.) Motion passed and resolution declared duly adopted.

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Motion by Foster, seconded by Strand to introduce Resolution 2020-05 entitled: **RESOLUTION NO. 2020-05; RESOLUTION OF APPLICATION MINNESOTA PUBLIC FACILITIES AUTHORITY CLEAN WATER REVOLVING FUND LOAN APPLICATION FOR WASTEWATER COLLECTION SYSTEM IMPROVEMENTS CITY OF PELICAN RAPIDS MINNESOTA.** (A complete text of this resolution is part of permanent public record in the City Clerk's office.) Motion passed and resolution declared duly adopted.

Motion by Markgraf, seconded by Ballard to introduce Resolution 2020-06 entitled: **RESOLUTION NO. 2020-06; RESOLUTION OF APPLICATION MINNESOTA PUBLIC FACILITIES AUTHORITY DRINKING WATER REVOLVING FUND LOAN APPLICATION FOR WATER DISTRIBUTION SYSTEM IMPROVEMENTS CITY OF PELICAN RAPIDS, MINNESOTA.** (A complete text of this resolution is part of permanent public record in the City Clerk's office.) Motion passed and resolution declared duly adopted.

Motion by Strand, seconded by Foster to introduce Resolution 2020-07 entitled: **RESOLUTION NO. 2020-07; RESOLUTION RECEIVING REPORT AND ORDERING PREPARATION OF PLANS FOR CSAH 96, CSAH 100, 1ST STREET SW, AND GREAT NORTHERN ROAD UNDERGROUND UTILITY AND STREET IMPROVEMENTS.** (A complete text of this resolution is part of permanent public record in the City Clerk's office.) Motion passed and resolution declared duly adopted.

Motion by Foster, seconded by Markgraf to introduce Resolution 2020-08 entitled: **RESOLUTION NO. 2020-08; RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS FOR CSAH 96, CSAH 100, 1ST STREET SW, AND GREAT NORTHERN ROAD UNDERGROUND UTILITY AND STREET IMPROVEMENTS.** (A complete text of this resolution is part of permanent public record in the City Clerk's office.) Motion passed and resolution declared duly adopted.

City Engineer Bob Schlieman updated Council on the Colony Apartment Utility and Street Improvements. Construction should begin in June or July 2020 with the final bituminous wear going on June of 2021. Because of the delay in getting started with construction last fall, a change order should be considered to change the completion dates. Motion by Ballard, seconded by Strand to accept Change Order 2. Motion passed unanimously.

Council discussed the parking ordinances that City Attorney Greg Larson drafted. Council Member Ballard commented on the parking ordinance that had once been in place.

Council considered Ordinance 2020-04 Amend Chapter Seven, Part 1, Section 701.01. Motion by Foster, seconded by Ballard to approve draft ordinance 2020-04 for posting. Final discussion will take place after posting the ordinance for public comment. Motion passed unanimously.

Council considered Ordinance 2020-05 Amend Chapter Seven, Part 1, Section 701.07, Subdivision 7. Motion by Strand, seconded by Foster to approve draft ordinance 2020-05 for posting. Final discussion will take place after posting the ordinance for public comment. Motion passed unanimously.

Council considered Ordinance 2020-06 Amend Chapter Seven, Part 1, Section 701.07, Subdivision 8 of the City Code. Motion by Markgraf, seconded by Strand to approve draft ordinance 2020-06 for posting. Final discussion will take place after posting the ordinance for public comment. Motion passed unanimously.

Attorney Greg Larson spoke to White Bear Lake regarding pigeon issues they may have had and they had none.

Council considered Ordinance 2020-01 Amend Chapter 5, Part 4, Section 504.01, Subdivision 1(B) Sub 5. Council would like the pigeon license fee to be yearly. Administrator Solga is making

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an application for residents to get from city hall. Motion by Ballard, seconded by Markgraf to approve draft ordinance 2020-01 for posting. Final discussion will take place after posting the ordinance for public comment. Motion passed unanimously.

Council considered Ordinance 2020-02 Amend Chapter 5, Part 4, Section 504.02. Motion by Foster, seconded by Ballard to approve draft ordinance 2020-02 for posting. Final discussion will take place after posting the ordinance for public comment  
Motion passed unanimously.

Council considered Ordinance 2020-03 Authorizing the Keeping of Racing Pigeons, Fancy Pigeons and Sporting Pigeons, Providing for Issuance of Permits and Providing Penalties for Violations. Motion by Strand, seconded by Markgraf to approve draft ordinance 2020-03 for posting. Final discussion will take place after posting the ordinance for public comment. Motion passed unanimously.

Superintendent Olson reported that the Library roof committee has met a few times and reviewed the plans and specs. Motion by Foster, seconded by Markgraf to introduce Resolution 2020-09 entitled: **RESOLUTION NO. 2020-09; RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS –LIBRARY ROOF IMPROVEMENTS.** (A complete text of this resolution is part of permanent public record in the City Clerk's office.) Motion passed and resolution declared duly adopted.

Council reviewed the letter from the Library Board. The Library Board requested an additional \$4,845.88 to cover the 4% increase in wages for the Library employees. Council Member Foster asked if the Library employees are actually city employees since they are controlled by the Library Board. Council Member and Library Board member Markgraf felt there is a disconnect between the Library Board and City Council that needs to stop. Administrator Solga will look into whether or not the Library employees are actually City employees for pay equity purposes.

The Water Supply Plan reviewed by MNDNR and is now ready for adoption by Council. Motion by Markgraf, seconded by Strand to adopt the Water supply Plan. Motion passed unanimously.

Motion by Foster, seconded by Strand to approve the Agreement for Ambulance Service with Ringdahl Ambulance Service. Motion passed unanimously.

Otter Tail Power was unable to attend the meeting due to illness. A concerned citizen shared information on possible adverse health effects. Otter Tail Power will attend the next meeting to discuss further with Council.

Council Member Markgraf reported that both furnaces have quite working at the Library.

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; worked to compile information and documents needed for the CSAH 96/100 PFA funding application; worked on airport's 2020 MPCA industrial stormwater annual report, application and permit; worked on library roof resolution; worked on personnel issues; had agenda conversations with elected offices; attended the March 09 planning commission meeting; completed actions to sell 2011 police squad Chevy Impala; had conversations with representatives of Otter Tail County Community Development Agency, West Central Initiative, Lake Region Electric Coop and potential business.

Mayor Frazier reported that since the last city council meeting he has; conducted "Conversations with the Mayor" at the Pelican Rapids Public Library, sent an electronic email to the Red River International Board regarding concerns of the proposed phosphorus and nitrogen limits to the Red River and how it

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would bring financial burdens to the City of Pelican Rapids, worked at the City of Pelican Rapids booth at the Fargo-Moorhead Home & Garden Show at the Fargo Dome on Sunday, March 01, by invitation, attended Hormel Foods "Be Bold 2020 Tour" at West Central Turkeys, and met with Administrator Solga regarding the agenda for this evening's city council meeting.

Motion by Strand, seconded by Ballard to adjourn the City Council meeting at 7:56 pm. Motion passed unanimously.



Danielle Harthun  
Clerk-Treasurer