

Tuesday, April 14, 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 3/31/2020, 4/2/2020
 - b) Approval of Accounts Payable Listing
 - c) Staff Reports
 1. Police Chief Report
 2. Street and Park Report
 3. Financial Report
5. Library Report
6. Library Roof Bid Discussion
7. Project No. 90 – Street Improvements CSAH 96/100 – Bob Schlieman
 - Resolution 2020-12 Receiving Report & Call for Hearing (In Packet)
 - Proposal for Professional Services (In Packet)
8. CSAH 100 Jurisdictional Transfer to the City Consideration (In Packet)
9. Project 89 Colony Apartment Update
10. City Lights Transfer to Otter Tail Power Update
11. Planning Commission Update
12. City Administrator Report
13. Mayor Report
14. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 04/14/2020

The City Council of Pelican Rapids met in regular session at 5:00 pm, on Tuesday, April 14, 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 three members of the Council were present at roll call:

Council Member Steve Strand - absent

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 Engineer Bob Schlieman, and Police Chief Jeff Stadum.

General Attendance: Keith Gummeringer, Shelley Gummeringer, Chuck Grotte, 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 Markgraf, seconded by Foster to approve the agenda as presented. Motion passed unanimously.

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

- a) Approval of Minutes – Council Meeting 3/31/2020, 4/2/2020
- b) Approval of Accounts Payable Listing
- c) Staff Reports
 1. Police Chief Report
 2. Street and Park Report
 3. Financial Report

Motion passed unanimously.

Council Member Ballard gave the Library Report. They received funds from three townships. The Library Board voted on a 2 percent wage increase retroactive to January 1, 2020. The library will start curbside pick-up again. The Library Board will vote on the roof tomorrow. Motion by Markgraf, seconded by Ballard to approve the Library Report. Motion passed unanimously.

Street and Park Superintendent Brian Olson reviewed the Library Roof Bid. The bid opening was on April 2, 2020 and the city received two bids. The architect reviewed the bids and recommended accepting the low bid from A&R Roofing Company, Inc. The base bid was \$ 222,440, Alternate No. A was \$14,190; Alternate No. B was \$44,270, Alternate No. C no bid. Motion by Foster, seconded by Ballard to approve the base bid and Alternate No. A from A& R Roofing, Inc. Motion passed unanimously.

City Engineer Bob Schlieman provided an update on CSAH96 and CSAH 100 Project No. 90. The design is complete and bid opening is April 29, 2020. The estimated city's cost is \$1,300,000. The city applied for PFA funding and there will be an assessment hearing. Motion by Markgraf, seconded by Foster to introduce Resolution 2020-12 entitled; **RESOLUTION NO. 2020-12; RESOLUTION 2020-12 RECEIVING REPORT & CALL FOR HEARING.** (A complete text of this

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resolution is part of permanent public record in the City Clerk's office.) Motion passed and resolution declared duly adopted.

City Engineer Bob Schlieman provided Council with a Proposal for Professional Services for Project No. 90, CSAH 96/100. Apex is under a contract with the County for this project, but not the city. He provided a proposal outlining the needed services for the city. Fees estimated at \$33,000 for those services. Motion by Markgraf, seconded by Foster to accept the proposal from Apex Engineering. Motion passed unanimously.

Chuck Grotte from Otter Tail County spoke to Council regarding CSAH 100 jurisdictional transfer to the City of Pelican Rapids. CSAH 96 will not be transferred, as the bridge would be too expensive for the city to replace in the future. The transfer would happen after the project is completed. Motion by Foster, seconded by Markgraf to approve the jurisdictional transfer of CSAH 100. Motion passed unanimously.

Administrator Solga updated the Council on Project 89 Colony Apartment. There was a pre-con last week. Hough will start the project the first part of May with substantial completion on June 26, 2020.

Administrator Solga updated Council on the city streetlight transfer. There will be papers for Council to review and sign at the next meeting.

Council Member Ballard update Council on the recent Planning Commission meeting. First Planning Commission discussed a land purchase from John Grabarkewitz. The property could be used as a possible trailhead or an addition to the park system. The Planning Commission passed Resolution PC2020-03 recommending the purchase. Motion by Markgraf, seconded by Foster to allow Administrator Solga to negotiate a price with the property owner. Motion passed unanimously.

Council Member Ballard explained to Council that Keith and Shelley Gummeringer of Arg Investments requested a Special Use Permit (SUP) to allow residential use in the commercial zone. The Planning Commission held a public hearing on April 13, 2020 to allow for public input. After the public hearing, the Planning Commissioners passed Resolution PC2020-04 recommending Council approve the SUP. Motion by Markgraf, seconded by Ballard to accept the Planning Commission recommendation and approve the Special Use Permit. Motion passed unanimously.

The Planning Commission recommended replacing Patrick Patterson on the Planning Commission for lack of attending meetings. Motion by Foster, seconded by Markgraf to approve the recommendation. Motion passed unanimously.

The Planning Commission has moved their regularly scheduled meeting to the last Monday of the month. This will allow the Council to review the Planning Commission actions before the Council meeting.

Administrator Solga reported that since the last city council meeting he has; worked with city clerk to set agenda and prep for meeting; spent time reviewing and revising Park Board/Planning Commission land purchase resolution and the Planning Commission Special Use Permit resolution; continued conversation with a potential business owner; held emergency management team meetings; continue set up and discussion with staff and elected officials on

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use of technologies and computers for remote access; continued reviewing relevant COVID-19 information; attended remote preconstruction meeting for Project #89 Colony Apartment improvements; attended remote meeting with Otter Tail County Community Development Agency; attended remote meeting with Otter Tail County Emergency Management regarding COVID-19 and operations; and attended April 13 planning commission meeting.

Mayor Frazier reported that since the last city council meeting he has; attended the City of Pelican Rapids City Council Board of Appeal and Equalization Meeting at City Hall on April 02, 2020, visited with Pelican Rapids Jenny-O Human Resources Department regarding work strength at their facility, meet with Chief of Police Stadum regarding social distancing observations in Pelican Rapids, continue to pen Mayor's columns in the Pelican Press relating to the City of Pelican Rapids operating procedures in dealing with the COVID-19 pandemic, attended 2 Pelican Rapids Emergency Management Team Meetings at City Hall, spoke by telephone with MN Representative Bud Nornes and State Senator Bill Ingebrihtsen regarding the COVID-19 situation in Minnesota, met with Administrator Solga regarding the agenda for this evening's City Council Meeting, as normal procedure I contact City hall on a daily basis.

Motion by Markgraf, seconded by Ballard to adjourn the City Council meeting at 5:53 pm.
Motion passed unanimously.



Danielle Harthun, MCMC
Clerk-Treasurer