

CITY COUNCIL AGENDA

April 19, 2018

Tuesday, April 24, 2018

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. 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 Council Minutes – 4/10/18
 - b) Approval of Board of Review Minutes – 4/2/18
 - c) Approval of Accounts Payable Listing
 - d) Utility Report – People Service
 - e) Approve Plumbing Registration for Jason Schrupp with Hanson's Plumbing & Heating
 - f) Pelican Rapids Chamber of Commerce Raffle at VFW 10/13/18
5. Community Events
 - 5K – Amanda Guler
 - Closing Parking Lot for Bounce Games – Everett Ballard
 - Closing West Mill for the Street Dances for Pelican and Shada Fests – Brady Ballard
6. Street and Park Superintendent
 - Parking Resolution
 - Hire Pool Manager
 - Park Board Appointment – Rudy Butenas
 - Windmill House
7. Liquor Store Report
 - Liquor Store Personnel
 - Opening Liquor Store on Sundays
8. Pool – Shawn Gravalin
9. Dam Discussion
10. Colony Housing Project Update
 - Resolution 2018-08 Ordering Preparation of Report on Improvement for Underground Utility and Street Improvements Near First Avenue NW (Trunk Highway 108)

11. Planning Commission Update
12. Unique LLC Developers Agreement Phase II
13. Library Board Appointment
14. At This Point the Council Meeting Will be Closed to the Public. The Following Items will be Discussed:
 - A. To Approve Contract Professional Services
15. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 04-24-18

The City Council of Pelican Rapids met in regular session at 5:00 p.m., on Tuesday, 04-24-18 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

City staff present: Administrator Don Solga, Clerk-Treasurer Danielle Heaton, Street and Parks Superintendent Brian Olson, City Attorney Greg Larson and City Engineer Bob Schlieman.

General Attendance: Mike Kramer, Wayne Runningen, Everett Ballard, Dawn Finn, Brady Ballard, John Waller, III, Howard Fullhart, Luther Aadland, Samuel Herzog, Troy Johnson 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.

Clerk-Treasurer Heaton announced that the recessed Board of Review Meeting will continue on May 1, 2018 at 8:30 a.m. in Council Chambers.

All present stood and said the Pledge of Allegiance.

During the comments period, Mike Kramer of Moorhead, Minnesota and also, a Minnesota lake shore owner spoke in favor of the DNR continuing to stock Muskies in area lakes. He is aware that his opposition talked to Council a few years ago, so he would like to tell the other side. He would like to encourage the City of Pelican Rapids to write a letter in support of the DNR and the Muskie stocking.

Motion by Ballard, seconded by Holl to approve the agenda with the following amendments: delete No. 8 Pool – Shawn Gravalin, add No. 16 Union Contract and Employee COLA and add No.17 City Facebook Page. Motion passed unanimously.

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

- a) Approval of Council Minutes – 4/10/18
- b) Approval of Board of Review Minutes – 4/2/18
- c) Approval of Accounts Payable Listing
- d) Utility Report – People Service
- e) Approve Plumbing Registration for Jason Schrupp with Hanson's Plumbing & Heating
- f) Approve Pelican Rapids Chamber of Commerce Raffle at VFW 10/13/18

Motion passed unanimously.

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Superintendent Olson reviewed the map with Council which showed the route requested for the 2018 5K Boys and Girls Cross Country Fundraiser. It is on July 14, 2018 starting at 7:30 a.m. The route is the same as the one used in 2016. (Last years were different because of the street project). Motion by Holl, seconded by Ballard to approve the route for the 2018 5K Boys and Girls Cross Country Fundraiser on July 14, 2018 starting at 7:30 a.m. Motion passed unanimously.

Everett Ballard requested the shutdown of the City Parking Lot between 29 and 33 North Broadway for bouncy games as has been done in past years. Shutdown will be the evening of Friday, July 13, 2018 through Saturday, July 14, 2018. They would also like to shut down the first block of 1st Avenue SE on Saturday, July 13th, 2018 for water wars. There will be an old fashion tractor show and flea market in Sherin Park this year; they will let the City know what, if any camping spots are needed for the events. Motion by Foster, seconded by Strand to allow the use of the above mentioned City property's for the listed events during Pelican Fest July 13, 2018 and July 14, 2018. Motion passed unanimously.

Jaycees Member Brady Ballard requested Council approval to close West Mill for a Street dance for Shada Fest (June 9, 2018) and Pelican Fest (July 14, 2018). They would like the street shut down the evening before both events for set-up. Motion by Ballard, seconded by Foster to approve the use of West Mill for both Shada Fest and Pelican Fest. Motion passed unanimously.

City Engineer Bob Schlieman presented an anticipated project timeline for the utility and surface improvements to serve DW Jones Apartments. It's a very aggressive timeline because the developer is hoping to have the apartments ready to open in June 2019.

Motion by Foster, seconded by Holl to introduce Resolution 2018-08 entitled: **RESOLUTION NO. 2018-08; RESOLUTION ORDERING PREPARATION OF REPORT ON IMPROVEMENT FOR UNDERGROUND UTILITY AND STREET IMPROVEMENTS NEAR FIRST AVENUE NW (TRUNK HIGHWAY 108)**. (A complete text of this resolution is part of permanent public record in the City Clerk's office.) Motion carried and resolution declared duly adopted.

Motion by Ballard, seconded by Strand to accept the proposal from Terracon for \$4,800 for geotechnical services. Motion passed unanimously.

Administrator Solga attended the County Commissioners meeting to discuss the Colony Housing Project land conveyance. The County passed a resolution conveying the land back to the city. Solga will follow up to make sure everything is completed. Attorney Larson will be working on a Developer Agreement.

Administrator Solga invited Howard Fullhart and Luther Aadland from the DNR to the Council meeting to answer questions. The soonest this project could be done with DNR funding (for dam removal) would be 2020. In order for that to happen, Council would have to make a decision by January 2019. Council asked many questions, but realized that it is really hard to

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visualize what the DNR is able to do. Administrator Solga asked about a model for the City to see. The DNR agreed that would be a good idea, but there will be a cost involved with having engineers make a model. The DNR thinks they have the information they need to get started. They will let the City know what the cost of a model will be.

Administrator Solga explained Tammy Omdahl from Northland Securities Memorandum for TIF Assistance for Phase II-Unique Apartments. Through all the assessments she performed, she found that the project is reasonable. Troy and Samuel of Unique Opportunities, LLC provided an updated map which will replace Exhibit C in the Development Agreement. City Attorney Greg Larson explained that the new agreement is mostly the same; just some things had to be tailored to incorporate Phase II information. A section about administrative costs was also added into the agreement. They will pay the \$10,000 TIF application fee for administrative expenses. Motion by Foster, seconded by Strand to approve the Development Agreement which will be executed on April 26, 2018. Motion passed unanimously.

Administrator Solga shared a draft Parking Ordinance regarding No Parking from 6th to 8th Avenue on N Broadway which was discussed at the last meeting. The draft will be posted for 10 days and Council will vote on the change at the May 8, 2018 meeting.

Superintendent Brian Olson requested Council hire Shawn Gravalin as Pool Manager again. He will be paid \$14.86 an hour. Motion by Ballard, seconded by Foster to approve the hire of Shawn Gravalin as Pool Manager at an hourly rate of \$14.86. Motion passed unanimously.

Motion by Strand, seconded by Foster to appoint Rudy Butenas to the Park Board. Motion passed unanimously.

Superintendent Olson presented to Council a way to fix the cave in next to the Windmill House. He believes he has a way to fix it that is more affordable than what the engineers have suggested. Motion by Strand, seconded by Foster to approve the Superintendents plan for the cave in by the Windmill House. Motion passed unanimously.

Superintendent Olson recommended Council hire Earl Carlson as Park Maintenance Seasonal Mower. He will be paid \$14.42 an hour. Motion by Foster, seconded by Strand to approve the hire of Earl Carlson as Park Maintenance Seasonal Mower at an hourly rate of \$14.42. Motion passed unanimously.

Because Liquor Store Manager is at training, Clerk-Treasurer Danielle Heaton provided the Liquor Store report. It was recommended to Council, that Kim Salwei should be hired as Part-Time liquor store clerk at \$12.66 an hour. Motion by Holl, seconded by Foster to approve the hire of Kim Salwei as Part-Time liquor store clerk at an hourly rate of \$12.66. Motion passed unanimously.

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There is a full-time Liquor Store clerk that has resigned. The City will be advertising for the position for the next couple of weeks.

Starting Fishing Opener (May 13, 2018) through Labor Day (September 2, 2018), Liquor Store Manager Maggie Johnson would like to be open on Sundays. The hours would be 11:00 a.m. to 6:00 p.m. or earlier if legislation changes. Motion by Holl, seconded by Ballard to approve the Municipal Liquor Store being open Sunday's May 13 through September 2, from 11:00 a.m. to 6:00 p.m. or earlier if legislation changes. Motion passed unanimously. Motion by Holl, seconded by Strand to approve the Liquor Store Report. Motion passed unanimously.

Administrator Solga provided Council with a Planning Commission update. He explained the Downtown Business District concept and the survey the Commissioners are distributing.

The Planning Commissioners discussed the Animal Control Ordinance. After some discussion, they referred it back to Council with the recommendation that Council have the City Attorney work on the definitions to allow the sale of poultry. Motion by Strand, seconded by Foster to approve the Commissioners recommendation. Holl commented that the Commissioners should have taken more time to look into the ordinance and make sure it was thoroughly vetted. Motion passed unanimously.

Motion by Strand, seconded by Holl to appoint Cheryl Brenna as Library Board Member. Motion passed unanimously.

Administrator Solga and Mayor Frazier presented the 2018 – 2019 Police Union Contract. Presented for Council approval was a retroactive 2018 COLA of 3% total, with a 1.5% increase effective January 1, 2018, and the other 1.5% occurring effective July 1, 2018. The second year will be 2% effective January 1, 2018. Also, the monthly health insurance contribution for union employees will be the same as the nonunion employees whether it's an increase or a decrease. Motion by Foster, seconded by Strand to approve the Police Contract for 2018-2019 with the wage and medical increases listed above. Motion passed unanimously.

Motion by Ballard, seconded by Foster to approve a 2018 COLA of 3% total, with a 1.5% increase effective January 1, 2018, and the other 1.5% occurring effective July 1, 2018 for all nonunion. Motion passed unanimously.

Holl updated Council on the City's Facebook page. The City now has over 700 followers.

Mayor Frazier made the following statement:

"I will now entertain a motion to close this portion of the meeting."

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Motion by Holl, seconded by Ballard to approve closing the meeting. Motion passed unanimously.

“The time is 6:58 p.m. The City Council will now go into a closed session in Chambers. Only the City Council and authorized City representatives may be in attendance at any portion of the closed session.”

“Following a closed meeting, the City Council meeting is now open. The time is 7:28 p.m.”

Motion by Foster, seconded by Strand to approve the Mayor signing the engineering services agreement with Donohue. Motion passed unanimously.

Motion by Ballard, seconded by Strand to adjourn the City Council meeting at 7:29 p.m. Motion passed unanimously. Opposed: Holl.



Danielle Heaton
Clerk-Treasurer

CITY OF PELICAN RAPIDS CLOSED COUNCIL MEETING MINUTES – 04-24-18

The City Council of Pelican Rapids met in a closed meeting at 6:58 p.m. on Tuesday, 04-24-18 in Council Chambers, City Hall.

Mayor Frazier called the meeting to order.

Roll call was taken by Clerk-Treasurer Danielle Heaton.

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

Council Member Steve Strand

Council Member CJ Holl

Council Member Kevin Ballard

Council Member Steve Foster

Others present: Administrator Don Solga, Clerk-Treasurer Danielle Heaton, City Attorney Greg Larson

Mayor Frazier stated:

“While we are in closed session, we will not make any motions nor take any votes.”

Council discussed with City Attorney Larson a contract for professional services.

Mayor Frazier adjourned the closed portion of the Council Meeting at 7:28 p.m.



Danielle Heaton
Clerk-Treasurer