

March 10, 2017

CITY COUNCIL AGENDA

**Tuesday, March 14, 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 – 2/28/17
  - b) Approval of Accounts Payable Listing
  - c) Staff Reports
    - 1) Police Chief Report
    - 2) Library Report
    - 3) Financial Report
  
5. Car Show Request to Close Campground – Alan Johnson
  
6. Houston Engineering Reports
  - Spillway Proposal
  - Final Pelican River Dam Proposal
  
7. Proposal for Architectural Services for Community Center – Chad Borman
  
8. Community Gardens
  
9. Street and Park Report
  
10. Unique Opportunities LLC TIF Application
  - Resolution 2017-01 Calling for a Public Hearing on May 9, 2017 at 5:30 p.m.
  
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, 03-14-17 in Council Chambers, City Hall.

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

Roll call was taken by Utility Clerk Susan Strand.

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, Utility Clerk Susan Strand, Street and Park Superintendent Brian Olson, City Attorney Greg Larson

General Attendance: Boy Scout Members Ian Fahje and Mark LaPoint, Rick St. Germaine of Houston Engineering, Troy Johnson of Unique Construction, LLC., Alan Johnson, Chad Borman of BHH Architects 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 led by Boy Scout Member Ian Fahje and Mark LaPoint.

An announcement was made that there will be a training burn at 114 10th Ave SW. on Saturday 3-18-17 at 8:00 a.m.

Motion by Holl, seconded by Ballard to approve the agenda with the deletion of item #8 Community Gardens. Motion passed unanimously.

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

- Approval of Minutes – 2/28/17
- Approval of Accounts Payable Listing
- Staff Reports
  - Police Chief Report
  - Library Report
  - Financial Report

Motion passed unanimously.

Alan Johnson requested Council to close Sherin Park Campground on Friday, July 7, 2017 for Cars in the Park. In the past, the City has required some organizations to pay for the camping sites that are being used by the event. Going forward organizations wanting to use the park will be required to pay for camp sites not available for campers.

Motion by Strand, seconded by Foster to require Cars in the Park to pay for the sites that will be used for the event.

Motion passed unanimously.

Rick St. Germaine of Houston Engineering shared with Council the proposal for the Pelican River Dam Spillway Assessment. To do the assessment of the concrete they need to get rid of

the water on the concrete. It could possibly take 5 to 6 days to lower the water 2 1/2 feet so they can do the samples. Funds could come from General Fund or Liquor Store Funds.  
Motion by Strand, seconded by Ballard to accept the proposal and spend \$15,000 to hire Houston Engineering to do the study on the spillway.  
Motion passed unanimously.

City Council discussed the Houston Engineering Dam Wall assessment options. No decision will be made on those options until after the spillway study.

Troy Johnson of Unique Opportunities was present to answer questions from Council about the Tax Increment Financing that was submitted to the City.

Motion by Holl, seconded by Ballard to increase the dollar amount for the TIF policy fee to the actual cost of \$8,500 charged by the consultant and pass the increase on to the developer.  
Motion passed unanimously.

Motion by Foster, second by Holl to adopt **RESOLUTION NO. 2017-01; A RESOLUTION CALLING FOR A PUBLIC HEARING ON THE PROPOSED ESTABLISHMENT OF DEVELOPMENT DISTRICT NO. 2 AND THE PROPOSED ESTABLISHMENT OF TAX INCREMENT FINANCING DISTRICT NO. 2-9 WITHIN THE DEVELOPMENT DISTRICT AND THE PROPOSED ADOPTION OF THE DEVELOPMENT PROGRAM AND TAX INCREMENT FINANCING PLAN RELATING TO THERETO.** (A complete text of this resolution is part of permanent public record in the City Clerk's office.) Motion carried and ordinance declared duly adopted.

Motion by Foster, seconded by Ballard to file the quit claim deed to get the parcel number from the county for the acreage for the housing project.  
Motion passed unanimously.

Chad Borman of BHH Architects explained to Council the proposal in the packet for the Community Center. There was discussion regarding Part A: a broad cost estimate of the existing conditions of the Upper Level and Exteriors for the proposed Event Center. Part B: developing construction drawings for bidding the project. Part C: Construction of the project.  
Motion by Holl, seconded by Strand to accept the proposal to do design work from BHH for the Community Center project.  
Motion passed unanimously.

Administrator Solga brought up the need for hazardous material abatement for fittings and fixtures in the mechanical room. Lakes Country Service Coop did testing and found that we need to remove 90 square feet of asbestos containing boiler stack insulation and 60 fittings on fiberglass lines in the mechanical room. There were 2 bids one from M.A.A.C. Inc. for \$9,450 and VCI Environmental for \$7,840. The abatement work will occur once the weather warms and the boiler can be shut down.  
Motion by Ballard, seconded by Foster to accept the low bid from VCI for the asbestos abatement in the mechanical room.  
Motion passed unanimously.

Street and Park Superintendent Brian Olson provided Council with a Street and Park Superintendent Report.

Superintendent Olson is waiting to find out if Oktoberfest is going to donate funds for labor and materials to repair the deck boards by the windmill house next to the high rise parking lot. He requested pre-approval from the Council to call the contractor for the project if the finances become available.

Motion by Strand, seconded by Foster to call the contractor to start the project when funds become available.

Motion passed unanimously.

Otter Tail County Trail Plan Update - Councilman Holl reported that the County Plan is now complete and is part of the overall transportation plan for the county. That means the county will keep the plan in mind as they are doing road repair (wider roads, etc.) throughout the county. Pelican Rapids is on 2 priority legs of the trail, from Fergus to Detroit Lakes and from Pelican Rapids to Perham. Three miles from Perham towards Pelican Rapids is funded and will begin construction in 2018. The committee is looking for support letters for the trail plan.

Motion by Strand, seconded by Ballard to adjourn the City Council meeting at 6:19 p.m. Motion carried. Opposed: Holl

Respectfully Submitted,

Susan Strand